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PREPARATION FOR OVERSEA MOVEMENT OF UNITS (POM)

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Effective 1 July 1973

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FIELD ORGANIZATIONS

PREPARATION FOR OVERSEA MOVEMENT OF UNITS (POM)

Effective 1 July 1973

This is a complete revision of AR 220–10, and changes are made throughout. This regulation will be supplemented at the major Army command level, as required. Major Army commanders will furnish one copy of each supplement issued to HQDA (DAMO–ODG) WASH DC 20310.

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CHAPTER 1

GENERAL

1–1. Purpose. This regulation prescribes policies, responsibilities, and procedures to be followed by all commands and agencies responsible for preparing and moving TOE and MTOE units from CONUS to oversea major Army commands; from oversea major Army commands to CONUS; and between oversea major Army commands. These provisions apply for both permanent and temporary change of station moves. Applicable contents of this regulation may also be used as a guide for preparing units for oversea intracommand movement. AR 55–113 governs the movement of units within CONUS. TM 55–604 provides detailed planning guidance for units preparing to move overseas.

1–2. Responsibilities. *a.* The major Army commander to whom a unit is assigned is responsible for preparing the unit for movement. In cases where major Army commands have TOE or MTOE units stationed in an oversea area, the oversea major Army commander is responsible for preparing the unit for movement. Support in preparing a unit for movement is furnished by all commands and agencies of the Department of the Army.

b. All commands concerned will comply with applicable reporting requirements in chapter 5, AR 525–10 and JCS Pub 6, vol II, part 2, chap 1—FORSTAT.

1–3. Explanation of terms. The following explanation of terms applies to this regulation. AR 310–25 will be used for terms not listed.

a. Major Army commands. Major Army commands are listed in AR 10–5.

b. Deployable personnel. Personnel carried as operating strength (colm 13m) on the unit morning report and who meet all deployability criteria for the unit's oversea destination. This could exceed 100 percent of the authorized strength. Included are TDY, present, leave, hospital, and arrest/confinement personnel meeting deployability criteria who will rejoin the unit either in the present command or in the oversea area.

c. Discretionary items. Items of clothing and equipment authorized in CTA 50–901 (Peace) and CTA 50–902 (Mobilization) which are issued to personnel assigned to specific climatic zones worldwide (includes mandatory purchase items for officers and warrant officers).

d. Expedited movement report (EXMOVREP). Reports of advance notification of departure, actual departure, and actual arrival of a unit.

e. Force requirement number (FRN). A number assigned by a unified command to identify a requirement for a particular type unit.

f. Home station. The installation or activity where a unit is physically located while being processed under this regulation.

g. Initial and final terminal arrival dates (IFTAD). Dates which establish the period when shipments of supplies and equipment from supply sources are to arrive at the military water or air terminal.

h. Package. A container, box, crate, or a single item of unboxed equipment (for example, a vehicle).

i. Personnel and equipment on station date (PEOSD). The date personnel and equipment necessary to begin training must be present in the unit.

j. POM-qualified. Term used to indicate that a unit and its members have successfully com-

pleted training and processing required by this regulation. Also, that clothing and equipment meet prescribed standards of maintenance, reliability, completeness, and type classification (AR 71–6) and are ready for use in the programed employment area.

k. POM requisition. A requisition to fill shortages of equipment and supplies in units under orders for oversea movement. POM requisitions will be dientified by the project code assigned in accordance with chapter 3 and appendix II–16, AR 725–50.

l. POM time. That time required by a unit to accomplish the necessary administrative and logistical requirements necessary to prepare it for oversea movement. Upon completion of POM at home/mobilization station, the unit is considered available for oversea movement.

m. Shipment readiness dates

(1) *Aircraft shipment readiness date (ASRD).* Date specified in the movement directive when unit aircraft must be ready to depart home station.

(2) *Equipment shipment readiness date (ESRD).* Date specified in the movement directive when unit equipment other than aircraft must be ready for shipment from home station.

(3) *Personnel shipment readiness date (PSRD).* Date specified in the movement directive when personnel of the unit must be ready to depart home station.

Note. Large organizations such as divisions normally will require several days to complete loading operations after receipt of a port call. These organizations will prepare equipment for loading on a phased basis. Echelons will be prepared for movement in accordance with instructions issued by Department of the Army, Appropriate MTMTS area command, responsible oversea command, or as required by movement schedules.

n. Temporary change of station (TCS). Transfer of a unit from its permanent station to a temporary station normally not in excess of a 90–day period. Exceptions to the time limitation are provided in AR 310–10.

o. To accompany troops (TAT). Items of equipment which are to accompany troops during movement.

(1) *Yellow Disk TAT.* Items which are to accompany troops aboard the same air or surface carrier and which must be accessible to them while en route from the home station to the oversea destination. These items normally include individual weapons, unit and personnel records, a field desk, typewriters, and other administrative equipment.

(2) *Red Disk TAT.* Items which must arrive at the oversea destination prior to or concurrently with troop elements and which are necessary to provide administrative self-sufficiency at destination for 30 days or as otherwise specified. Shipment of Red Disk TAT material will be identified by an "R" in the eleventh position of the Transportation Control Number (TCN).

Note. All unit equipment and supplies other than (1) and (2) above which are required subsequent to arrival of unit at destination will be marked as prescribed in DOD Reg 4500.32–R (MILSTAMP) and shipped in accordance with port call. They will not be shipped earlier than ESRD. Shipment of such equipment and supplies will be identified by a "Z" in the eleventh position of the TCN. Illustrations for the marking of equipment and packages are contained in TM 55–604.

p. Transportation Control and Movement Document (TCMD) DD Form 1384 (Manual). The source document used to provide detailed cargo information on shipment of accompanying equipment and supplies (DOD Reg 4500.32–R).

1–4. Forecasts of unit PCS moves. Semiannual forecasts of projected intracommand PCS unit moves will be submitted by major Army commands in accordance with AR 220–9. These forecasts will be classified in accordance with AR 380–5 and AR 380–55.

1–5. Funding. *a. Military personnel.* All authorized expenses related to the PCS travel of military personnel will be charged to the Military Personnel, Army (MPA), appropriation budget program 1400. Cost of unit moves other than PCS will be charged to the appropriate accounting classification as contained in The Army Management Structure (Fiscal Code), AR 37–100–** (** designates fiscal year). Permanent change of station movement orders will not contain an MPA accounting classificatio

chargeable to fiscal station S99999. Instead, a Movement Designator Code (MDC) from AR 310–10 will be cited in the movement orders. The MDC is converted to the proper accounting classification by the disbursing officer (see AR 37–35).

b. Unit TOE equipment.

(1) *PCS movements.* Unit TOE equipment moving on PCS will be moved as troop support cargo and funded under the Operation and Maintenance, Army (OMA) appropriation, Program 7 (see AR 37–100–*).

(*a*) *Movement of unit equipment from CONUS to an oversea destination.* When a unit is moving from CONUS to an oversea destination, the unit equipment movement costs from the CONUS station to the CONUS port of embarkation will be funded by the major CONUS Army command to which the unit is assigned. The US Army Finance and Comptroller Information Systems Command (USAFINCISCOM) will finance the cost for CONUS port handling, Military Sealift Command (MSC) sealift costs, and Military Airlift Command (MAC) airlift costs. The oversea major Army command will fund the oversea port handling and inland movement costs.

(*b*) *Movement of unit equipment from an oversea area to a CONUS destination.* When a unit is moving from an oversea area to a CONUS destination, the oversea major Army command will finance the oversea line-haul and port handling charges. The US Army Finance and Comptroller Information Systems Command will finance the MSC sealift, MAC airlift, and CONUS port handling costs. The US Army Materiel Command will furnish the Military Traffic Management and Terminal Service the funds for inland movement to the unit's CONUS destination.

(*c*) *Movement of unit equipment between oversea major Army commands without movement through CONUS.* When a unit is moving between oversea major Army commands without moving through CONUS, the oversea major Army command deploying the unit will fund the line-haul costs to the port of embarkation (POE) and the POE handling charges. The US Army Finance and Comptroller Information Systems Command will fund for MSC and MAC costs. The oversea major Army command receiving the unit will fund for the port of debarkation handling costs and inland movement costs.

(*d*) *Movement of unit equipment within an oversea major Army command.* When a unit is moving within an oversea major Army command the oversea major Army command will fund all costs except MSC and MAC costs which will be funded by USAFINCISCOM.

(2) *TCS movements.* TCS movements of units will be funded by the major Army commands concerned. Costs will be chargeable to their respective programs under elements of expense 2100 (Travel and Transportation of Persons) and 2200 (Transportation of Things).

c. Airlift. Airlift provided by MAC for joint airborne training and airlift provided for the movement of personnel, supplies, and equipment resulting from requirements established by the JCS or Secretary of Defense for the deployment of forces in support of National contingency or emergency situation will be funded as prescribed in AR 59–12.

1–6. Support of operation plans, other urgent operational requirements, and exercises and maneuvers. Instructions pertaining to the movement of units in support of operation plans, oversea urgent operational requirements, and oversea exercises and maneuvers are contained in chapter 7.

1–7. TDA activities. TDA activities are established and organized to meet specific requirements at a particular location. They normally are discontinued when no longer required at a location. TDA activities are not relocated on PCS or TCS except for USASTRATCOM activities.

1–8. Reserve components. This regulation applies to Reserve Component units (ARNG and USAR) selected and deployed for training, except as follows:

a. Reduced strengths. Unit personnel strengths may be reduced to mission essential personnel.

b. Health requirements. Medical and dental requirements may be *waived* or limited as prescribed for Annual Training in CONUS. Unit movement orders will cite special immunization requirements.

c. Personal affairs. Orientation of Unit/IRR personnel will include as a minimum Personal Affairs, Emergency locator service, and postal instructions.

d. Disposition of records and property. Only personnel records and unit records required for unit administration will accompany the movement; remaining unit records and unit property will be secured at the home station.

e. Equipment. Unit equipment will be shipped as TAT and special requirements for individual equipment TAT will be identified in the movement order.

f. Required statements. Requests for unit movement directives and movement directives will include a mission statement, and a statement that the responsible oversea commander will support the unit annual training requirements. If unit equipment is required to accomplish the mission, identify in the request. FORSCOM will forward the mission statement to the unit simultaneously when forwarding request for movement directive to HQDA.

CHAPTER 2

DEPLOYMENT PROCEDURES

2–1. Authority to direct oversea unit moves. *a.* Unit moves from CONUS will be authorized by Headquarters, Department of the Army.

b. Unit moves between oversea major Army commands or from an oversea major Army command to CONUS are authorized by the Joint Chiefs of Staff or the Department of Defense in coordination with the Department of the Army through JCS. HQDA normally publishes instructions and movement authority to the Army components of unified commands to implement DOD and JCS directives.

c. Unit PCS moves within a unified command are approved normally by the unified commander concerned.

2–2. Requests for unit movement authority. *a.* Requests to move TOE and MTOE units between major Army commands which involve PCS or TCS oversea movement will be submitted by the major Army commander 280 days prior to the date the unit is desired to arrive in the destination country. Requests will be forwarded to HQDA (DAMO–ODG) WASH DC 20310. Commanders of Army component commands will coordinate with the unified command to determine if the unit movement request must be processed through joint channels as well as service channels.

b. Movement requests will be classified in accordance with DOD Reg 5200.1–R and AR 380–5.

c. The following information will be included in requests for unit movement (exempt report; para 7–2*a*, AR 335–15):

(1) Designation (or type) of unit to be moved.

(2) TOE or MTOE.

(3) UIC and, if assigned, FRN.

(4) Authorized strength and movement by officer, warrant officer and enlisted identities.

(5) Present station.

(6) Destination.

(7) Date the unit is desired to arrive at the new destination and date the unit is available for departure from current station.

(8) Weight and cube of equipment to be moved with the unit, plus the length, width, and height of the largest piece of equipment to be moved.

(9) Source of funds, and for TCS moves the fund citation for OMA costs.

(10) Recommended mode(s) of transportation.

(11) Move category (A, B, or C).

(12) State whether move is PCS or TCS.

(13) Supporting data for waivers of personnel PCS restrictions as defined in paragraph 5*d*, AR 614–6, if applicable.

(14) Justification for move.

2–3. Deployment/Redeployment Planning Cycle. A Unit Deployment/Redeployment Planning Cycle is provided at figure 2–1. The Planning Cycle may be modified as required to meet operational requirements.

2–4. Warning order. Prior to the issuance of a movement directive, Headquarters, Department of the Army, or the Army component of a unified command, will issue a warning order (app A) informing the losing and gaining major Army commanders, CG AMC, and CG USASTRATCOM that a movement directive will be issued on a specific unit. The warning order is issued approximately 250 days prior to the unit

PSRD. Warning orders will provide the losing commander with sufficient information and authority to enable him to begin to prepare the unit for the move. Warning order will also be the basis for the gaining commander to provide equipment and planning information prescribed in paragraph 2–5. The losing commander will distribute this planning and equipment information to subordinate units and activities under his jurisdiction.

Note. Members' travel and transportation entitlements incident to the issuance of a warning order are contained in JTR, paragraph M7108.

2–5. POM information to be furnished by the receiving major Army commander. Within 10 days after receipt of the warning order, the major Army commander which is to receive a unit will furnish POM information by direct electrical communication to the appropriate losing major Army commander with information to DA, MTMTS, AMC and other appropriate Army commands (exempt report, para 7–20, AR 335–15). This information will include the following:

a. Mail address to be used after the unit departs current station.

b. Personnel deployability criteria pertinent to the gaining oversea area and not otherwise stated in paragraph 3–4, this regulation, or AR 612–2, AR 614–30, or AR 614–75.

c. Authorized TOE items which may be deleted from shipment to the gaining command.

Note. The oversea commander will take appropriate action to insure that items deleted from unit shipments are issued upon the unit's arrival in the command, unless the items are not mission essential. Special equipment required at the destination and not authorized will be requested by the major Army commander in accordance with AR 310–49. WABTOC items will normally be provided upon arrival at the destination by gaining commander.

d. Equipment to be supported by direct and general support service units alerted for deployment (will include make, model, and quantity) or a statement that an Authorized Stockage List (ASL) is not required.

Note. For administrative movements from CONUS, units normally will deploy with a 15-day level of prescribed load list (PLL) items and expendable supplies as defined by AR 310–25. Under administrative movements, only that part of the ammunition basic load below caliber .60 will accompany the unit. Direct and general support units normally will deploy with a 30-day supply of repair parts and expendables based on their TOE/MTOE mission, unless otherwise specified.

e. Location within the gaining command where the unit will be stationed by name of country and closest populated area.

f. Medical equipment and supplies to accompany the unit overseas (app D).

g. Instructions pertaining to MEE and TAT.

2–6. Movement directive. *a.* The movement directive is the authority for the appropriate commander to take necessary action to prepare a unit for oversea movement and to execute the move. A movement directive will be issued for all oversea unit movements. HQDA or the Army component of a unified command will issue the movement directive to direct the oversea movement of a unit. The directive will be issued approximately 90 days in advance of the unit's PSRD. A sample movement directive is at appendix B.

Note. Unless otherwise indicated in the movement directive, all provisions of this regulation apply to unit movements and all instructions contained herein have the full force and effect of the movement directive itself.

b. Movement directives will be issued for moves of—

(1) All TOE and MTOE units and USASTRATCOM TDA activities.

(2) Supplies and equipment assembled for specific units when delivery is intended at a later phase of movement (packet shipment).

(3) Groups of individuals moving as a provisional unit, when specifically directed by Headquarters, Department of the Army. These are not group travel as covered in paragraph 2–2, AR 310–10.

c. The movement directive will contain the following information:

(1) Type of move (PCS or TCS).

(2) Unit data.

(*a*) UIC.

(*b*) FRN (if assigned).

(*c*) Unit designation and name.

(*d*) Project code, Troop Program Sequence Number (TPSN) (AR 18–19) and Status Code.

(*e*) Current station.

(*f*) TOE or MTOE.

(*g*) Authorized deployment strength by officer, warrant officer, and enlisted identities.

(*h*) ASRD (if applicable).

(*i*) ESRD.

(*j*) PSRD.

(*k*) Month and year required at destination.

(3) Gaining and losing command assignment instructions.

(4) Special personnel instructions applicable to the unit move.

(5) Special logistical instructions applicable to the unit move.

(6) Instructions pertaining to whether dependents may accompany sponsors.

(7) Transportation arrangements and commander responsible for providing port call and/or orders authorizing departure from current station.

(8) Special administrative instructions, if required.

(9) Funding guidance.

(10) Reporting instructions.

(11) Directions for the unit move in one of the following categories:

(*a*) Category A: Move with all authorized equipment.

(*b*) Category B: Move only with MEE.

(*c*) Category C: Move with less than MEE, as specified in the movement directive.

2–7. Movement order. Based on the movement directive, the major Army commander will insure that a movement order is issued. The movement order will confirm instructions and guidance contained in the movement directive and add additional detailed instructions necessary to prepare the unit for the move. The commander issuing the movement order will insure EXMOVREP are submitted as prescribed in paragraph 2–13. AR 310–10 provides detailed information concerning the publishing of orders.

2–8. Coordination. Direct communication and coordination between responsible commanders, including liaison, is authorized.

2–9. Classification of unit moves. Information pertaining to the movement of units will be classified by the originator, or higher authority, in accordance with DOD Reg 5200.1–R, AR 380–5, and AR 380–55. The unit's destination and ETA are CONFIDENTIAL unless otherwise classified in the warning order or movement directive. The unit's major Army command of assignment and shipment readiness dates are FOR OFFICIAL USE ONLY (FOUO). Unit commanders may inform unit military personnel on an FOUO basis that the unit is scheduled for deployment to a major Army command on or about the personnel shipment readiness date.

2–10. Public affairs. Release of information concerning the movement of units will be in accordance with AR 360–5.

2–11. Deployment Readiness Report RCS CSGPO–23 (R1) (Min). *a. Purpose.* The Deployment Readiness Report is used to determine whether a unit should deploy as scheduled.

b. Who will submit and to whom submitted.

(1) *For units alerted for oversea deployment from CONUS.* Installation/activity commanders will report to FORSCOM. Information copies will be furnished to HQDA (DAMO–ODG); (DALO–PLF); and (DAPE–MPE); Wash, DC 20310; FORSCOM; HQ USAMC and pertinent AMC Commodity Commands; USASTRATCOM; USASA, and gaining major Army commander. If FORSCOM and other CONUS major Army commands have joint responsibility for preparing a unit for deployment (for example, a USASA unit), the report will be submitted to both commands. Consolidated reports will be prepared for divisions, separate brigades, and Armored Cavalry regiments and will furnish the information required by *c*(3) below. Consolidated reports will include copies of unit reports from each assigned unit. Reports submitted by attached units will not be included in consolidated re-

ports but will be submitted separately. The major Army commander is responsible for submission of a Deployment Readiness Report to Headquarters, Department of the Army and other interested agencies.

(2) *For a unit deploying from an oversea command to another oversea command or to CONUS.* The major Army commander responsible for deploying the unit will submit the Deployment Readiness Report to the gaining major Army command. Information copies will be furnished to HQDA (DAMO–ODG); (DALO–PLF); and (DAPE–MPE): WASH, DC 20310; HQ AMC and pertinent AMC Commodity Commands; USASTRATCOM; USASA; and gaining major Army commander.

c. When to submit. Deployment Readiness Reports will be submitted so as to arrive at HQDA or the gaining major Army command at the times shown below:

(1) *Initial Deployment Readiness Report.* Five days after the personnel and equipment on station date (PEOSD) for activating units or 5 days after receipt of the warning order for active units. See appendix C for report content.

(2) *Supplemental Deployment Readiness Reports.* As directed by HQDA on a unit by unit basis or if deemed necessary by the major Army commander. Requirement and frequency will be determined on the basis of conditions reported in (1) above.

(3) *Final Deployment Readiness Report.* Fifteen days prior to ASRD, if applicable, or ESRD set forth in the movement directive, the major Army commander responsible for deploying a unit will use the information copy of the Initial Deployment Readiness Report furnished in accordance with (1) above as the basis for submission of a Final Deployment Readiness Report. The Final Deployment Readiness Report will include the following:

(*a*) *Personnel.* Indicate personnel shortages remaining after application of major Army command assets.

(*b*) *Logistics.* Indicate remaining logistics shortages after application of major Army command assets available for redistribution. Redistribution of supplies or equipment will not be accomplished without approval of the appropriate major Army commander, unless the items are in excess of other installation requirements. Logistics shortages which have been canceled under the provisions of paragraph 4–3*a*(7) will be listed with the notation "canceled AR 220–10." Shortages which will be delivered by the ESRD will be included with the valid EDD indicated. Items previously reported as short which have been filled through redistribution will not be listed.

(*c*) *Training.* Include any appropriate remarks indicating the status of training or a statement as to the estimated completion date of the required training. If training cannot be completed as originally scheduled, give reasons.

(*d*) *Recommendation.* Include recommendation for unit to deploy as scheduled or for deferment of deployment. If deployment as scheduled is not recommended, indicate new recommended readiness dates and reason for deferment.

(*e*) *Unit deployment or deferral recommendation.* Upon receipt of the Final Deployment Readiness Report, the applicable major Army commander will review it. He will then recommend to HQDA or the gaining major Army command that deployment of the unit be accomplished or deferred. This recommendation must reach the appropriate headquarters at least 15 days prior to the unit's ESRD. The recommendation will identify personnel and equipment required by the unit which cannot be provided from assets of the major Army command to which the unit is currently assigned.

d. How to submit. The Deployment Readiness Report will be submitted by electrical message. Report is exempt from MINIMIZE instructions.

e. Format. The Deployment Readiness Report will be submitted in the format shown in appendix C.

f. Classification. Deployment Readiness Reports will be classified in accordance with DOD Reg 5200.1–R and AR 380–5.

2–12. Inspections. *a.* Command inspections will be held in each unit making an oversea move

ment under the provisions of this regulation to determine if it is POM qualified concerning personnel, equipment, and training.

b. All commanders concerned with units moving from overseas to CONUS will insure that a predeparture inspection and/or examination of personnel, baggage and military impedimenta is conducted in compliance with the provisions of DOD Regulation 5030.49–R, Customs Inspection.

c. Anti-hijacking procedures for military and military contract aircraft are being prepared for publication as an Army Regulation.

2–13. Movement reports. *a. Notification of unit movements.* Notification of all unit movements will be provided to interested commanders and agencies by Expedited Movement Report (EXMOVREP). EXMOVREP are exempt from reports control under the provisions of paragraph 7–2*f*, AR 335–15, and are exempt from MINIMIZE instructions.

b. Reporting requirements. The reporting requirements contained in this regulation apply to PCS and TCS unit moves outlined in paragraph 2–1*a* and *b*. Intracommand unit moves within oversea commands will be reported as prescribed by the oversea commander. Unit moves within CONUS will be reported as prescribed in AR 55–113.

d. Types of unit movement reports.

(1) *Advance Notification of Departure Report (EXMOVREP).*

(*a*) *Purpose.* The advance notification of Departure Report furnishes the gaining command or installation with information concerning the arrival of a unit (or a part of the unit). This information enables the gaining commander to prepare for receipt of the unit and, if applicable, to make arrangements for its travel en route.

(*b*) *Who will submit and to whom submitted.* See figure 2–2.

(*c*) *Format.* See appendix E.

(*d*) *When to submit.* Advance Notification of Departure Reports will be dispatched not later than 48 hours prior to the unit's scheduled departure from origin.

(*e*) *How to submit.* Submit report electrically using routine message precedence. Commanders will assign priority precedence to the message if the report is dispatched within 24 hours of the unit's scheduled departure.

(2) *Actual departure report (EXMOVREP).*

(*a*) *Purpose.* To furnish the gaining command or installation with information concerning the unit's (or a part of the unit's) actual departure from origin, en route terminals and stops, and the expected time of arrival at destination or en route stops.

(*b*) *Who will submit and to whom submitted.* See figure 2–2.

(*c*) *Format.* See appendix F.

(*d*) *When to submit.* For air movement, the report will be submitted within 2 hours after departure of the unit or each aircraft departure if the unit is fragmented for movement purposes. For surface movement, the report will be submitted within 24 hours after departure of the unit or each ship departure if the unit is fragmented for movement purposes.

(*e*) *How to submit.* Submit report electrically using priority precedence for air movement and routine precedence for surface movement.

Note. Unit departure reports submitted by MTMTS under this regulation are ILO departure reports required by para 306011*a*(1)(*a*) through (*g*), AR 55–355.

(3) *Actual arrival report (EXMOVREP).*

(*a*) *Purpose.* To furnish the origin command or installation with notification that the unit (or a part of the unit) has arrived at the final destination or, if applicable, en route stop.

(*b*) *Who will submit and to whom submitted.* See figure 2–2.

(*c*) *Format.* See appendix G.

(*d*) *When to submit.* Within 24 hours after arrival of the unit (or unit elements if the unit is fragmented for movement purposes) at each en route terminal and at final destination.

(*e*) *How to submit.* Submit report electrically using routine precedence.

e. General instructions for preparation of EXMOVREP.

(1) Date time group sequence will be used

whenever reporting times. Time will be reported in Greenwich Mean Time (Z).

(2) If information is not available for a particular entry, enter "NONE."

(3) Movement of units will be reported by UIC and, if assigned, the project code and FRN.

(4) Reports will be prefixed with the symbol EXMOVREP followed by the appropriate report title. If an approved, unclassified nickname is assigned to the unit move, identify the nickname, for example, EXMOVREP—ACTUAL DEPARTURE-SWIFT BIRD.

(5) If a unit is fragmented for movement purposes, EXMOVREP are required for each aircraft or ship deploying as part of the unit.

(6) Consolidation of EXMOVREP for more than one unit or more than one aircraft/vessel is permitted provided submission times outlined in paragraph *d*(1) through (3) are met.

(7) Routing symbols are contained in TM 55–604.

(8) EXMOVREP will be classified in accordance with DOD Reg 5200.1–R and AR 380–5.

f. Intra oversea command PCS movements. In addition to EXMOVREP submitted in accordance with *d*(1) through (3) above, oversea major Army commanders will submit a consolidated monthly report of all intracommand unit PCS moves. The Intra Oversea Command Unit PCS Movements Report (RCS AG–549) will be submitted by electrical means to Department of the Army (DA//DAPE–PBB//DAPE–MPE//DAMO–ODG) Wash DC NLT the 10th working day of the month following the reporting period. The following information will be reported for each completed intracommand unit PCS move:

(1) Unit designation.

(2) UIC.

(3) Date of Departure from last permanent station.

(4) Date of arrival at new permanent station.

(5) Actual movement strength by identity (officers, warrant officers, and enlisted personnel) and aggregate.

Days prior to PSRD [1]	*Event*	*AR 220–10 Reference*
280	Request for oversea deployment	Paragraph 2–2
252	DA warning order issued	Paragraph 2–4 and appendix A.
231	Personnel requisitions received at HQDA	Paragraph 3–2
140	Personnel and equipment on Station Date (PEOSD).	Paragraph 1–3
133	Commence unit training and initial deployment readiness report submitted.	Paragraph 2–11, appendix C, and applicable ATP.
100	Personnel arrival cut-off date (PACOD)	Paragraph 3–2
90	Movement directive issued	Paragraph 2–6 and appendix B.
45–60	Final deployment readiness report submitted (based on ASRD or ESRD).	Paragraph 2–11 and appendix C.
30–45	Completion of unit training. Unit aircraft and equipment move to port location for surface transportation (ASRD and ESRD). EXMOVREP required.	Chapters 2, 4 ,5 and 6; appendixes E, F, and G.
20–35	Unit equipment/aircraft deployed by surface transportation. EXMOVREP required.	Chapters 2, 4, 5 and 6; appendixes E, F, and G.
30	Unit advance party personnel deploy. EXMOVREP required.	Chapters 2, 3, 5 and 6; appendixes E, F, and G.
0	Unit Main Body Personnel Deploy (PSRD). EXMOVREP required.	Chapters 2, 3, 5 and 6; appendixes E, F, and G.

[1] For planning purposes only.

Figure 2–1. Unit Deployment Planning Cycle

	Advance departure	*Actual departure*	*Actual arrival*	*Exercise maneuvers*
CONUS home station commander	O/A	O/A [1]	O/A	O/A
Origin or destination oversea commander	O/A	O/A [1]	O/A	O/A
HQ, MTMTS	I	I	I	I
Appropriate MTMTS area commander	O/A [2]	O/A	O/I	O/I
DA (internal address: DAAG-ASO-D, DALO-TRT, DAMO-ODG, DAPE-MPE; DAPE-PBB.	I	I	I	I
CDR FORSCOM	I	I	I	I
CDR AMC	I	I	I	I
Origin or destination CONUS-AMDW Commander.	I	I	I	I
En route Army commanders	I [3]	I/O [3]	O	I/O [3]
En route installation commanders	I [3]	I/O [3]	O	I/O [3]
Applicable major Army commanders	I	I	I	I
USCINCRED (or other unified commands responsible for deployments).	I	I	I	I

[1] Including units departing or arriving airfields at or near the home or destination station.

[2] Appropriate MTMTS Area Commanders will submit Advance Notification of Departure Report only if unit is delayed 24 hours or more to scheduled departure from ports of embarkation or debarkation.

[3] Applicable if administrative or logistic support is to be provided en route.

Legend: O—Originator
A—Action addressee
I—Information addressee

Figure 2-2. Minimum distribution required for expedited movement reports (EXMOVREP).

CHAPTER 3

PERSONNEL AND ADMINISTRATIVE PROCEDURES

3–1. General. This chapter prescribes personnel processing for oversea movement of units. To preclude excessive personnel turbulence after receipt of the movement directive, unit commanders will insure that personnel actions taken are authorized by and in accordance with DA policies and regulations.

3–2. Personnel strength. *a.* The movement directive will prescribe the authorized deployment strength.

b. Commanders will take early action to bring the unit to deployment strength. Enlisted requisitions will be submitted in accordance with AR 614–200 and officer requisitions in accordance with AR 614–185. Enlisted personnel requisitions will include branch, grade, MOS authorized for each position, and will arrive at HQDA not later than 21 days following receipt of the warning order. HQDA will process requisitions to insure arrival of personnel by the established Personnel Equipment on Station Date (PEOSD) and not later than 90 days following receipt of requisitions. Exceptional fill action accomplished beyond the PEOSD will be completed no later than the Personnel Arrival Cut-Off Date (PACOD), which is established as 100 days from the Personnel Shipment Ready Date (PSRD).

c. Orders transferring personnel to a deploying unit will include the information required by paragraph 10–3*i* through *o*, AR 614–30, as appropriate.

d. The losing major Army commander, in coordination with The Surgeon General will determine the minimum number of Army Medical Department (AMEDD) officers required to perform command, staff, and training duties in alerted AMEDD units prior to deployment. AMEDD officer personnel, less those required prior to deployment, will normally join the unit at its destination.

e. When MOS vacancies exist and there is an apparent command/DA overfill of personnel in the unit, commanders will screen the records of surplus personnel to determine whether they can be assigned to the existing vacancies using normal MOS and two grade substitution. Surplus individuals who cannot be so assigned will be cleared from the unit in accordance with paragraph 3–4.

f. Department of the Army and major Army commands will inform commanders who are hosting deploying units, including installation commanders, of personnel selected for assignment to such deploying units. Information provided will include name, MOS, grade, SSN, EPD Control and Line Number, losing installation, and reporting date to the deploying unit. In situations where enlisted personnel are selected for assignment to a deploying unit located at a CONUS installation or in an oversea major Army command other than the deploying unit's, the losing CONUS installation commander or the losing oversea major Army commander will advise the gaining CONUS installation commander or gaining oversea major Army commander of the status of the individual's progress in reporting to the deploying unit. This information will be furnished within 10 days following receipt of assignment instructions. If, after 10 days, no notification is received, the gaining installation will query the losing installation or major Army command. Upon notification that an individual will not comply with the assignment instructions, the gaining installation will notify DA, and request the requirement be refilled. Messages will be addressed to HQDA//DAPC–EPC–A //WASH

DC. The individual will be identified by name, grade, MOS, SSN and EPD control and line number. When time does not permit message notification, the gaining installation may request assistance in refilling requirements by FONECON. Phone requests will be made through the requisitioning activity to DAPC-EPC-A. When the move of the unit is imminent, MILPERCEN may direct the replacement to join the unit in the oversea command. The absence of a request for refill action will mean that personnel applied against requirements will comply with issued assignment instructions.

3-3. Strength accounting. The commander publishing the movement order will take the following strength accounting actions:

a. Furnish a copy of the movement order to the personnel section of the unit being moved for preparation and forwarding of morning reports (AR 680-1). For extracts from classified orders, see AR 310-10 and paragraph 2-9, this regulation.

b. Insure that information regarding the move is furnished the data processing activities servicing the unit at home station and the gaining command (AR 680-1 and AR 680-2).

c. Report deploying personnel in AEA code J on the unit morning report (app J, AR 614-200).

3-4. Personnel screening. The criteria listed below supplements that contained in AR 612-2, AR 614-6, AR 614-30, AR 614-75, and AR 614-200 for personnel screening of units moving overseas. Additional criteria may be specified in the warning order, movement directive, or separate instructions. Personnel criteria for contingency plan or other urgent operational deployments normally are contained in the plan or directive.

a. Personnel to be cleared from units. Table 3-1 lists personnel to be cleared from units moving overseas and shows when they will be cleared.

b. Personnel not to be cleared from units. Personnel in the categories listed below will not be cleared and will be deployed with their units. (Requests for deferment will be processed in accordance with AR 614-30.)

(1) Individuals attending Army service or civilian schools on temporary duty. They may, however, at the discretion of the division or separate unit commander, and subject to approval of the major Army commander, complete the course and join the unit in the destination area. See paragraph 3-5 for procedures for processing personnel attending school.

(2) Personnel who have submitted an application for dependency or hardship discharge and whose application does not fall within the conditions indicated in chapter 6, AR 635-200.

(3) Enlisted personnel being processed for inefficiency or inaptitude whose cases have not been referred for approval by general court-martial authority or whose cases have been disapproved (AR 635 series).

c. Units deploying on a PCS. When units are deploying on a PCS, branch clearance will be obtained for enlisted personnel in grades E6 and above. Requests for clearance will be addressed to HQDA (DAPC-EPC) (Appropriate Career Branch identified in table 1-1, AR 614-200), Hoffman Bldg, 2461 Eisenhower Ave, Alexandria, VA 22331.

3-5. Personnel attending school. *a. General.* Personnel will not be sent to school after receipt of a warning order for unit movement, except those individuals whose applications for officer candidate school were submitted prior to the receipt of the warning order (para 2-2, AR 351-5). It is mandatory that commanders of alerted units report all unfilled school quotas to the responsible commander for reallocation.

b. Return of temporary duty personnel.

(1) Officer and enlisted personnel who are on TDY attending a formal course when their unit receives the warning order may continue in school at the discretion of the division or separate unit commander, subject to the approval of the major Army commander. Upon completion of the course, those who are POR qualified will deploy with their unit or rejoin it at the oversea location, as appropriate. If not already at the school, personnel records and al-

lied papers required to be in the possession of an individual proceeding separately from his unit will be forwarded to him with orders and indorsement.

(2) Upon receipt of the movement order (directive), the major Army commander will reproduce at least 10 copies of the order, or pertinent extracts, for each individual who will remain in school to complete a course and later join the unit in the destination area. If the individual is taking a course at a civilian school, these orders or extracts will be properly indorsed to the individual concerned through the Army commander in whose area the school is located. If the individual is taking a course at a service school, the orders or extracts will, in addition to the above, be forwarded through the school commandant. The indorsement to orders or extracts will direct that upon completion of the course, the individual will proceed to his unit overseas. Other instructions that are pertinent, such as authority for leave and travel by privately owned conveyance authorized (TPA), will be included in the indorsement to orders.

(3) Upon completion of the course, the orders or extracts will be further indorsed or annotated to show the course completion date and the departure date from the school.

(4) The major Army commander in whose area the school is located will insure that the individual is POR-qualified for oversea movement if his unit has departed from the home station.

(5) Appropriate orders will be issued by the major Army commander concerned for those individuals who depart from school to join the unit at the home station. (These individuals will be POR-processed at home station.) These orders will be forwarded to the individual through the Army commander in whose area the school is located. In the case of individuals being released from civilian schools, the Army commander in whose area the school is located will terminate the contract.

(6) Orders for individuals departing from the school to join the unit after it deploys will include the following statement: "All commands through which this (officer) (enlisted member) passes will process (him) (her) in an attached status until (he) (she) rejoins (his) (her) assigned organization."

3–6. Training requirements. *a.* Commanders are responsible to insure that personnel alerted for oversea movement are trained in consonance with paragraph 2–3*c*, AR 350–1. These personnel must have the ability to perform their military specialty, use their individual weapons, be physically fit, and have a personal knowledge of their rights and responsibilities as soldiers of the United States.

b. Commanders of units alerted for oversea movement will insure that training requirements are completed prior to the unit's departure from the home station. Unqualified personnel will be cleared from the unit prior to its departure.

c. Commanders will conduct training aboard surface transportation in accordance with ATP 21–113 and give primary attention to maintaining the highest possible standards of physical fitness while aboard troop transports.

3–7. Medical and dental requirements. AR 612–2 prescribes medical and dental requirements for personnel moving overseas. Immunization requirements are prescribed in AR 40–562. Additional medical requirements may be included in the movement directive.

3–8. Personal affairs. *a. Personal affairs orientation.* Prior to departure of the unit from home station, the unit commander will counsel all members in accordance with AR 612–2. DA Pam 360–524 contains additional information concerning personal affairs. The unit commander will insure that all members are advised of their responsibility for their dependents. Members will be encouraged to initiate Class E and S allotments or increase existing allotments prior to the unit's departure from the station.

b. Army Community Service (ACS) Program. Prior to the relocation of dependents, unit commanders will advise service members of the facilities and functions available to the dependents through the ACS Program (AR

608–1). If practical, and with service members' consent, local ACS officers should furnish the following to the ACS officers at the military installation nearest the dependents' residences:

(1) Statement describing service members' assignment overseas.

(2) Name, address, and telephone number of service members' dependents.

(3) Statement of any unusual problems confronting dependents.

c. Leaves of absence. Leaves and "proceed time" will be granted in accordance with AR 630–5. To preclude personnel absences on the PSRD, unit commanders will use discretion in granting leaves and passes to personnel in POM-alerted units.

d. Transportation of dependents and personal property. When authorized in the movement orders, dependents and household goods will be transported in accordance with Joint Travel Regulations and pertinent Army Regulations. (See AR 55–46 and AR 55–355 on movements of dependents, and AR 55–71 and DOD Reg 4500.34–R on shipment of personal property, pets, privately owned firearms, and privately owned vehicles.)

e. Payment of personnel. Commanders will insure prompt payment of troops moving overseas. Personnel desiring payment before departure from home station will be paid in accordance with AR 37–104–3.

f. Passports and visas. When movement is to an oversea area which requires a passport or passport and visa, commanders will insure that all individuals immediately apply for passports in accordance with procedures in AR 600–290.

3–9. Oversea orientation. When a unit is moving to an unclassified oversea destination, the unit commander will present the oversea orientation required by paragraph 1–15*e* AR 360–81. It will be presented prior to departure of the unit from home station. On unit moves to a classified destination, the unit commander will conduct the orientation for all personnel (regardless of clearance) following departure from home station. Unit personnel will be advised that the destination is classified until officially released by the appropriate authority.

3–10. Postal Instructions. *a.* The unit will use the APO number furnished by the gaining oversea commander as the return address on all correspondence. Code names, unit identification codes, movement codes, shipping designators, and geographic addresses outside CONUS will not be used as mailing addresses.

b. Approximately one week prior to the unit's PSRD, the unit commander will require each deploying individual to complete DA Form 3955 (Change of Address and Directory Record) for each of his correspondents, publishers, and the installation commander (postal locator). The custodian of the unit fund will prepare a DA Form 3955 for all publishers of publications received by the fund. They will not be mailed before the unit's departure from home station. The unit commander will forward a letter to the US Army AG Publications Centers at Baltimore and St. Louis, containing information specified in paragraph 3–32*a*(2), AR 310–2. The unit commander will destroy the DA Forms 3955 of personnel who do not deploy with the unit.

c. The unit commander will obtain two sets of current locator cards from the home station data processing activity. He will retain one set and deliver the other to the postal officer upon arrival at the POE or APOE.

d. If the APO number is changed after the unit's arrival at the oversea destination, the commander will notify all interested stations and individuals accordingly.

3–11. Personnel records. *a. Movement.* Personnel records for each member of a unit being moved overseas will be moved with the unit as TAT material. Commanders concerned will use the following guidance to determine the most appropriate methods of moving records for their unit:

(1) When the size of the unit (or increment of a larger organization) being moved permits, the personnel records will be kept in authorized one-drawer file cabinets or other portable containers. They will be hand-carried as TAT material by members of the unit personnel element or comparable individuals.

(2) When the size of the unit involved is

so large that movement of records in accordance with (1) above is not feasible, the personnel records will be kept in authorized one-drawer file cabinets or other suitable containers and moved as Yellow Disk TAT material. The containers will be "Level A" packed and clearly labeled to show that they contain personnel records. They will be located in a place that will allow easy access during shipment and insure that they are among the first cargo unloaded, unless the unit is loaded for tactical movement.

(3) Members of a unit who move separately to the oversea destination as individuals will carry their personnel records with them in accordance with paragraph 2–2, AR 640–10.

(4) Personnel who are on flying status and who are being assigned to a combat area will be photographed in accordance with paragraph 3–9, AR 612–2. They will carry these photographs with them to the gaining organization.

(5) When appropriate, an adequate number of general purpose tents or other suitable shelters will be included as Yellow Disk TAT material to protect the unit personnel records from the weather after unloading.

b. Processing. Personnel records of each member of the unit will be checked at the home station prior to departure to insure that they are complete, correct, and current. Preembarkation and en route processing will be accomplished as follows:

(1) The responsible commander will direct the preembarkation processing of personnel records in accordance with chapter 2, AR 612–2.

(2) While aboard surface type transportation, the unit commander will direct entries to be made in the personnel records pertaining to embarkation. When this action cannot be accomplished during movement, it will be done prior to or immediately after arrival at the oversea destination, as determined by the unit commander.

3–12. Organization records and reference material. *a. Disposition of records.* The unit commander will arrange for disposition of organizational records and reference material (other than that authorized to accompany units) as provided by AR 340–18 series and AR 340–2.

b. Records authorized to accompany units. The following records (if applicable to the unit concerned) are authorized to accompany units moving to oversea commands:

(1) Army regulations (DA Pam 310–1).

(2) Council book, vouchers of current calendar year, and vouchers dating from last inspection by an inspector general.

(3) Duty rosters (preceding 3 months only).

(4) Military pay vouchers and other financial data essential to the pay system.

(5) Unit orders (current records and references and preceding year's references).

(6) Property records (including property and equipment lists and current equipment status reports) and equipment maintenance records (TM 38–750).

(7) TOE, MTOE, or TDA (DA Pam 310–3).

(8) Supply and technical publications (DA Pam 310–4).

(9) Training literature (DA Pam 310–3).

(10) Unit historical records.

(11) Records for the current calendar year or fiscal year that are not eligible for disposal or retirement.

c. Records to be transferred. The following records will be transferred to the records holding area of the last permanent station:

(1) Inactive DA Forms 3259 and 3259–2 and vouchers.

(2) Appropriate record sets of orders, memorandums, circulars, and similar issuances.

(3) Records for the previous calendar years or fiscal years which are not required for future actions and which are not eligible for disposal or retirement.

d. Other records. All other records will be disposed of in accordance with AR 340–18 series and chapter 5 and paragraph 10–7, AR 340–2.

3–13. Disposition of miscellaneous unit prop-

erty. *a. Unit, organizational funds, and personally owned property.*

(1) Property purchased with unit welfare funds, including donated property, may be shipped with the unit overseas or may be disposed of as excess in accordance with paragraph 3–20, AR 230–1. Trophies, mementos, and similar items may be turned over to the home station commander or shipped to storage. Storage shipment will be addressed as follows:

Commander
New Cumberland Army Depot
ATTN: Consolidated Property Account
New Cumberland, PA 17070

Trophies may be reshipped from storage to the organization's assigned station, if the unit commander later determines that their use will enhance the morale or welfare of personnel or the unit's esprit de corps.

(2) Units will process and pack organizational trophies for storage as follows:

(*a*) Plainly mark each container "Organizational Trophies," followed by the complete designation of the unit and the UIC.

(*b*) Prepare packing lists in detail listing the items on each container. One copy of the packing list will be placed in each container; one copy will be securely fastened to the outside of each container under a protective covering labeled "Packing List"; and one copy will be retained for the organization's records.

b. Organizational historical property. Organizational historical property may be stored if the movement of the unit presents conditions that render custody impractical. The commander of an organization desiring storage of such historical properties will submit a request for approval of storage to HQDA (DAMH–ZA) WASH DC 20315, describing the items and stating the reasons why storage is required. Such requests will be submitted immediately upon receipt of notification of scheduled movement of the organization.

c. Special service type property. Expendable items of special services property which were procured with appropriated funds may be taken from home station as TAT. Nonexpendable items of special service type property held on temporary loan and/or issued as station property will be turned in to the appropriate supply agency prior to the unit's departure from the home station.

d. Command information property. Command information property, information and orientation materials such as maps, catalogs, books, films, posters, and other reference material may accompany the unit as TAT in amounts to be determined by the unit commander. They will not, however, exceed 50 pounds per company or 100 pounds per battalion headquarters (or equivalents). Instructional material which was received through the Armed Forces Institute will not be shipped inasmuch as this material may be obtained through Armed Forces Institute foreign branches.

e. Recreational equipment. The amount of recreational equipment authorized to be shipped as TAT (including radios that are personal property of individuals) will not exceed a total weight computed on the basis of five pounds per individual included in the movement. Bulky equipment (pool tables, furniture, etc.) will not be taken.

f. Items for morale and welfare of troops. Refrigerators and washing machines may be shipped with the unit as organizational equipment when the gaining major Army Commander determines that such items are needed for the morale and welfare of troops. Shipment will be by surface transportation only.

3–14. Security of nonappropriated funds. *a.* Nonappropriated funds, cash assets other than amounts converted into United States Government securities (AR 230–1) will be converted into United States Treasury checks, except for a reasonable amount of cash as approved by the next higher commander. Deposits in bank savings or time deposit accounts, and deposits in federally insured savings and loan associations will be converted into US Government securities. To convert funds, custodians may present cash and/or cashiers' or certified checks only to Army disbursing officers. Treasury checks may be requested in any convenient amount, but not more than 10 in number will be requested or

issued. United States Government securities will be deposited with the Department of the Treasury, (Division of Securities), Washington, DC 20220, for safekeeping, and the receipt will be filed with the fund records.

b. Treasury checks for nonappropriated funds will be issued by the disbursing officer and made payable to the order of the custodian, but the name of the custodian will not be shown. The notation "EXCHANGE FOR CASH" will be shown under "OBJECT FOR WHICH DRAWN." When nonappropriated funds are retained in the form of Treasury checks, such checks should be cashed at the earliest practicable date. Only Army disbursing officers may cash such Treasury checks.

3–15. Unit roster. Prior to embarkation, the unit commander will prepare a roster listing each member of each element of the unit being moved. The roster will be headed by the organizational designation of each element and the unit identification code. The roster will list the name, grade, and SSN of each member, using standard personnel plates in the format shown in figure 3, AR 600–26. Figure 3–1 is an example of a roster prepared manually. If the unit is to move directly from home station to the POE or APOE, the roster will be prepared and distributed according to instructions furnished by the appropriate MTMTS area commander or oversea commander. Unit Roster should be prepared for inclusion in ADP Systems (SIDPERS, BASOPS, and PERMACAP).

TABLE 3-1

PERSONNEL TO BE CLEARED FROM DEPLOYING UNITS

LINE	A	B
	If personnel are	they will be cleared from units
1	unauthorized absentees (AWOL)	24 hours prior to unit's departure from home station (note 1).
2	not qualified to perform in their PMOS, SMOS, or DMOS	as early as possible.
3	not physically qualified for service in the unit's destination area	as early as possible.
4	awaiting administrative discharge (board action approved and discharge authorized)	as early as possible and not later than 24 hours prior to unit's departure from home station.
5	in excess of authorized strength after the action prescribed in para 3-2*e*, if applicable	as early as possible prior to unit's departure.
6	enlisted members who have not reached the age of 18 years, and unit is to be deployed to a hostile fire zone, or enenlisted members of the National Guard who enlisted without the consent of their parents, who have not reached the age of 18 years, and who have not obtained the written consent of their parents or guardians for oversea service	prior to unit's departure from home station.
7	absent in the hands of civil authorities awaiting disposition of charges	immediately prior to unit's departure from home station.
8	in confinement serving a special or summary court-martial sentence	24 hours prior to unit's departure from home station (note 2).
9	awaiting trial by general court-martial, or in confinement serving a general court-martial sentence	24 hours prior to unit's departure from home station.
10	OCS applicants awaiting finanal decision on their application; OCS selectees; or individuals with pending or approved applications for warrant officer rank or a direct commission	prior to unit's departure from home station (note 3).
11	applicants for temporary deferment under chapter 3, AR 614-30, or compassionate reassignment under provisions of AR 614-100 and AR 614-200	prior to unit's departure from home station (note 4).
12	not eligible for PCS movement because of the fiscal year PCS limitations established in AR 614-6	prior to the unit's departure from home station unless a DA exception to the fiscal year limitation is approved.

Notes.

1. Subsequent absentees will be cleared on the date of embarkation (AR 630-10).
2. In each case, the officer exercising special court-martial jurisdiction will determine whether to suspend or remit the unexecuted confinement and return the individual to the unit.
3. See paragraph 3-4*a*(15)(*h*), AR 351-5 for guidance concerning OCS applicants who fail to qualify.
4. Such individuals will be retained at the home station pending decision on their applications.

SAMPLE PASSENGER LIST

UNIT: _____ UIC: _____

OUTGOING TRANSPORT: _____

STAGED AT: _____

DESTINATION: _____

MAILING ADDRESS: _____

No.	Last Name	First Name	MI	Grade	SSN
Officers:					
1.	Thomas,	Louis	G.	LTC	321-12-3749
2.	Bagger,	Thomas	A.	MAJ	556-22-3404
3.	Fuller,	George	T.	CPT	890-33-6156
Warrant Officers:					
4.	Louis,	Peter	N.	CW3	210-64-5843
5.	Holt,	Alvin	A.	CW2	318-24-1661
Enlisted Personnel:					
6.	Bass,	Robert	S.	MSG	456-39-5565
7.	Key,	William	K.	SP4	344-09-1956
8.	Cooley,	Bert	T.	PFC	920-81-6774
9.	Anvil,	John	M.	PV2	674-57-2749
10.	Miller,	Robert	(NMI)	PV2	114-28-2047

Notes.

1. List officers, warrant officers and enlisted personnel by precedence of grade, then alphabetically.

2. Prepare a separate listing for personnel traveling with dependents. The same format as above will be used, with the accompanying dependent's name listed immediately following the sponsor's name.

Figure 3-1.

CHAPTER 4

SUPPLY PROCEDURES

4–1. General. *a.* This chapter contains supply procedures for the oversea movement of units. These procedures supplement those contained in Army regulations and policies pertaining to station and oversea supply.

b. Chapters 1 and 2 outline the responsibilities of major Army commanders to review equipment and prepare shortage reports to be used in conjunction with these procedures.

c. A unit with significant equipment shortages will not be ordered to an active hostile area without prior approval of the gaining oversea commander.

4–2. Initial actions to be taken upon receipt of the warning order. *a.* Upon receipt of the warning order, the major Army commander deploying a unit will—

(1) Advise the unit commander of the warning order and project code.

(2) Provide technical advice and assistance in conducting the showdown inspection to insure that all equipment is POM-qualified.

(3) Upon receipt of the oversea commander's POM information message cited in paragraph 2–4, the major Army commander deploying a unit will—

(*a*) Withdraw that TOE/MTOE equipment on hand in the unit which oversea commander indicates may be deleted from shipment.

(*b*) Cancel outstanding requisitions (DD Form 1348) and issue requests (DA Forms 2436, 2765, and 2765–1) for TOE equipment and supplies which the gaining oversea major Army commander indicates may be deleted from shipment.

(*c*) Revise unit movement data pertaining to the actual movement, as required.

(*d*) Adjust accompanying PLL, basic loads, and mission loads in accordance with special requirements for additions or deletions requested by the receiving major Army commander. For units that are deploying independently and which will require major maintenance support in the destination area, provide the receiving major Army commander with two copies of the unit PLL, the unit identification code, and the estimated arrival date in-country or ESRD.

(*e*) When appropriate, request instructions from USAMMA for movement of those major medical assemblages stored in depots which are required to be deployed with the unit.

(4) Insure that the following types of supplies and equipment are not taken from home station, unless specifically authorized in the movement directive or movement order:

(*a*) Basic loads, to include explosives authorized as components of demolition equipment sets.

(*b*) Ammunition.

(*c*) Toxics.

(*d*) Installation property (except as approved by the major Army commander).

(*e*) Unit loads of Class I and Class III supplies.

(*f*) Nonmission essential equipment authorized by TDA or CTA.

(5) Incorporate special instructions in the unit movement plan to indicate that major medical assemblages will be called forward from the depot by the appropriate MTMTS area command, in conjunction with the installation commander, as a coordinated movement with the unit. All actions will be coordinated with USAMMA.

b. Upon receipt of the warning order the unit commander will—

(1) Coordinate all supply actions with the installation supply officer and the installation commander.

(2) Conduct a showdown inspection to determine status of the unit's organizational equipment authorized to be taken from the home station.

(3) Comply with the following special instructions regarding equipment to be taken:

(*a*) Initial quantities authorized for organizational repair parts and expendable tools and equipment normally will be as prescribed in chapter 2, AR 710–2 for repair parts and in Department of the Army Supply and Technical Manuals for expendable tools. Quantities of cleaning and preserving materials will be determined by the unit commander. Expendable items of medical assemblages will be furnished as part of the assemblages. If quantitative allowances are not prescribed in the movement directive or in supply and technical manuals, the unit normally is authorized a 15-day requirement. Units will submit requests through channels for the replacement of shortages to be shipped with unit equipment. Quantities required during movement will be shipped as TAT.

(*b*) Obtain on a priority basis through publications supply channels, missing copies of appropriate supply bulletins and technical manuals pertaining to all equipment authorized for the unit.

(*c*) Authorized items of equipment (or authorized substitutes), once determined to be POM-qualified by the supporting maintenance activity, will not be exchanged without specific authority of the installation/activity commander. Such authority normally will be granted only for such purposes as "geographic standardization," that is, to reduce the number of makes and models requiring repair parts in a theater.

(*d*) Only full cylinders (Government owned) of oxygen and acetylene gases will be taken from home station. Shortages of authorized allowances will be replaced through normal replenishment supply action and will not be reported on showdown shortage reports.

(*e*) POM-qualified (authorized) substitutes for component parts, repair parts, tools, test and support equipment, and accessories will be included as authorized items on hand and the POM status record will be adjusted to reflect this information.

(*f*) Missing or unserviceable components of sets will be requisitioned on an individual item basis.

(4) Update DA Forms 3326 (Individual/Organizational Clothing and Equipment Record (Female)) and 3327 (Individual/Organizational Clothing and Equipment Record (Male)) and conduct inspections to determine the quantities of personal clothing (AR 700–84) and organizational clothing (CTA 50–901) which are on hand and POM-qualified.

(5) Adjust all entries in the property book and equipment status reports to show corrected data resulting from the showdown inspection. See chapter 2, AR 710–2.

(6) Review basic load authorization document for accuracy and compatibility with equipment authorized by TOE or MTOE.

(7) Submit issue requests (DA Forms 2436, 2765 and 2765–1) for all items which the showdown inspection reveals are not on hand for which issue requests have not already been submitted.

c. AMC Logistic Assistance Office upon receipt of, or when notified of, the warning order will—

(1) Review applicable TOE to determine nonstandard and nonpreferred makes and models of equipment on hand in units to be deployed and assist the unit commanders in initiating action to replace such equipment with theater standardized equipment (AR 710–1).

(2) Arrange for technical assistance and guidance to installation and unit commanders (as requested and justified by major Army commanders) to insure that the units are properly equipped and deployed on time. Assistance may be volunteered if equipment is considered sufficiently complex to require the guidance of military or civilian technicians.

(3) Coordinate with Commodity Commands to insure that the Commodity Commands comply with the provisions of chapter 9,

AR 700–120 to insure that repair parts, TMs, tools, installation kits, and test and support equipment for unit equipment are available to deploying units. Special consideration will be given to items newly introduced into the theater and to density increases of 25 percent or more to insure continued support when the equipment arrives.

4–3. Actions upon receipt of the movement directive. *a.* Upon receipt of the movement directive, the major Army commander deploying a unit will—

(1) Notify the unit commander of receipt of the movement directive and of any modifications or adjustments to the applicable TOE or MTOE.

(2) Within 5 calendar days, issue required equipment from station stocks, if available. "Dues-in" which are known to be in transit to the station will be considered as on hand, if the Release/Receipt Document (DD Form 1348–1), Shipment Status Card, or TCMD indicates the material will arrive in time to accompany the unit.

(3) Review status of unit shortages to—

(*a*) Determine items not previously requisitioned and whether they require delivery to the home station to accompany the unit.

(*b*) Determine items previously requisitioned which will not arrive at the home station prior to departure of the unit.

(4) Cancel requisitions for items not required by the unit, if shipment status has not been received.

(5) Prepare POM requisitions for shortages in accordance with chapter 3, AR 725–50 and the following instructions:

(*a*) POM requisitions will direct that shortage items be shipped to the unit's home station.

(*b*) POM requisitions will be assigned an issue priority designator corresponding to the force activity designator code shown in the DA warning order or movement directive, and the urgency of need established in accordance with chapter 2, AR 725–50.

(*c*) POM requisitions which direct shipment of items to the home station may contain a required delivery date (RDD) established to correspond with the ESRD of the unit. If items are required on a date which is earlier than the ESRD, the applicable RDD will be established in accordance with chapter 2, AR 725–50.

(6) Submit POM requisitions to appropriate supply sources. Enter POM project code in the project code field of requisitions (card columns 57–59 of DD Form 1348 or block 9 of DA Form 2436).

(7) Take the following actions concerning requisitions for items which have not been received:

(*a*) Cancel requisitions for equipment when USAMC Logistic Assistance Office personnel have reconfirmed that the material will not be delivered by the ESRD. Take this action after receipt of the movement directive but not earlier than 30 days prior to ESRD. If the final readiness report recommendation is to delay deployment, requisitions will not be cancelled until firm deployment dates are established.

(*b*) Ten days prior to departure from home station, cancel requisitions unless shipment status (Document Identification Code AS–) or advance Government bill of lading (GBL), indicates material is in transit.

(8) Notify the gaining commander of shortages by punchcard (under narrative cover letter) in the following format:

Card column	*Data entry*
8–22	FSN
23–24	Unit of Issue
25–29	Quantity
57–59	Project Code

Project codes are not applicable to requisitions prepared by the oversea major Army commander to satisfy POM shortages; they are included in the above format for identification only.

(9) Submit requisitions for regulated medical type items (AR 40–61) to HQDA (DASG–DDL–P), WASH DC 20314. Requisitions for nonregulated medical items will be submitted to the Defense Personnel Support Center (Directorate of Medical Materiel). Requisitions will be prepared in accordance with (5) above.

b. Upon receipt of the movement directive, the unit commander will—

(1) Conduct a final showdown inspection of personal (individual) and organizational clothing to determine that all authorized items are on hand and in serviceable condition.

(2) Insure replacement of shortages of POM-qualified personal clothing items established by showdown inspection.

(3) Submit issue requests to the station commander to fill shortages of organizational clothing items established by the showdown inspection or, if the station has a central issue facility, obtain replacement issue in accordance with chapter 2, AR 710–2.

(4) Submit issue requests to the station commander to fill shortages of organizational equipment established by the showdown inspection, as changed by inspections contained in the movement directive and/or movement order.

(5) Continue inspection of organization equipment. Items which become unserviceable after submission of the showdown shortage report will be repaired or replaced. Issue requests for replacements will indicate that the unit is processing for POM.

(6) Process and report COMSEC materiel held by the unit in accordance with chapter 8, AR 380–41. Units authorized COMSEC materiel and not possessing a COMSEC account will take immediate action to establish such an account in accordance with paragraph 4–2, AR 380–40, and requisition authorized COMSEC materiel in accordance with the provision of chapter 6, AR 710–2.

c. Upon receipt of the movement directive, the supply activities will—

(1) Process POM requisitions according to chapter 4, AR 725–50 or chapter 6, AR 710–2, as appropriate, to insure that shipments to the home station arrive by the ESRD specified in the movement directive.

(2) Furnish supply and shipment status in accordance with chapters 3 and 4, AR 725–50.

4–4. Disposition of excesses. *a.* All excesses will be reported promptly for disposition in accordance with AR 380–41, chapters 2 and 3, AR 710–2, and AR 755–1.

b. When special equipment vehicles, special purpose vehicles, and combat vehicles (including trailers and semitrailers) are turned in or transferred, all accessory equipment on such vehicles which is included in the authorized allowances for the vehicle (listed in the appropriate repair parts and special tools list) will remain with the vehicle.

CHAPTER 5

PACKING, MARKING, AND SHIPPING OF EQUIPMENT

5–1. General. These instructions govern proper marking and shipping of unit equipment moved from home station by both air and surface transportation. Military Standard Marking for Shipment and Storage, MIL–STD 129 and DOD Reg 4500.32–R, MILSTAMP, provide specific guidance for marking and documenting of shipments. Special instructions for units deploying under contingency plans or in support of urgent operational requirements normally will be prescribed in the operations plan or directive. Instructions on marking are designed to insure ready identification and correct and timely delivery of supplies and equipment. Instructions provide that certain TAT items will be available during the entire deployment and others upon arrival at the destination. TAT materiel will be identified as Red Disk and Yellow Disk and normally will include the following:

a. Unit property, personnel, and organizational records.

b. Recreational equipment, including personally owned radios.

c. Expendable items of special services property (para 3–13*c*).

d. Baggage separated from individuals, and shipped as "RED DISK" TAT.

e. Minimum Essential Equipment (MEE).

5–2. Packing and crating. Equipment and supplies will be packed and crated at the home station in accordance with the following:

a. TOE equipment moved from home station (except Yellow Disk TAT) will be unitized to the maximum extent practicable using CONEX inserts and general purpose pallets.

b. All equipment will be preserved and packed (as required by appropriate technical manuals) to insure protection against damage in transit. In the absence of specific documents, TM 38–230–1 and TM 38–230–2, Preservation, Packaging, and Packing of Military Supplies and Equipment, will be used.

c. Yellow Disk TAT packages will be prepared and marked at the home station and will accompany the unit. Red Disk TAT containers will be shipped from the home station to the Military water or air Terminal in accordance with port call instructions. All other organizational equipment and supplies will be shipped in accordance with port call instructions, but not earlier than the ESRD.

d. When items are still in the original packages or containers in which they were received from supply sources, the packages or containers will not be opened to verify the content or the quantity or condition of the contents.

e. When it is impracticable to unitize packages into insert or pallet loads because of incompatibility of types of cargo, an attempt should be made to limit individual packages to 200 pounds maximum weight.

f. Individual weapons which must be carried by unit personnel being transported in Military Airlift Command (MAC) or MAC contract commercial aircraft will, except weapons for guards, be boxed or crated for safety of personnel aboard the aircraft.

5–3. Vehicles. *a.* Vehicles will be shipped without removing supporting wheels or tracks. The wheels of inverted trailers loaded on cargo vehicles or other trailers will be removed only when required to reduce the height of the shipment unit. All vehicles will be processed in

accordance with technical publications or other special instructions which may be issued. Windshields will not be lowered when the cargo height equals or exceeds cab height, and they will not be boxed unless otherwise instructed by the appropriate MTMTS area commander or major oversea Army commander. Side view mirrors and other easily removable horizontal projections will be removed or adjusted flush with frame of vehicle. Motorcycles and bicycles will be crated. TM 9–207 and TMs pertaining to each particular type vehicle apply for movement to Arctic regions.

b. Equipment and impedimenta loaded in vehicle cargo compartments will be stowed and secured in accordance with TM 55–604 and procedures outlined in movement plans. It will be documented in accordance with the provisions of chapter 3, section III, MILSTAMP.

c. For CONUS rail movement, loading and blocking instructions for vehicles and other bulky items are contained in "Rules Governing the Loading of Commodities and Open Top Cars," published by the Association of American Railroads, 59 East Van Buren Street, Chicago, IL 60605. Additional information is available in AR 55–355.

d. The applicable repair parts lists and special tool lists and two copies of operation and maintenance publications will be packed with each major item of equipment in a manner that will prevent separation, damage, or loss. Location of tool lists and publications should be marked "Paper Here."

5–4. Aircraft. *a.* Aircraft will be prepared for shipment in accordance with TM 55 series or the TM 1 series (Preparation for Shipment of Individual Aircraft) and the movement directives.

b. Tools and ground-support equipment, including technical and supply manuals, will be packed in separate containers and properly marked to identify contents (for example, "Special Tools for UH–1 Aircraft").

c. Air movement or movement by ship in a fly-away status is the preferred method for deployment of Army aircraft overseas.

d. In CONUS, packing, crating, and preservation, when required, will be performed at an Army depot or at an outloading terminal designated by the appropriate MTMTS area commander.

e. In oversea areas, the major Army commander will provide technical skills and facilities for loading/off loading, processing/deprocessing, fueling/defueling, and inspection of aircraft.

f. Assembly/disassembly of aircraft will be performed by the using unit or by direct or general support maintenance personnel.

5–5. Hazardous material. *a.* Major Army commanders will insure compliance with regulations concerning the shipment of items which are classified as dangerous, explosive, or hazardous. Special Handling Data/Certification (DD Form 1387–2) will be prepared and distributed in accordance with instructions contained in paragraph 3–7 of DOD Reg 4500.32–R or paragraph 1–4, TM 38–250 on shipments via military air or commercial augmentation air. Dangerous, hazardous, or classified material will not be shipped in organizational vehicles. Materiel (including vehicles, especially those being retrograded) likely to have been explosive loaded or contaminated must be carefully inspected by the shipper (unit) prior to shipment from overseas commands in accordance with AR 746–1. The shipper must affix a Material Inspection Tag (DA Form 3803) to each vehicle or other piece of major equipment indicating that all explosives have been removed prior to shipment. Under National Emergency conditions, ammunition and fuel may be transported on combat and tactical vehicles as prescribed in Department of Transportation (DOT) Special Permit Number 3498. The "Notice" published under figures 78, 78–A, 79, 80, 81, 82, and 82A of Section No. 6, Association of American Railroads (AAR) Rules Governing the Loading of Commodities on Open Top Cars, contains specific loading provisions pertinent to DOT Special Permit Number 3498.

b. The following publications pertain to the

handling, marking, and shipping of dangerous, explosive, and hazardous items:

(1) DOD Reg 4500.32–R, Military Standard Transportation and Movement Procedures (MILSTAMP).

(2) AR 55–55, Transportation of Radioactive and Fissile Materials Other Than Weapons.

(3) AR 55–203, Movement of Nuclear Weapons, Nuclear Components and Related Classified Nonnuclear Material.

(4) AR 55–228, Transportation by Water of Explosives and Hazardous Cargo.

(5) AR 55–355 for shipments via all modes of commercial transportation within CONUS.

(6) Explosives Tariff Agent R.M. Grazianos Tariff No. 25 (changes or revisions thereof), publishing Hazardous Materials Regulations of the Department of Transportation.

(7) American Trucking Association, Inc. Tariff No. 15 (changes or revision thereof), Motor Carrier Explosives and Dangerous Articles Tariff, publishing Department of Transportation Regulations Governing Transportation of Explosives and Other Dangerous Articles.

(8) Official Air Transport Restricted Articles Tariff No. 6D, ATB, No. 37, CAB 82.

(9) Rules and Regulations for Military Explosives and Hazardous Munitions, Coast Guard Pamphlet No. 108.

(10) The Joint Military Publications Packing and Handling of Dangerous Materials for Transportation by Military Aircraft, AFM 71–4/DSAM 4145.3/TM 38–250/NAV SUP–PUB 505/NAVAIR 15–03–500/MCO P. 4030.19C, for the preparation and handling of explosives and other dangerous articles for shipment by military aircraft.

(11) Applicable oversea command directives.

(12) AR 55–16, Movement of cargo by air and surface—including less than release unit and parcel post shipments.

(13) AR 55–56, Transportation of Dangerous/Hazardous Chemical Material.

(14) Title 49, Code of Federal Regulations (R.M. Grazianos Tariff No. 25) or American Trucking Association Tariff No. 14.

(15) Title 46, Code of Federal Regulations Coast Guard, Department of Transportation.

(16) Department of Transportation (DOT) Special Permit Number 3498 and AAR Rules Governing the Loading of Commodities on Open Top Cars.

(17) Military Handbook 758A—Special Handling Data—Certification for Shipment—via military Aircraft.

c. Dangerous materials required by the unit for use while en route or immediately upon arrival at destination, such as cleaning solvents, preservation materials, corrosives, oxidizers, poisons, and compressed gases must be packed separately. They will be identified by appropriate placards prescribed in paragraph 117.823, Agent R.M. Grazianos Tariff No. 25 or ATA Tariff No. 15 (changes or revisions thereof).

d. Field ranges, water heaters, gasoline lanterns, fuel containers, portable generators, blow torches, and like articles in which gasoline or other combustibles are customarily used or stored will be completely drained and flushed with an approved solvent before being boxed or crated for shipment. A statement substantially as follows will be attached to each crate containing such articles.

UNIT IDENTIFICATION CODE _____

DATE _____ The _____

(gasoline range, water heater, or other gasoline container) packed in container number _____ has been completely drained of gasoline and flushed.

_____

(Signature of Inspection Officer)

_____

(Grade and Branch of Service)

e. Flammable components of medical kits, sets, and outfits will be withdrawn and processed for shipment in accordance with the provisions of this paragraph.

5–6. Communications security equipment. AR 380–40 contains specific instructions on packing, marking and shipping COMSEC equipment.

5–7. Packing Lists. *a.* When a packing list is

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required, a DD Form 1750 will be used in accordance with the requirements of MIL–STD–129.

b. Separate packing lists will be prepared for each container shipped by or with the unit (except as noted in *c* below) and for units deploying under contingency plans or urgent operational orders.

c. Exceptions to use of packing lists will be in accordance with the requirements of MIL–STD 129.

d. Six copies of each packing list will be prepared by the deploying unit and distributed as follows:

(1) One copy for the organization's records.

(2) Two copies to the unit representative at the terminal concerned. (The unit representative is also given two copies of the TCMD).

(3) One copy to the installation commander.

(4) One copy inside container.

(5) One copy outside container.

e. Packing lists are not required for the following:

(1) Unboxed or uncrated equipment (e.g., vehicles and wheeled artillery).

(2) Other unboxed or uncrated equipment that obviously does not require packing lists for identification, such as nested cans, banded shovels.

(3) Packages containing only one item or identical items. In these instances the contents will be stenciled on the outside of the package.

(4) Communications security (COMSEC) equipment.

(5) Cargo loaded in organizational equipment.

(6) Medical Unit, Self-Contained, Transportable (MUST). Internal (but not external) packing lists will be required for each container.

5–8. Requirements for marking equipment. *a.* Classified shipments will be marked in accordance with specific instructions contained in the movement directive. Package markings on containers will be placed as shown in MIL–STD 129. See paragraph 5–9 for marking TAT packages. Unclassified shipments will be marked in accordance with chapter 11 DOD Reg 4500.32–R except for vehicles which will be marked in accordance with TM 55–604.

b. The major Army commander deploying a unit will comply with requirements of regulatory bodies (Civil Aeronautics Board, Maritime Administration, US Coast Guard, Post Office Department, Interstate Commerce Commission) when marking hazardous and other dangerous articles.

c. Identification, shipment, and special marking of unpacked items and exterior packs (boxes, crates, miscellaneous packs, barrels, drums, bales, bundles, bags, palletized unit loads, and loose items) will be accomplished by labeling, stamping, stenciling, printing, tagging, lithographing, silk screening, photo marking, embossing, decals, transfers or other similar processes in accordance with MIL–STD 129.

d. The major Army commander will furnish information for medical supplies and equipment stored in depot stocks to USAMMA at the earliest practicable date.

5–9. Marking TAT. *a.* Red Disk TAT packages will be marked with a 3-inch red disk with the letters "TAT" stenciled in black inside the disk, immediately following the UIC. Yellow Disk TAT will be marked with a 3-inch yellow disk with the letters "TAT" stenciled in black inside the disk, placed near (beside or below) the UIC on two surfaces of the container.

b. For rapid identification of TAT equipment while in transit, or upon arrival at the oversea destination, the following special marking in addition to the TCN (DOD Reg 4500.32–R) is prescribed:

(1) Shipment piece numbers and package numbers will be assigned in sequence. They will be assigned first to vehicles, until all are numbered, and then to containers, boxes and crates. For example, if a unit has 12 vehicles they would be assigned the numbers 1 through 12; the first container, box, or crate would then be assigned the number 13, etc., until all are numbered.

(2) Location of package markings on containers will be as shown in MIL–STD 129. Location of vehicle and aircraft markings is prescribed in AR 746–1 and TB 746–93–2.

c. Contents of packages will be indicated below the weight and cube notations as follows:

(1) Stencil contents in sufficient detail to identify them, for example, "range field M1947, one unit" or "handles, pick, railroad."

(2) When packages contain mixed contents, stencil the principal item or the general nature of the contents on one surface, for example, "office supplies."

(3) True contents will not be stenciled on containers when the nature of the contents should not be disclosed.

(4) In addition to the marking and labeling required for dangerous and hazardous material, packages containing flammable items and dangerous and hazardous materials will be stenciled on two surfaces to indicate contents, for example, paint, acids, chemicals, cleaning material, preserving material.

d. When it is necessary to pack and ship components of sets in two or more containers, each container will bear a 2-inch black disk on one surface of the container on which the UIC code appears. Stencil the word "set" under the disk, followed by the number of set (in numerical relation to the number of sets shipped by the unit). Stencil two numbers in the form of a fraction under the set number; the numerator will indicate the serial number of the container within the set, the denominator will indicate the number of containers making up the set.

e. If authorized, tactical markings may be placed near the package number.

f. No domestic air or surface terminal address marking is required on Yellow Disk TAT packages or personal baggage since these items will accompany the unit from home station.

5–10. Baggage allowance. *a. Surface movements.* All individuals will pack their baggage so that articles considered necessary during movement and immediately thereafter will be readily available. Weight limitations in AR 55–71 will apply.

(1) Officers will be limited to two pieces of hand baggage in their staterooms. Generally, trunk lockers will not be accessible during the voyage.

(2) Enlisted personnel will be limited to a duffel bag and a handbag in addition to the baggage allowance cited in *a* above. The duffel bag or handbag (if of appropriate size) will remain with the individual during movement overseas.

(3) Baggage separated from individuals will be packed and sealed in containers. The containers will be loaded on the same vessel and securely stowed to prevent damage or pilferage. They will be off-loaded at the oversea terminal in time to permit individuals to claim their personal baggage prior to further movement. If containers are not available, baggage will be stowed in a secure place on the vessel to preclude damage or pilferage and will be returned to the individuals after debarkation.

(4) Chaplains will be permitted a denominational field or flight kit in their staterooms. See AR 210–115.

(5) Radios and electrical razors may be carried as hand baggage. Use of these items aboard ship will be subject to such regulations as may be prescribed by the transport commander or master of the ship. Possession and use of photographic equipment will be governed by appropriate security regulations.

(6) Civilian personnel baggage allowances are prescribed in joint regulations.

b. Air movements. Baggage limitations for individuals moving by air will be as prescribed by AR 55–71 and the movement directive.

5–11. Marking and shipping baggage. See AR 55–355.

a. The unit commander will insure that personal baggage of the unit does not contain flammables or explosives of any nature, classified material, or material related to a classified movement. Lighters, lighter fluid, and matches will be in the personal possession of individuals.

b. Military clothing and equipment of all individuals will be marked for identification purposes as outlined in AR 746–10 and paragraph 2–8, AR 746–1.

c. Personal baggage, other than the duffel bag or handbag, will be shipped direct to the terminal designated in the port call for movement as hold baggage. Containers, when available and authorized, will be used to the maximum extent practicable.

CHAPTER 6

TRANSPORTATION PROCEDURES

6–1. General. The Deputy Chief of Staff for Logistics (DCSLOG), Department of the Army will specify the desired mode of transportation for unit deployments. Transportation procedures outlined in this chapter apply to moves by air or surface unless otherwise indicated.

6–2. Transportation modes. *a. General.* Normally, unit personnel will move overseas by air transportation. In some cases, DCSLOG, DA may direct airlift of unit personnel and sealift of unit equipment. When unit personnel and equipment are moved by different means of transportation, the need to insure their concurrent arrival at the destination area will be considered in determining and establishing the PSRD and ESRD. Unless Department of the Army directs advance surface shipment of Red Disk TAT, it will normally move with the unit equipment. Yellow disk TAT will be moved with unit personnel by the same mode of transportation.

b. Movement by air.

(1) The major Army commander responsible for deploying a unit will—

(*a*) Upon receipt or publication of the movement directive, establish unit personnel and equipment movement requirements *as prescribed in paragraph 6–10 or 7–3, as appropriate.*

(*b*) Forward movement requirements through channels in accordance with AR 55–133 and paragraphs 4 and 5, AR 59–9, as appropriate.

(*c*) Insure preparation of personnel rosters in accordance with paragraph 3–15, and equipment lists (DD Form 1384 may be used). Copies of the rosters and lists will be furnished to the aircraft commander(s) for manifest purposes.

(*d*) Insure that a record of the names and addresses of the next-of-kin of all unit personnel is maintained.

(*e*) Insure that EXMOVREP are submitted in accordance with paragraph 2–13.

(*f*) Furnish or arrange transportation, and control the unit's movement to the departure airfield.

(2) Director of Army Transportation, ODCSLOG, DA will—

(*a*) Coordinate transportation arrangements with Military Airlift Command and the major Army commanders to include MTMTS.

(*b*) If applicable, furnish the special assignment airlift mission (SAAM) number assigned to the movement to the major Army commanders. Thereafter, this SAAM number will be referred to in all communications regarding transportation arrangements for the move.

c. Movement by sea.

(1) The major Army commander responsible for deploying a unit will—

(*a*) Upon receipt or publication of the movement directive, establish the unit personnel and equipment movement requirements *as prescribed in paragraph 6–10 or 7–3, as appropriate.*

(*b*) Forward movement requirements through channels to the Director of Army Transportation, ODSLOG, DA for assignment of transportation in accordance with AR 55–23.

(*c*) Insure that a record of the names and addresses of the next-of-kin of all unit personnel is maintained.

(*d*) Insure that EXMOVREP are submitted in accordance with paragraph 2–13.

(*e*) Furnish or arrange transportation, and control the unit's movement to the POE or from the POD.

(2) Director of Army Transportation, ODCSLOG, DA will coordinate transportation arrangements with the major Army commanders to include MTMTS and MSC.

6–3. CONUS transportation arrangements. The major Army commander will coordinate transportation arrangements with Headquarters, MTMTS in accordance with paragraph 306002, AR 55–355 and/or chapter 3, DOD 4500.34–R., and any special requirements contained in the movement directive.

a. Plans for military motor movements will be prepared in accordance with AR 55–162.

b. Troops with accompanying baggage and impedimenta will move to the designated location only upon receipt of a port call. The CONUS major Army commander will insure that troops and equipment depart early enough to arrive at the terminal location on the date specified in the port call.

6–4. Shipment documentation. The major Army commander will insure that the TCMD (DD Form 1384) is prepared by unit commanders in accordance with chapter 3, DOD Reg 4500.32–R (MILSTAMP) and forwarded to the Water Terminal Clearance Authority (WTCA) within the time frames prescribed in chapter 2, MILSTAMP.

6–5. Port calls. Port calls will be issued by the Commander MTMTS or his designated representative or by the oversea major Army commander early enough to reach the home station no later than 15 days prior to the ESRD and PSRD. Port calls will specify the date on which unit personnel and equipment are to arrive at the POE or APOE. The unit (personnel or equipment) will not be required to depart from home station before the readiness date. When a designated terminal has several piers, port calls will include the specific pier to which each portion of the unit and its equipment will report.

6–6. Unit representative at terminal. When deemed necessary to facilitate reception of unit personnel or equipment at the terminal, the appropriate MTMTS area commander or oversea major Army commander may request that a unit representative be placed on temporary duty at the terminal. The requesting commander will specify the date the representatives are to arrive at the terminal. He will also indicate the representative's duties and the specific information the representative must furnish upon arrival. The unit equipment representative selected must be qualified to identify the equipment being shipped and assist in its shipside delivery.

6–7. Advance party or rear detachment. *a.* Advance parties may precede, or rear detachments follow, the main body of the deploying parent unit. They may also act as coordinating agencies for the parent unit prior to its arrival at its destination, or after its departure from home station, as appropriate. Adequate administrative records (including personnel records of the detachment) will accompany the detachment.

b. The figures provided below will be used for planning the size of an advance party or rear detachment. These figures may be modified by the receiving major Army commander based on destination area requirements. Units listed indicate separate organizations.

Unit size	*Advance party*	*Rear detachment*
Battalion, Squadron	50	15
Company, Battery, Troop	10	5
Platoon or Detachment	5	2

Note. Brigade, regiment and division requirements for advance parties and rear detachments will be computed on the major unit's task organization and destination area requirements.

6–8. Services en route. *a. Train guards.* If train guards are required, they will be provided by the home station commander as prescribed in AR 55–16 and AR 55–355.

b. Medical and dental service. Individuals who require medical or dental care during the movement will be furnished treatment at facilities of one of the military services or other Federal agencies. If there is an emergency, and these facilities are not available, medical and dental care may be obtained from civilian facilities in accordance with AR 40–3.

c. Exercise en route. If movement to the ter

minal is by special train, the unit commander may request the home station transportation officer to arrange with MTMTS or the appropriate oversea transportation agency for stops en route to rest or exercise the troops. However, neither the schedule nor the operation of the train will be altered during the movement.

d. Authorized ammunition. Only train or convoy guards are authorized to possess ammunition en route to the terminal. The unit commander will insure that ammunition is not in the possession of, or accessible to, any other individuals during the movement.

6–9. Responsibilities of MTMTS. Commander, MTMTS is responsible for all activities relating to the transportation of troops and impedimenta arriving at terminals under MTMTS control. As part of this responsibility he will—

a. Upon receipt of a movement directive, and prior to the shipment of automotive wheeled and tracked equipment from home station, furnish the home station commander concerned a st of instructions concerning the minimum processing and servicing required for such equipment and the loading heights permitted. Nonreceipt of these instructions does not relieve the unit commander of responsibility for properly preparing these vehicles for shipment in accordance with instructions in paragraph 5–3*a*.

b. Issue port calls through military channels for personnel and equipment.

c. When desired, request the agency issuing the movement order to direct the unit commander to send unit representatives to the terminal. Include information required by paragraph 6–6 in the request.

d. When considered necessary, send liaison personnel to the home station of the moving unit to assist in coordinating the movement.

e. Coordinate with the home station commander to develop tonnage requirements for items being shipped from home station. When required, obtain tonnage requirements of POM requisitions for items being shipped direct to erminals by the supply sources.

f. When required, arrange transportation for guard personnel returning to their proper organization.

g. Maintain transportation follow-up on items moving to the terminal to insure that they arrive on time and are properly consolidated for prompt, further movement overseas.

h. Insure that all information concerning shipments received and forwarded is made available to appropriate commanders.

i. Inspect unit equipment processing through the terminal and make necessary repairs to correct damages or failures occurring during movement from home station to the terminal.

j. If equipment is received at the terminal that has been improperly processed, prepare it for shipment to prevent deterioration during ocean travel.

k. Assemble, by Project Code, POM shipments received from supply sources for consolidation with the unit's equipment moving through the terminal.

l. Furnish arrival and departure reports required by paragraph 2–13.

m. Coordinate movement when a unit's personnel and equipment are moved through separate terminals.

6–10. Movement planning. *a.* In order to be prepared to support unit oversea deployments, CONUS installation, division, and unit commanders will maintain for each unit a detailed movement requirement listing and summary for both air and surface transportation. These data will be compiled and reported in accordance with standards prescribed by CG FORSCOM/CINCARRED. Data will be based upon "required" level for personnel and equipment as prescribed by current TAADS (MTOE) authorizations, except that POMCUS units will maintain data based upon TAT and POMCUS shortage requirements. These data will include the following information:

(1) The description, quantity, dimensions, weight, cube, and square feet for each type vehicle to include vehicle load if any.

(2) The description, quantity, dimensions, weight and cube for any package of organizational equipment and supplies (other than vehicles and packages to be transported in organic vehicles) which exceeds 72 inches in length or width or 67 inches in height, or 10,000 lbs in weight.

(3) The description, quantity, weight, and cube of organizational equipment and accompanying supplies as prescribed by paragraph 7–4 (other than items defined in (1) and (2) above).

(4) The number of CONEX containers or inserts (by type) required for cargo described in (2) and (3) above.

(5) The number of rail cars (by type) required to transport the unit.

(6) When medical assemblages or other major items of equipment are stored in depots or other storage sites pending an operational requirement, report their location, description, quantity, and the weight and cube if available. The assemblages or other equipment will be shipped to the military terminal according to instructions contained in the movement directive, upon receipt of a requisition from the home station commander. The movement of major medical assemblage will be coordinated between the home station commander, USAMMA, and the appropriate MTMTS area commander. The movement will be scheduled so that the assemblage will arrive at the military terminal concurrently with or immediately prior to the arrival of other unit impedimenta.

b. Traffic management assistance in preparing unit surface movement loading plans may be requested from Headquarters, MTMTS, ATTN: PLC as required. CONUS installation commanders will prepare and forward unit rail loading plans and motor loading plans requiring utilization of commercial transportation through Headquarters, FORSCOM, ATTN: DCSLOG–T–M to Headquarters, MTMTS, ATTN: PLC for traffic management review. Guidance for development of load plans is contained in appendix D, TM 55–604. Load plans forwarded for review will be based on and accompanied by a Computerized Movement Planning and Status System (COMPASS) unit movement data listing and summary for standard data as defined in *a* above. Units or installations may obtain aircraft loading plans based on standard data reported through computerized Movement Planning and Status System (COMPASS) in accordance with instructions published by CG FORSCOM/CINCUSARRED

c. Units assigned to any operation or exercis plan requiring use of other than organic transportation will accomplish movement planning actions in accordance with paragraph 7–3.

d. TM 55–604 and TB 55–46–1 and transportability technical manuals indexed in DA Pam 310–4 should be used for guidance in preliminary movement planning.

CHAPTER 7

PROCEDURES FOR OVERSEA MOVEMENT TO SUPPORT URGENT OPERATIONAL REQUIREMENTS, OPERATION PLANS, AND EXERCISES/MANEUVERS

7–1. Applicability. The special procedures prescribed in this chapter are established to insure that units moving in support of operation plans, urgent operational requirements, and exercises and maneuvers are prepared to deploy rapidly and are capable of performing TOE/MTOE missions. Procedures in this chapter apply to all Active US Army units deployed in support of operation plans, urgent operational requirements, and exercises and maneuvers. Unified commanders' instructions which conflict with instructions contained in this chapter will be brought to the attention of HQDA (DAMO–ODG), WASH DC 20310 for resolution. Headquarters, Department of the Army or CGFORSCOM/CINCUSARRED/CINCUSARLANT as appropriate will announce when the procedures of this chapter apply to the movement of a unit. Certain Reserve Component units and individuals, as specified in paragraph 1–8, are also covered.

7–2. Movement authority. *a.* Headquarters, Department of the Army, or the appropriate Army component of a unified command when directed by Headquarters, Department of the Army, will issue a movement directive for the movement of Army units moving overseas under the provisions of this chapter and/or at the direction of a unified commander. In cases where units move in response to urgent requirements, the movement directives may be a confirmation of a previously issued order or directives. Movement directives may furnish special instructions to modify established procedures or they may provide additional implementing instructions pertaining to unit readiness and movement to meet the requirements of a particular contingency or immediate operational requirement. The movement directive will state that units deploying under the operational command of a unified commander will move only upon the execution order of the designated unified or Army component commander.

b. Redeployment of units will be directed or authorized by DOD or JCS through the appropriate unified commander or by DA in response to appropriate JCS directives. The provisions of paragraph 2–6 apply.

c. CONUS major Army commanders will request movement directives from HQDA for all exercises and maneuvers involving oversea travel in accordance with paragraph 2–2.

d. Army component commanders will insure that necessary directives are published to support intratheater movements.

7–3. Readiness and prior preparation. *a.* Operation plan deployment schedules and other urgent operational requirements may not permit detailed inspections or extensive replacement of unserviceable or marginally ready equipment prior to deployment. Readiness requirements apply to the equipment and supplies of the units as well as to personnel and training. Personnel and equipment must be ready to carry out the unit's TOE/MTOE mission immediately upon arrival in the objective area. Units assigned to operation plans should take as many preparatory actions in advance as possible.

b. CONUS major Army commanders are responsible for providing guidance which will insure standardized procedures and compliance

with the Army Strategic Capabilities Plan and Joint Operation Planning System requirements. Units preparing for deployment under operation plans or in support of other urgent operational requirements will follow logistic instructions and other guidance provided by CGFORSCOM, major Army commanders and unified commanders, as appropriate.

c. POM procedures found elsewhere in this regulation apply to all deployments; however, for deployments in support of operation plans or other urgent operational requirements, procedures may be condensed or modified to permit rapid deployment.

d. POM time planning factors for active Army units and Reserve component units/individual specified in paragraph 1–8 are outlined in the following paragraphs. They are for planning purposes only and may be accelerated to meet operational requirements. Planning times do not include personnel leave computations.

(1) The POM time planning factor for units deploying by airlift is 7 days. Movement from home station for these units is planned to start on the 8th day and terminate as rapidly as circumstances permit.

(2) The POM objective planning factor for units deploying by sealift is as follows:

(*a*) Units transporting equipment by roll-on/roll-off ships with main body of personnel deployed by air—7 days (unit equipment may move to POE by organic transport).

(*b*) Units transporting equipment by conventional ships with main body of personnel deployed by air—14 days.

(*c*) POM personnel requirements can continue after departure of equipment. Air movement of the main body from home station will begin on the 8th day and for surface movements on the 15th day.

(*d*) Loading of equipment will be accomplished during POM time in order to make optimum use of loading facilities and reduce overall deployment time. Some forward movement of units may be accomplished to reduce overall deployment time. Commanders will insure maximum use of transportation provided for unit moves.

e. Commanders of CONUS units assigned to operations and exercise plans will maintain current standard movement requirements data and load plans in accordance with paragraph 6–10. These data will be used as the basis for developing and reporting movements requirements for a specific operational mission in accordance with procedures prescribed by FORSCOM/CINCUSARRED.

7–4. Accompanying supplies. Supplies and equipment authorized to accompany CONUS deploying forces* (by class and subclass of supply) are as follows:

a. Class I. Five days of Class 1C (exclusive of subsistence required for consumption en route to objective area).

b. Classes I, II, III, IV, V, VI, VII, VIII, and IX.

(1) Authorized clothing and equipment (including specialized individual and organization items) (Class IIF).

(2) Authorized TOE/MTOE and CTA equipment (Class II, IIII, and VIII).

(3) Prescribed or mission load of repair parts (Class VIII and IX).

(4) Prescribed (PLL) or mission (ASL) load of Class I, II, III, IV, V, and VI (see Class 1C), VII (Readiness Float) and VIII (less repair parts).

(5) Expendable/consumable items of supply (not covered in (1) through (4) above)—15 day level.

c. Class III.

(1) Fuel tanks of vehicles, aircraft, and other fuel consuming items of equipment—three-quarters full.

(2) Authorized containers—as prescribed by TM 10–1101.

(3) Packaged petroleum (Class IIIJ)—15 day level.

d. Class V—basic load. Units moving in an

* CONUS Units deploying to POMCUS are limited to 3 days of Class I, a basic load of small arms ammunition, for TAT items, and TOE items not prepositioned at time of OPLAN execution.

administrative configuration from CONUS will deploy with basic load less ammunition over caliber .60. Ammunition over caliber .60 will be shipped by USAMC to the POE, staging area, or objective area in accordance with shipping instructions furnished by CONUSAMDW. Units moving tactically from CONUS will deploy with their complete basic load.

7–5. Transportation. Movement under the direction of unified commanders will be coordinated by the representative of the unified commanders and the transportation operating agency or component command agency responsible for furnishing the transportation. Movement under the direction of DA will be coordinated and arranged by DA in accordance with paragraph 6–2.

7–6. Preparation, packing, and loading of unit equipment and impedimenta. *a. General.* The following movement planning actions apply to either air or surface movement:

(1) Make maximum use of consolidation containers such as CONEX inserts and 40 × 48-inch pallets. Also, utilize cargo compartments of cargo vehicles in accordance with limitations set forth in *c* and *d* below.

(2) Units will provide guards to accompany shipments requiring security.

(3) Units will provide necessary protective covers for supplies and equipment.

(4) Insure that each vehicle, container, and palletized load is marked in accordance with chapter 5.

(5) Process equipment according to mode of transportation, anticipated climatic conditions, and duration of movement.

b. Type of movement. The method of loading aboard air or ocean transport is determined by the requirements for unloading and employment of the unit on arrival at destination or for expediting turnaround of the transport vehicle.

(1) Employment movement refers to ocean movement of units by amphibious transport directly to an amphibious assault or to air movements of units directly to a parachute assault. Preparation and loading is directed toward accomplishment of the tactical mission assigned by the operation plan.

(2) Deployment movement refers to all movements other than those described in (1) above. Preparation and loading is directed toward effective utilization of transport equipment and expedited delivery of the entire force to the objective area.

(3) For either type of movement, instructions and plans for preparation and loading will be closely coordinated between the major Army unit or force commander and appropriate representatives of the transportation operating agencies. Joint Army-Air Force planning and coordination of air movements will be accomplished in accordance with AR 59–106/AFR 76–7.

c. Air movements. The following instructions apply to either deployment or employment air movements and may be modified only to comply with safety regulations or with specific instructions in movement directives, or after advance approval by CGFORSCOM or oversea major Army commanders who will notify commanders of Tactical Air Command or Military Airlift Command of each approved exception.

(1) CONEX or other government-owned containers except medical unit, self-contained transportable, will be used for air movement only after advance approval as indicated in *c* above, for modifications. Requests for such approval must show that use of the containers will reduce the total cube or is necessary for security reasons. Approval will be based on a review of the justification and on a determination that adequate materials handling equipment is available at both origin and destination airfields.

(2) Unit equipment and supplies, including TAT, will be stowed and secured on unit cargo vehicles in accordance with instructions published by CGFORSCOM and restrictions in TM 38–250.

(3) Aircraft loading tables will clearly identify palletized cargo and other cargo categories as specified in paragraph 6–10*a*.

(4) Materials handling equipment required will be provided and operated in accordance with AR 59–106/AFR 76–7.

d. Surface movement. Segregate TAT impedimenta and accompanying supplies, and dangerous, hazardous security and sensitive cargo for separate movement. Plan for movement of other equipment and accompanying supplies, as follows:

(1) Make maximum use of organic cargo vehicles cargo compartments within manufacturer's rated load capacity and the reduced loaded height (top of steering wheel or top of side racks whichever is higher or in the case of dump trucks, the top of the cab shield if installed).

(2) "Piggyback" loads are authorized as specified in TM 55–604.

(3) Cargo in excess of organic cargo vehicle capacity or which cannot be safely secured in cargo vehicles will be moved separately. Such cargo must be containerized or palletized to preclude damage or pilferage during transportation.

(4) Plan to provide special protection for high dollar value, classified and sensitive cargo and for baggage. Determine number of containers required.

e. Processing of vehicles for movement. Comply with instructions in TM 55–604 and paragraph 5–3 as implemented by CGFORSCOM when preparing vehicles for surface or air movement (other than parachute assault). For preparation of parachute assault vehicles, see appropriate publications in the TM 10–500 series.

f. Movement of Army aircraft. Aircraft will be prepared for shipment in compliance with appropriate manuals and moved to outloading terminals in accordance with instructions contained in specific movement directives.

7–7. Special provisions for classified moves. *a.* The movement directive which specifies the classification of a unit movement will also contain appropriate instructions for any downgrading actions which may be taken after the unit's departure and/or arrival at the destination. For operation plan or other urgent operational deployment, information pertaining to participating units, routes of march, dates or destination may remain classified throughout the move.

b. If any portion of a movement is classified, the following special precautions will be taken to prevent unauthorized disclosures and to restrict the classified information to those personnel who need to know.

(1) *Downgrading and unclassified instructions.* The movement directive will specify which information is classified and normally will provide downgrading instructions. If a downgrading date is not furnished prior to the departure date, the commander issuing the movement directive will provide nicknames, code words, or other authorized devices in accordance with AR 380–105 to assist in issuing unclassified instructions.

(2) *Safeguarding information.* AR 380–55 contains procedures for safeguarding defense information in the movement of personnel and equipment. Provision of AR 380–5, DOD Reg 5200.1–R, and AR 380–55 will be followed in the implementation of any classified move. The commander responsible for issuing movement instructions which contain classified information will take special precautions to prevent careless handling of documents and unauthorized disclosure of defense information. If security information is compromised, or suspected of being compromised, the responsible commander will take immediate action required by AR 380–5 and DOD Reg 5200.1–R.

(*a*) As soon as a unit commander learns that his unit will deploy under classified orders he will insure that all unit personnel are properly instructed in the safeguarding of classified information. These instructions will specify what portion of the unit move is classified and will state what information may be revealed in personal communications. See paragraph 7–10 for instructions concerning disposition of mail and censorship. Unit personnel will be reminded of the requirements in AR 380–5 and DOD Reg 5200.1–R that classified information may be released only to personnel with appropriate security clearance and on a strict need-to-know basis. In addition to stressing that security measures are for each individual's protection, commanders will advise all personnel of

the terms of Articles 85 and 87, Uniform Code of Military Justice.

(*b*) The unit commander will warn personnel that under no condition will visitors be permitted at terminals. Privately owned vehicles, dependents, and pets will not be taken. Unauthorized personal effects will be disposed of prior to departure from home station. The commander will also warn individuals to refrain from obtaining foreign currency prior to embarkation and to avoid purchases from commercial facilities which might reveal a classified destination.

(*c*) Personnel in advance detachments will be warned to be exceedingly careful to insure that no information of a classified nature is passed on to unauthorized sources.

(*d*) Upon receipt of a warning order or movement directive for a classified move, the unit commander will designate an officer (or senior NCO if an officer is not available) as the unit representative for intelligence. Within 24 hours after arrival at the POE or APOE, the intelligence representative will report to the intelligence officer at the POE or APOE for instructions.

(*e*) The foregoing are the minimum provisions which apply to all classified moves. Moves in support of especially sensitive operations may require commanders to apply more stringent security precautions, such as, a system of individual interviews for selecting qualified personnel; isolation during planning and predeployment training; an extensive counterintelligence program; special cover stories backstopped in depth; special communications security techniques; secure methods for procurement of special equipment; and employment of other covert techniques.

(*f*) When a unit's oversea destination is classified, the unit commander will prevent the dispatching of communications while the unit is en route to the POE or APOE. The troop movement commander will collect all personal communications and deliver them to the installation postal officer upon arrival at the POE or APOE. See paragraph 7–10 for additional instructions on censorship.

(3) *Arranging transportation.* Unless otherwise stated in the movement directive, the carrier needs to know only the number of personnel being moved, the origin, and the debarkation destination. This information is unclassified when not associated with a unit destination. See AR 380–55.

7–8. Covert movements. The gaining oversea major Army commander will be responsible for advising Headquarters, Department of the Army of the requirement for a deploying unit to disguise either their identification or mission by use of a cover during the move and in-country. The requirement will be furnished to the losing major Army command and the deploying unit.

7–9. Removing identifying marks. Classified destination movements do not automatically require that unit identification markings be removed. The unified commander, or other appropriate authority, will determine when the presence of a specific unit in an oversea area is classified and if the unit designation should be withheld. The following instructions apply:

a. Prior to departure from the home station, all unit organizational designations will be removed or effectively obliterated from all classes of individual and organizational clothing, uniforms, baggage, property, and equipment. National and organizational colors and standards, distinguishing flags, and guidons will be turned in to the appropriate unit supply officer (separate battalion or higher) for safekeeping during the movement. They may be released at the oversea destination upon authority of the task force or higher commander.

b. Sleeve insignia (shoulder patches) will not be worn while moving from the home station to the oversea destination. These will be removed prior to departure and turned in to the unit supply officer for safekeeping until the oversea or task force commander directs reissue.

c. Prior to departure from the home station, unit commanders will insure that identification cards, drivers' licenses, travelers' checks, or other documents in the possession of members of the unit will not disclose the organizational destination of the bearer or of the countersigning/approving officer. Deletion of the unit des-

ignation from organizational records such as service records, morning reports, and duty rosters, is not required.

d. Identifying markings on motor driven vehicles (includes wheeled/tracked vehicles, aircraft, heavy engineer equipment, and other items which normally bear unit or activity identification markings) will be restricted to the following (AR 746–1 and TB 746–93–2):

(1) US registration number.

(2) National symbol.

(3) The unit identification code.

(4) Unit identifying number and unit number assigned locally (for example, for a vehicle of Company "C," 1st Battalion of the 7th Cavalry, identifying marking should be restricted to C–1, etc.).

7–10. Mailing instructions and censorship. Military censorship instructions contained in AR 380–200 apply only when directed by appropriate authority. If a unit is moving under classified order, members of the unit will be forbidden to dispatch any mail or other personal communications while en route to the POE or APOE. The following instructions apply if censorship is established:

a. Prior to moving from home station, the unit commander will familiarize all personnel with censorship regulations and will designate primary censors. All company grade officers will familiarize themselves with AR 380–200 since they may become primary censors.

b. Units will be issued Armed Forces censorship stamps prior to departure from home station.

c. Units will comply with Armed Forces censorship regulations of areas which they are transiting to include water and aerial ports of embarkation.

7–11. Movement reports. Notification unit movement conducted under the provisions of paragraph 7–1 will be reported by Expedited Movement Reports (EXMOVREP) described in this paragraph and as illustrated in appendix H.

a. Reporting requirement. EXMOVREP will be submitted for all TOE/MTOE unit PCS and TCS deployments referred to in paragraph 7–1.

b. Responsibilities. The major Army commander tasked to deploy and the major Army commander receiving a unit will insure that EXMOVREP are submitted.

c. Types of unit movement reports.

(1) *Advance notification of departure report (EXMOVREP).* Submit an Advance Notification of Departure Report in accordance with paragraph 2–13*d*(1), unless a detailed transportation movement schedule is published by the appropriate DOD Transportation Operating Agency. (TOA) and distributed to the receiving command. The Advance Notification of Departure Report is not required unless significant changes are made to the detailed transportation movement schedule.

(2) *Actual Departure Report (EXMOVREP).*

(*a*) *Purpose.* The Actual Departure Report furnishes the gaining command or installation with information concerning a unit's actual departure from its origin point, its en route terminals and stops, and its expected time of arrival at en route stops or destination.

(*b*) *Who will submit and to whom submitted.* Figure 2–2.

(*c*) *Format.* See appendix H.

(*d*) *When to submit.* Submit this Actual Departure Report in lieu of the one required by paragraph 2–13*d*(2). It will be submitted twice daily at 0100Z and 1900Z hours for the previous twelve-hour periods ending 2400Z and 1800Z respectively. Commence reporting on the day the unit begins deployment and stop reporting when departure of the unit has been completed.

(*e*) *How to submit.* Submit reports electrically using priority precedence for air movement and routine precedence for surface movement.

(3) *Actual arrival report (EXMOVREP).*

(*a*) *Purpose.* The Actual Arrival Report notifies the origin command or installation that the unit has arrived at an en route stop, if applicable, or final destination.

(*b*) *Who will submit and to whom submitted.* See figure 2–2.

(*c*) *Format.* See appendix H.

(*d*) *When to submit.* Submit this Actual Arrival Report in lieu of the one required by paragraph 2–13*d*(3). It will be submitted twice daily at 0100Z and 1900Z hours for the previous 12-hour periods ending 2400Z and 1800Z respectively.

(*e*) *How to submit.* Submit reports electrically using priority precedence.

APPENDIX A

SAMPLE WARNING ORDER[1]

FROM: DA WASH DC//DAMO-ODG//

TO: CDRFORSCOM FT MCPHERSON GA
CINCUSARPAC HONOLULU HI

INFO: JCS WASH DC
CINCPAC CAMP H M SMITH HI
USCINCRED MACDILL AFB FLA
CDRUSAMC WASH DC
CDR MTMTS WASH DC

CLASSIFICATION

SUBJECT: Warning Order (U)

1. ( ) CDRFORSCOM will take necessary actions to warn and prepare the following units for (PCS) (TCS) deployment to (insert country designation) during the _____ QTR, FY _____ (or specific dates).

UIC	FRN	TPSN	UNIT
WQLTAA	88B010	31461	227 EN CO(FB)
WP06AA	05B004	21353	116 EN BN(CBT)
WG05AA	06E001	35146	165 SC CO(SPT)

	AUTH STRENGTH				PROJ	
TOE	OFF	WO	ENL	AGG	CODE	STN
05078H200	5	0	99	204	WAB	Ft Bragg NC
05035G600	32	4	755	791	WFJ	Ft Ord CA
11099E	3	1	120	124	PAS	PAS FtLewisWA

2. ( ) Unit missions and command assignments at destination.

3. ( ) This message is authority to accomplish personnel fill and initiate necessary logistic actions.

4. ( ) Organizational level and priority of the units listed above is D1/DAMPL: _____.

5. ( ) Request CDRFORSCOM establish recommended readiness dates (RD) to meet this requirement. Submit Readiness Dates to DA WASHDC //DAMO-ODG// NLT 10 days after receipt of this message.

6. ( ) Request CINCUSARPAC and CDRFORSCOM forward date re-

[1] Does not refer to actual units, priorities, or other information.

quired by chapter 2, AR 220–10 to DA, ATTN: DAMO–ODG NLT 10 days after receipt of this message.

7. ( ) Upon receipt of readiness dates and data requested in para 6 above, HQDA will publish a movement directive early enough to provide maximum time for movement of dependents and other necessary actions.

8. ( ) The unit's destination and ETA are CONFIDENTIAL and the theater of assignment and readiness dates are FOUO, until US authorities publicly confirm unit's arrival at the final destination.

9. ( ) (If activating unit for deployment) this message is authority to issue GO. Furnish copies as required by table 1–1, AR 310–10 and to DA WASHDC // DAFD–MF //.

10. ( ) (REGRADING INSTRUCTIONS).

APPENDIX B

SAMPLE MOVEMENT DIRECTIVE

FROM: DA WASH DC//DAMO-ODG//

TO: CDRFORSCOM FT MCPHERSON GA
CINCUSARPAC HONOLULU HI

INFO: JCS WASH DC
USCINCRED MACDILL AFB FL
CINPAC CAMP H M SMITH HI

CDRUSAONE FT MEADE MD
CDRUSATHREE FT MCPHERSON GA
CDRUSAARMC & FB, FT KNOX KY
CDRUSAIC & FB, FT BENNING GA
CDR MTMTS WASH DC

CLASSIFICATION

SUBJECT: Movement Directive Number (U)

REF: Warning Order, FORSCOM's Request for Movement Directive (As required).

1. ( ) CDRFORSCOM is authorized to take necessary actions to prepare and execute the deployment of the below listed unit PCS from stations indicated to USARPAC on call of commander, MTMTS or his designated representative.

UIC	UNIT	TPSN	STATUS CODE	PROJ CODE	STATION
WABCAA	68 EN BN(CBT)	99Z001	C3	XYZ	Ft. Knox KY

	AUTHORIZED DEVELOPMENT STRENGTH			
TOE	OFF	WO	ENL	AGG
05035G600	34	3	740	777

ASRD	ESRD	PSRD
N/A	1 April 19____	5 May 19____
WPTAAA	33K025 921 MP Co C2	ABC Ft Benning 19-97F GA

REQUIRED MONTH AT DESTINATION			
May 19____			
5	0	120	125

ESRD	PSRD	REQUIRED MONTH AT DESTINATION
5 April 19____	10 May 19____	May 19____

2. ( ) Units are assigned to USARPAC upon departure from CONUS POE.

3. (U) Director of Army Transportation, DCSLOG HQDA will coordinate necessary transportation. Aircraft, equipment and personnel will move on call of Commander MTMTS or his designated representative. Individuals traveling by air authorized 34 pounds excess baggage. Yellow disk that may be moved with unit personnel by same mode of transportation.

4. (U) This is a category A unit movement. Unit will deploy with assigned strength as of deployment date with all TOE/MTOE and CTA equipment, unit memorabilia, publication reference files, TOE libraries, and ASL/PLL as required, subject to limiations stated in paragraph 7, below.

5. (U) This is an accompanied tour. Movements of dependents is authorized IAW para M7000 JTR. Concurrent travel of dependents is subject to approval of CINCUSARPAC.

6. (U) Provisions of AR's 55–46, 220–10, and 614–6 apply.

7. (U) Names of officers and warrant officers deploying with unit WB reported to DAPC–OPD (appropriate career branch) for branch clearance prior to issuance of PCS orders. EM in grades E6 and above to be relocated WB reported to DAPC–EPC (appropriate career branch identified in table 1–1, AR 614–200). Requisitions for enlisted personnel are at DA and will be filled with the exception of those requirements for skills which are currently overstrength in USARPAC and projected to remain overstrength for an extended period subsequent to arrival of units. TDN.

8. (U) Advance parties and rear detachments authorized as required and may deploy within 30 days of unit PSRD.

9. (U) DA MPA funds are available to defray cost of moving unit, personnel and dependents. OMA costs UB financed with funds currently available to FORSCOM.

10. (U) This directive authorizes commanders to issue unit movement orders marked FOR OFFICIAL USE ONLY. Commander may inform unit military personnel on an FOUO basis that the unit is scheduled for deployment to USARPAC on the assigned shipment readiness date. Local announcement is authorized by commanders concerned on 5 Sep. Restrictions on release of information as outlined in para 24C, AR 350–5 will apply.

11. (U) Request CINCUSARPAC provide ALCON with information reconfirming final destination of units in para one and information required by para 2–5, AR 220–10.

12.(U) Reports required by JCS Pub _____, Vol II, Part 2, chap 1. FORSTAT–WB submitted prior to and upon completion of movement.

13. (U) Direct coordination between ALCON is authorized.

14. (U) This message contains two (2) units.

15. (Regrading instructions).

APPENDIX C

DEPLOYMENT READINESS REPORT MESSAGE FORMAT

FROM: CDRFORSCOM

TO: DA WASH DC//DAMO–ODG/DALO–PLF/DAPE–MPE

INFO: CINCUSARPAC HONOLULU HI

CLASSIFICATION

SUBJECT: Deployment Readiness Report, RCS CSGPO–23 (R1) (MIN)

REFS: AS REQUIRED.

1. Type Report: Initial, Supplemental, or Final (Select correct type).

2. The "cut-off" date of the report.

3. Unit designation and complete TOE/MTOE.

4. UIC and (if assigned) Project Code.

5. Personnel:

a. Authorized strength by identity (officer, warrant officer, and enlisted) and aggregate as shown in the warning order.

b. Assigned deployable strength by identity (officer, warrant officer, and enlisted) and aggregate. Show these numbers in two parts (. . . / . . .). On the left, deployables designated to fill an authorized TOE/TDA slot; on the right, excess deployables not designated to fill an authorized TOE/TDA slot and not designated to depart with or join units in the oversea area.

c. Shortages of personnel: List shortages by grade and MOS and indicate corrective action taken.

6. Logistics:

a. Shortages of supplies and equipment:

(1) List shortages of major items, installation kits, tools, tool kits, tool/shop sets, and test equipment. (Shortages, estimated date of delivery (EDD), and status information will be coordinated with the AMC Customer Service Field Office or representative serving the station.) For each item, indicate Federal stock number, nomenclature, quantity authorized, quantity short, complete station requisition number or communications security (COMSEC) requisition number, supply source to which requisition has been submitted, and estimated date of delivery (EDD) of items

to home station, POE, or other status advice. Indicate availability of required items which are on hand in other units or activity under the installation/activity commander. (Prior to submission of availability information concerning COMSEC equipment, the installation commander will coordinate with the local COMSEC logistic unit and obtain latest status of equipment. Approval to establish a crypto account and operate a crypto-facility must be obtained from USASA prior to receiving crypto equipment.)

(2) Repair parts/minor secondary items.

(a) Prescribed load list (PLL) items: Report number of lines authorized and number of line items at zero balance by commodity manager grouping.

(b) For authorized stockage list (ASL) items, report total lines authorized for deployment, total lines meeting deployment criteria, and total lines at zero balance.

b. Major Army Commander's Evaluation. Indicate the effect of equipment shortages on the ability of the unit to perform its TOE/TDA mission. If adequate substitute items are on hand in the unit, or are available in other units or activities within the installation, they will be identified and cross referenced to shortages listed in paragraph 6*a*(1) of this report.

APPENDIX D

MINIMUM ESSENTIAL EQUIPMENT (MEE)

D–1. MEE is that part of authorized allowances of Army equipment, clothing, and supplies needed to preserve the integrity of a unit during movement without regard to the performance of its combat or service missions. Items common within this category will normally be carried by or accompany troops to the POE, APOE, or oversea replacement center and be placed aboard the same transportation with troops.

D–2. Equipment, clothing, and supplies authorized the unit and individuals and designated as MEE by the unit commander will move as TAT. TAT marking will be in accordance with paragraph 5–9.

D–3. Equipment, clothing, and supplies listed below are provided as guidance for commanders in planning for MEE required at destination. Commanders of units authorized items appearing on the list may designate those items as MEE. Special items required by a particular contingency plan and/or specified as MEE by the receiving major Army commander will be designated as MEE. Items marked with an asterisk (*) have either special authorizations or associated equipment authorizations which are discussed in paragraph D–4.

a. Munitions Command.

(1) Mask, CBR protective plus bag, protective, waterproof (unless deleted at the request of the gaining major Army commander).

(2) Protection and treatment set, chemical warfare agents (unless deleted at the request of the gaining major Army commander).

b. Mobility Equipment Command.

(1) Compass, wrist.

(2) Flashlights.

(3) Compass, lensatic.

(4) Drafting equipment or sets.

(5) Bag, water, sterilizing, porous with suspension ropes and cover.

c. Army Medical Department. The receiving major Army commander will prescribe the medical equipment and supplies that should accompany units. These items should be restricted to that needed for medical emergencies and, if necessary, to conduct routine sick call. These could be packed in the physician's case, or case, medical instrument and supply set, nonrigid, No. 5.

d. Weapons Command.

(1) Binoculars.

(2) Shotgun, riot type.

(3) Watch, pocket or wrist.

(4) Organization repair parts, tools, and equipment for individual weapons (in addition to accessories).

(5) Individual weapons (rifles, automatic rifles, pistols and grenade launchers) with equipment.

e. General Service Administration/Defense Supply Agency.

(1) Personal clothing (AR 700–84), organizational clothing and equipment authorized to the unit as such under authority of CTA 50–901 or CTA 50–902, as applicable.

(2) Accessory outfit, field range.

(3) Bag, canvas, mail with straps and locking hardware.

(4) Bag, money, satchel.

(5) Barber kit.

(6) *Can, ash and garbage, galvanized, without cover, 10 and 32 gallon.

(7) *Can, gasoline, 5-gallon (for field range outfits only).

(8) *Can, water, military, 5-gallon (50 percent of authorized allowance).

(9) Briefcase, leather, brown, smooth finish, expandable base.

(10) Chaplain equipment.

(*a*) Chest, hymnbook, hinged cover with locking device and handles.

(*b*) Desk, field, removable lid, wood with steel folding legs.

(*c*) Desk, field, hinged lid, wood, type II.

(*d*) Flag, distinguishing, silk, 4'4" hoist x 6'6" fly.

1. Christian chaplain.

2. Jewish chaplain.

(*e*) Flag, distinguishing wool bunting, 2' hoist × 3' fly.

(*f*) Organ, folding, chaplain's with case.

(*g*) Typewriter, portable.

(11) Clock, alarm mechanical, 4".

(12) Cookset, field.

(13) *Cover, can, ash and garbage, galvanized, 10- and 32-gallon.

(14) Cutter, wire and carrier, wire cutter.

(15) Desk, field with necessary office supplies.

(16) Flags (colors, standards and guidons, except general officers). See paragraph 7–9 for classified movements.

(17) Goggles, sun, single aperture with carrying case and extra lens.

(18) *Heater, immersion, liquid fuel fired, 30."

(19) Lantern, gasoline, leaded gasoline, mantle, globe, clear, heat resistant glass, 1½ pt cap.

(20) Lock, pad, brass, 1¾.

(21) Machine, addressing.

(22) Machine, computing, listing, portable and machine, computing, nonlisting.

(23) Machine, duplicating, spirit, stencil or gelatin process.

(24) Machine, embossing, complete with plate roller.

(25) Machines, cabinets, drawers, plates, frames, card cutters, and other equipment that may be required and authorized for use in effecting the current pay system.

(26) Machine, numbering.

(27) Machine, stencil cutting.

(28) *Pail, metal, steel, galvanized, 3½ gal cap.

(29) Perforators.

(30) *Range outfit, field, gasoline.

(31) Repair kit, tentage.

(32) Commissary outfit, field, breakdown.

(33) Safe, field, combination lock w/o casters, 1 drawer with key lock.

(34) *Screen, latrine.

(35) Seal, official, Department of the Army.

(36) Sharpener, pencil, office, transparent.

(37) Sling, flagstaff, webbing, OD No. 7.

(38) Stamp, time recording.

(39) Stove, gasoline.

(40) Stencil set, marking, metal, adjustable, with ink and brush, figures, letters and punctuations, 90 stencils ½" and 1".

(41) Tableware outfit, field.

(42) *Tent, general purpose, medium complete.

(43) *Tent, kitchen, flyproof, complete.

(44) Toolkit (w/tools), band instrument repair (brass and woodwind).

(45) Toolkit of the type normally authorized to individuals.

(46) Spout, can, flexible (for field range outfit only).

(47) Typewriter, portable and nonportable and cases (QM items only).

(48) Whistle, ball.

f. Electronics command.

(1) Communications security (COMSEC) materiel.

(2) Telephone set TA–312/TT (two only per company or similar unit).

(3) Wire, field (1 mile only with reel per company or similar unit).

(4) IM–93 Dosimeter.

(5) PP1578 Charger.

(6) IM–108 Survey Meter.

g. Records and reference material. As specified in paragraph 3–12.

D–4. Items marked with an asterisk (*) in paragraph D–3 which accompany a unit as MEE are discussed below. This paragraph is authority for issue of items marked with an asterisk (*) in paragraph D–3 and the additional items listed below when such authorization is not contained in applicable equipment authorization documents.

a. Each company or similar organization authorized cooking facilities is authorized:

(1) Tent, kitchen, flyproof, M1948, complete (one each per organization).

(2) Tent, general purpose, medium, complete (one each per 250 individuals or major fraction thereof) (MFCT).

b. Each company or similar organization of 50 or more individuals which is not authorized cooking facilities is authorized one each screen, latrine.

c. Organizations consisting of 150 or more individuals are authorized, in addition to the items listed in *b* above, one tent, general purpose, medium.

d. Organization to which female personnel are assigned or attached are authorized one each screen, latrine, per 40 female personnel in addition to the tentage authorized by paragraph D–3.

APPENDIX E

SAMPLE EXMOVREP—ADVANCE NOTIFICATION OF DEPARTURE REPORT

FROM: CDR FT HOOD TX

TO: CDRUSARBCO, SUKIRAN OKINAWA

INFO: DA, WASH DC DAMO-ODG, DAPE-PBB, DAAG-ASO-D, DALO-TRT-M, DAPE-MPE

USCINCRED MACDILL AFB FL
CINCUSARPAC HONOLULU HI
CDRFORSCOM FT MCPHERSON GA
CDRUSAMC WASH DC
CDRUSAFIVE FT SAM HOUSTON TX
CDR WAMTMTS OAKLAND ARMY TERMINAL OAKLAND CA
CDR MILITARY SEALIFT COMD WASH DC
CDR MTMTS WASH DC

CLASSIFICATION

SUBJECT: EXMOVREP ADVANCE NOTIFICATION OF DEPARTURE (U).

1. Part I—Personnel and Equipment.

a. Specify the DA or major Army command movement directive applicable to the move.

b. List unit number and designation, UIC, supply project code and, if assigned, the FRN.

c. Specify type move (PCS or TCS).

d. List unit movement element (advance party, main body, rear detachment).

e. Unit movement element strength by officer, warrant officer and enlisted identities and total aggregate strength. Identify female personnel in total aggregate strength and equipment guards moving on different transportation carriers than the unit movement increment the report covers.

f. If applicable, indicate number of dependents by sponsor's grade, e.g., E-6/4 dependents. If not applicable state NONE.

g. Indicate short tons of equipment scheduled for departure by air or measurement tons of equipment scheduled for departure by surface.

h. Unit origin installation.

i. Air or sea port of embarkation.

j. Movement information.

(1) State whether move is by AIR, SURFACE or BOTH air and surface, e.g., AIR.

(2) Specify movement details by Carrier Name and routing symbols, e.g., MAC SAAM 3247/02, SS MOBILE.

(3) Specify total aircraft, rail cars or vehicles, e.g., SECOND AIRCRAFT OF THREE.

k. Specify en route installations or terminals.

l. Air or sea port of debarkation and final destination.

m. Estimated time of departure, e.g., ETD . . . . . Z.

n. Estimated time of arrival at en route installations of terminals if listed in k and APOD/final desination listed in 1, e.g., ETA . . . . . Z.

o. Special information affecting reception or handling of move such as planned en route remain overnight (RON) stops or materiel handling equipment requirements at off-load points. If none, state NONE.

p. Remarks.

2. Part II—Separate impedimenta shipment. (If not applicable specify NONE).

a. See paragraph 1g.

b. See paragraph 1h.

c. See paragraph 1i.

d. See paragraph 1j.

e. See paragraph 1k.

f. See paragraph 1l.

g. See paragraph 1m.

h. See paragraph 1n.

i. See paragraph 1o.

j. See paragraph 1p.

Note. If EXMOVREP covers only a separate impedimenta shipment, report paragraphs 1a thru 1d and Part II—Separate Impedimenta Shipment.

APPENDIX F

SAMPLE EXMOVREP—ACTUAL DEPARTURE REPORT

FROM: CDR FT HOOD TX

TO: CDRUSARBCO SUKIRAN OKINAWA

INFO: DA, WASH DC DAMO-ODG, DAPE-PBB, DAPE-MPE, DAAG-ASO-D, DALO-TRT-M
USCINCRED MACDILL AFB FL
CDRFORSCOM FT MCPHERSON GA
CDRUSAMC WASH DC
CDRUSAFIVE FT SAM HOUSTON TX
CDR MTMTS WASH DC
CDR WAMTMTS OAKLAND ARMY TERMINAL OAKLAND CA
CDR MILITARY SEALIFT COMMAND WASH DC

CLASSIFICATION

SUBJECT: EXMOVREP ACTUAL DEPARTURE FROM (ORIGIN, POE, APOE)* (U)

1. Specify the DA or major Army command movement directive applicable to the move.

2. List unit number and designation, UIC, supply, project code and, if assigned, the FRN.

3. Specify PCS or TCS.

4. List unit movement element (advance party, main body, rear detachment).

5. Specify actual number of personnel that departed by officer, warrant officer, and enlisted identities. Identify any female personnel by grade, if included in total strength, and the number of unit personnel who departed separately (if not elsewhere reported) and who will join at POE, APOE, or final destination.

6. If applicable, specify number of dependents by sponsor grade accompanying the unit or moving to unit destination by separate transportation, and list routing, carrier and departure terminal details. If not applicable, state NONE.

7. Specify number of short tons of equipment that departed by air and/or number of measurement tons of equipment that departed by surface (do not include baggage).

* Select the correct location for report title.

8. Unit origin installation.

9. Air or sea port of embarkation.

10. Movement information.

a. Specify AIR, SURFACE or Combination of BOTH air and surface movement for passenger and cargo, e.g., BOTH.

b. Specify movement details by carrier name and routing symbols, e.g., MAC SAAM 3247/02.

c. Specify total aircraft, railcars or vehicles, e.g., 3 flat cars and 6 box cars.

11. List en route installations or terminals.

12. Air or sea port of debarkation and final destination.

13. Actual time of departure, e.g., ATD . . . . . Z.

14. Estimated time of arrival at en route installations or terminals, if listed in para 11, and APOD/final destination listed in para 12, e.g., ETA . . . . . Z.

15. Special information affecting reception or handling of move such as planned en route remain overnight (RON) stops or materiel handling equipment requirements off-load points. If none, state NONE.

16. Remarks.

Note. If EXMOVREP submission is only for separate impedimenta shipment, submit paragraphs 1 through 3 and 7 through 16; state SEPARATE IMPEDIMENTA SHIPMENT in paragraph 16.

APPENDIX G

SAMPLE EXMOVREP—ACTUAL ARRIVAL REPORT

FROM: CDRUSARBCO SUKIRAN OKINAWA

TO: CDR FT HOOD TX

INFO: DA, WASH DC DAMO-ODG, DAPE-PBB, DAPE-MPE, DAAG-ASO-D, DALO-TRT-M
USCINCRED MACDILL AFB FL
CINCUSARPAC HONOLULU HI
CDRFORSCOM FT MCPHERSON GA
CDRUSAMC WASH DC
CDRUSAFIVE FT SAM HOUSTON TX
CDR MTMTS WASH DC
CDR WAMTMTS OAKLAND ARMY TERMINAL OAKLAND CA
CDR MILITARY SEALIFT COMMAND WASH DC

CLASSIFICATION

SUBJECT: EXMOVREP ACTUAL ARRIVAL AT (DESTINATION, POD or APOD)* (U)

1. Specify the DA or major Army command movement directive applicable to the move.

2. List unit number and designation, UIC, supply project code and, if assigned, the FRN.

3. Specify PCS or TCS.

4. List unit movement element (advance party, main body, rear detachment) and increment of the element (second of three increments of main body).

5. Specify actual number of personnel that arrived by officer, warrant officer, and enlisted identities. Identify female personnel by grade if included in strength total and number of unit personnel arriving separately from unit movement increment the report covers.

6. If applicable, specify number of dependents by sponsor grade arriving with the unit or arriving by separate transportation, and list routing, carrier and arrival terminal details. If not applicable, state NONE.

7. Specify number of short tons of equipment that arrived by air and/or number of measurement tons of equipment that arrived by surface.

* Select the correct location for report title.

411-837 O - 83 - 3

8. Unit origin installation.

9. Air or sea port of embarkation.

10. Movement information.

a. Specify whether move was by AIR, SURFACE, or BOTH air and surface.

b. Specify movement details by carrier name and routing symbols, e.g., CAM BK 243.

c. Specify total aircraft, rail cars or vehicles, e.g., 1 aircraft total.

11. Air or sea port of debarkation.

12. Actual time of arrival, e.g., ATA . . . . . Z.

13. Remarks.

Note. If EXMOVREP submission is only for separate impedimenta shipment, submit paragraph 1 through 4 and 7 through 13; state SEPARATE IMPEDIMENTA SHIPMENT in paragraph 13.

APPENDIX H

SAMPLE EXMOVREP—EXERCISES AND MANEUVERS

FROM: CDR FT ORD CA

TO: CDR TASCOMEUR WORMS GERMANY

INFO: DA, WASH DC DAMO-ODG, DAPE-MPE, DALO-TRT-M
USCINCEUR VAIHINGEN GERMANY
CINCUSAREUR HEIDELBERG GERMANY
CDRFORSCOM FT MCPHERSON GA
USCINCRED MACDILL AFB FL
CDRUSASIX SFRAN CA

CLASSIFICATION

SUBJECT: EXMOVREP-ACTUAL (DEPARTURE OR ARRIVAL)*
REPORT EXERCISE SWIFT EAGLE (U)

1. List major unit number, unit designation, and UIC.

2. Report as of DTG . . . . . Z for period DTG . . . . . Z to . . . . . Z.

3. List departure, en route or arrival airfields.

4. Summary of movement for period reported.

a. MISSION NR	b. UNIT NOTE 1	c. ATD OR ATA NOTE 2	d. NR OF PASSENGERS	e. CARGO STONS NOTE 3	f. AFLD

5. Cumulative movement recapitulation as of DTG . . . . Z reported.

a. TOTAL MISSIONS	b. TOTAL ACFT BY TYPE	c. TOTAL PASSENGERS

d. TOTAL CARGO STONS NOTE 3	e. UNITS COMPLETING MOV NOTE 1

6. Remarks.
   a. Indicate units completing movement.
   b. Identify mission carrying advance party or a special element.
   c. Report interruptions or delays.

* Select the correct title for the report.

NOTES.

1. Report all unit names and designation.
2. ATD—Actual time of departure, DTG . . . . Z.
   ATA—Actual time of arrival, DTG . . . . Z.
3. Do not include baggage weight.

APPENDIX I

REFERENCES

The following publications are pertinent to unit preparation for oversea movement.

Publication	*Title*
AR 10-5	Department of the Army
AR 11-8	Principles, Objectives, and Policies of the Army Logistic System
AR 37-26	Accounting and Reporting for Travel and Transportation Furnished by Military Airlift Command (MAC)
AR 37-35	Fiscal Accounting for Permanent Change of Station Moves Chargeable to Appropriation, Military Personnel, Army
AR 37-100-XX	Army Management Structure (Fiscal Code) (XX Denotes Fiscal Year)
AR 37-104-3	Military Pay and Allowance Procedures—Joint Uniform Military Pay System (Jumps-Army)
AR 40-3	Medical, Dental, and Veterinary Care
AR 40-61	Medical Materiel Policies and Procedures
AR 40-403	Health Records
AR 40-562	Immunization Requirements and Procedures
AR 55-1	CONEX container control, utilization, and reporting
AR 55-16	Movement of Cargo by Air and Surface—Including Less Than Release Unit and Parcel Post Shipments
AR 55-23	Submission of requirements and the Assignment and Allocation Sea Transportation Space
AR 55-46	Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas
AR 55-55	Transportation of Radioactive and Fissile Materials Other Than Weapons
AR 55-56	Transportation of Dangerous or Hazardous Chemical Materials
AR 55-71	Transportation of Personal Property and Related Services
AR 55-113	Movement of Units Within Continental United States
AR 55-133	Space Requirements for Oversea Movement of

Publication	*Title*
	Passengers (Reports Control Symbol CSGLD–1497)
AR 55–162	Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States
AR 55–203	Movement of Nuclear Weapons, Nuclear Components, and Related Classified Nonnuclear Materiel
AR 55–228	Transportation by Water of Explosives and Hazardous Cargo
AR 55–355	Military Traffic Management Regulation
AR 59–106	Operation of Air Force Air Terminals
AR 65–1	Army Postal Operating Instructions
AR 65–75	Unit Mail Service
AR 71–6	Type Classification/Reclassification of Army Materiel
AR 210–115	Religious Facilities and Materiel
AR 220–9	Projected Intra-Command PCS Unit Moves
AR 230–1	Nonappropriated Funds and Related Activities
AR 310–10	Orders
AR 310–25	Dictionary of United States Army Terms
AR 310–49	The Army Authorization Documents System (TAADS)
AR 310–50	Authorized Abbreviations and Brevity Codes
AR 335–15	Reports Control System
AR 340–2	Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
AR 340–18–1	The Army Functional File System-General Provisions
AR 351–5	Army Officer Candidate Schools
AR 360–5	General Policies
AR 360–81	Command Information Program Objectives and Policies; Newspapers, Radio, and Television
AR 380–5	Department of the Army Information Security Program
(C) AR 380–40	Department of the Army Policy for Safeguarding COMSEC Information (U)
AR 380–41	Control of COMSEC Materiel
AR 380–55	Safeguarding Classified Defense Information in Movement of Persons and Things
AR 380–105	Policy and Procedure Governing Use of Code Words, Nicknames, Short Titles, and Similar Devices
AR 380–200	Armed Forces Censorship
(C) AR 381–102	Travel of Military Intelligence Personnel in a Limited Protective Status (U)
AR 525–10	Department of the Army Command and Control Reporting System
AR 600–26	Standard Personnel Plate

Publication	*Title*
AR 600–200	Enlisted Personnel Management System
AR 600–290	Passports
AR 608–1	Army Community Service Program
AR 612–2	Preparing Individual Replacements for Oversea Movement (POR) and US Army Oversea Replacement Station Processing Procedures
AR 614–6	Permanent Change of Station Policy
AR 614–30	Oversea Service
AR 614–75	Assignment of Sole Surviving Son
AR 614–185	Requisitions for Officers
AR 614–200	Enlisted Personnel Selection, Training, and Assignment System, Grades E–1 through E–9
AR 630–5	Leave, Passes, Administrative Absence, and Public Holidays
AR 635–100	Officer Personnel
AR 635–200	Enlisted Personnel
AR 640–10	Individual Military Personnel Records
AR 680–1	Morning Report, RCS AG–140(R5)
AR 680–2	Data Processing Activities
AR 700–84	Issue and Sale of Personal Clothing
AR 700–120	Materiel Distribution Management
AR 710–1	Centralized Inventory Management of the Army Supply System
AR 710–2	Materiel Management for Using Units, Support Units, and Installations
AR 725–50	Requisitioning, Receipt, and Issue System
AR 746–1	Color, Marking, and Preparation of Equipment for Shipment
AR 746–10	Marking of Selected Clothing and Equipment
AR 755–1	Reporting, Utilization, and Redistribution of Installation, US Army Materiel Command, and Oversea Command Excess Personal Property
TM 9–207	Operation and Maintenance of Ordnance Materiel in Extreme Cold Weather
TM 10–252	Loading Insert Containers and Cargo Transporters
TM 10–500	Airdrop of Supplies and Equipment General Information for Rigging Airdrop Platforms
TM 38–230–1	Preservation, Packaging, and Packing of Military Supplies and Equipment (Vol I)
TM 38–230–2	Preservation, Packaging, and Packing of Military Supplies and Equipment (Vol II)
TM 38–250	Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft
TM 38–750	The Army Maintenance Management System (TAMMS)
TM 55–604	Troop Movement Guide
TM 750 Series	Procedures for Rapid Development, Redeploy-

Publication	*Title*
	ment, and Retrograde (for DSA Selected Secondary Support Items)
DA Pam 310-1	Index of Administrative Publications
DA Pam 310-3	Index of Doctrinal, Training, and Organizational Publications
DA Pam 310-4	Index of Technical Manuals, Technical Bulletins, Supply Manuals (Types 7, 8, and 9), Supply Bulletins, and Publication Orders
DA Pam 360-524	Your Personal Affairs
TB 55-46-1	Standard Characteristics for Transportability of Military Vehicles and Other Outsize/Overweight Equipment
TB 746-93-2	Painting and Marking of Army Aircraft
TB ORD 1031	Purging, Cleaning, Ispecting, and Coating Interior of Steel Tanks and Equipment on Tactical and Commercial Type Fuel Tank Trucks and Trailers
CTA 50-901	Clothing and Equipment (Peace)
CTA 50-902	Clothing and Equipment (Mobilization)
ATP 21-113	Personnel Aboard Ship and En Route to Oversea Stations
JCS Pub 6, Vol II, Para 2, Chap. 1	FORSTAT
DoD 4500.32-R	Military Standard Transportation and Movement Procedures (MILSTAMP)
DoD 4500.34-R	Personal Property Traffic Management Regulation
DoD 4515.13-R	Department of Defense Air Transportation Eligibility Regulation
DoD 5030.49-R	Customs Inspection
DoD 5200.1-R	Information Security Program Regulation
MIL-STD 129	Markings for Shipment and Storage

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Military Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAMO–ODG), WASH DC 20310.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

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