

UNIT MOVEMENT
Kansas Defense Movement Procedures



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Summary. This publication provides KSNG units standards for movement operations. It will be used in conjunction with other applicable KSNG, NGB, Army, and Federal directives.

History. This publication is a major revision.

Supplementation. Supplementation of this SOP is prohibited. Exception to policy can only be granted for selected provisions of Chapter 2 concerning submission times for convoy/transportation requests and require approval through the Chief of Staff KSNG to the Defense Movement Coordinator. All other provisions of this SOP require approval through ARNG Readiness Center (NGB-ARL-LO), 111 South George Mason Dr, Arlington, VA 22204-1382.

Suggested Improvements. The proponent of this publication is the Defense Movement Coordinator. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: NGKS-LOT-MC, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution. A

THIS SOP SUPERCEDES ALL PREVIOUS EDITIONS OF KSARNG SOP 55-10,
KSARNG SOP 55-20, AND KSARNG SOP 55-30

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Chapter 1: OVERVIEW

1-1 Purpose. This Standing Operation Procedure (SOP) establishes the Kansas Army National Guard (KSARNG) military transportation procedures. It prescribes policy and establishes guidelines for planning, organizing, coordinating and conducting military convoy operations throughout the State of Kansas. It establishes procedures for requesting convoy movement orders produced by the Transportation Coordinators – Automated Information Management System II (TC-AIMS II). A working knowledge of the references indicated is recommended for proper execution of convoy movements.

1-2 Applicability. This SOP applies to Kansas National Guard (KSNG) units conducting convoy operations, Reserve Component (RC) unit convoy movements, Active Component (AC) moves over public highways, and any other non-stated Department of Defense (DoD) component in which movement originates in the State of Kansas (crossing other states lines or not).

1-3 Defense Movement Coordinator (DMC). Appointed by The Adjutant General, is located at the State Movement Control Center (SMCC) and is the single approving authority for AC, RC, Reserve Officer Training Corps, and National Guard for highway permits and convoy clearance requests. The DMC will:

a. Create and maintain Traffic Circulation Plans (TCP) within TC AIMS II, a state highway network database in coordination with the Kansas Department of Transportation (KDOT) that will identify:

1. Routes suitable for convoy use with speed and route selection factors designated for each.
2. Route restrictions for weight, height, width, length, and cargo type.
3. Convoy rest areas, vehicle capacity, and use restrictions on each.
4. Locations and access routes to and from DoD installations within Kansas; such as Armories, Reserve Centers, active installations, or training areas.
5. Air and sea ports and major railroading facilities.
6. Secure holding areas.
7. Logistic support facilities for fuel, maintenance, subsistence, and billeting to support convoy operations.

b. Receive requests for convoy movement from Active Component, Reserve, and National Guard units originating convoys within Kansas. Approve, schedule, de-conflict, and provide a Convoy Movement Order (CMO) for all convoys that comply with civil laws and military regulations.

c. Direct and coordinate all Army highway movements within Kansas and movements of other services.

d. Establish an SMCC to approve, manage, and track convoys.

e. Maintain files on unit highway moves coordinated and approved by SMCC. Files will include state and local authorities (police, highway, etc.) and other highway regulatory authorities as necessary.

f. Monitor military highway movements and provide planning, execution, and visibility data upon request.

g. Provide training and assistance upon request to units concerning mobilization logistics and conducting convoy operations within Kansas.

h. Act as the senior Army representative for Kansas Emergency Highway Traffic Regulation.

i. Receive requests for special hauling permits, verify validity, ensure alternative means of movement are not available, and coordinate with State, local, and toll authorities to obtain civil permits necessary for requested move.

j. Maintain current information concerning any special restrictions and/or regulations to bridges, tunnels, and highways within Kansas.

k. Certify that the movements are essential to the national defense to meet unit mission requirements and verify that alternative means of transport are not available when requesting unit provides justification.

l. Assist in movement planning.

1. Conduct annual movement planning and execution workshops. These workshops will include, as a minimum, movement plan development, convoy operations, load planning, Organizational Equipment List (OEL) training, and deployment movement planning.

2. Approve unit mobilization movement plans for subordinate units.

3. Assist ARNG units with implementation of mobilization movement plans.

4. Train Intermediate Command – Unit Movement Officers (IC-UMO). Assist in training UMOs as required.

m. Process unit movement data:

1. Ensure units maintain current Unit Movement Data (UMD). The JFHQ-KS and Regional Training Institute (RTI) are exempt from movement planning requirements unless a move to a theater of operations or mobilization station is anticipated.

2. Provide instruction on collecting UMD and planning.

3. Review and validate UMD for accuracy. Ensure transactions are submitted in accordance with (IAW) FORSCOM Reg. 55-2. The DMC will maintain the data on each unit as required for each joint training exercise or operational requirement.

4. Maintain on file a current copy of the OEL and the UMO Appointment Memorandum from the approved mobilization movement plan.

n. Coordinate unit movements:

1. Review and maintain movement directives and coordinate type of movement, modes, departure times and destinations.

2. Coordinate with unit's chain of command.

3. Advise the unit on preparing movement documents.

4. Verify amount of lift required by each unit and assist in designating loading sites and times to start and complete loading.

5. Assist in identifying bracing, blocking, packing, crating, and tie-down (BBPCT) materials.

6. Coordinate material handling equipment (MHE) requirements between units and United States Property and Fiscal Office (USPFO), as required. Commercial MHE is contracted by USPFO.

7. Coordinate with USPFO Commercial Traffic Manager for all commercial moves.

8. Coordinate movement documents for commercial lift of passengers and enroute support with the unit and USPFO Commercial Traffic Manager.

- o. Coordinate, obtain data, and prepare departure reports.
- p. Maintain containers per DoD 4500.9-R, Part VI and AR 56-4.
- q. Coordinate with the USPFO Commercial Traffic Manager for technical assistance in planning and executing commercial movements.
- r. Coordinate airlift:
 - 1. Serve as primary point of contact (POC) for special assigned airlift missions (SAAM) and exercise airlift for Kansas, to coordinate airlift request for deploying National Guard units.
 - 2. Coordinate airlift (military and commercial) with units and command staff agencies.
 - 3. Observe aircraft loading and obtain data for departure reports.
- s. Ensure trained personnel are available to certify hazardous materials.
- t. Provide technical expertise and assist IC-UMOs with training unit load teams.

1-4 State Movement Control Center (SMCC).

- a. Personnel are assigned on duty appointment from the DMC to perform a selected range of duties for movement control.
- b. Assigned duties are detailed as follows:
 - 1. Assist in unit movement planning.
 - 2. Regulate highway movements.
 - 3. Conduct unit movement training.
 - 4. Provide instructions on unit movement data and planning.
 - 5. Serve as the Army's primary point of contact within the State of Kansas to process convoy clearances and special hauling permits.
 - 6. Maintain and update the State Highway Network Database.
 - 7. Serve as the State Emergency Highway Traffic Regulation Representatives during emergencies in the absence of the DMC.
 - 8. Assist with coordination of all military modes of transportation.

Chapter 2: MOVEMENT

2-1 Transportation Support.

- a. Transportation Movement Request (TMR) NGKS 55-12, submitted to arrive at the SMCC in accordance with DMC timetable (ANNEX A) prior to the requested movement date to allow for adequate mission analysis and acceptance by the transporting unit or arrangement for commercial transportation (ANNEX B).
- b. As much lead time as possible should be provided in order to evaluate the feasibility and capability of KSNG units to perform the move.
- c. As much information as possible is needed to be included into the TMR, including proposed funding of movement, so that if Kansas cannot support the mission then the Reserves, Active Component, or a commercial carrier have the opportunity to accept or decline the movement of mission essential equipment by the required date.
- d. TMR from one branch of service to another is restricted. The requesting element must submit a memorandum through their chain of command to their respective transportation offices. The request must include the models, NSNs, quantities, dimensional data (height, length, width, and actual weights), the points of movement, and the local POCs.
- e. A subordinate unit will not approach another subordinate unit from any branch of service once the need for outside transportation support is acknowledged.
- f. All KSNG elements will follow this guidance in negotiating with another state, Reserves, and the Active Components.

2-2 Definition of a Convoy. A convoy consists of:

- a. Six or more vehicles temporarily organized to operate as a column with or without escort, proceeding together under a single commander.
- b. When 10 or more vehicles per hour are dispatched to the same destination over the same route, they will be considered a convoy.
- c. One (1) vehicle constitutes a convoy (special permit) if it exceeds width, height, or weight restrictions outlined in KDOT Regulations or is transporting ammunition or hazardous materials over public highways.

2-3 Responsibilities and Appointments.

- a. Appointment of key movement personnel will be accomplished as outlined in FORSCOM/ARNG Reg. 55-1. (matrix of appointments, ANNEX C)
- b. Unit commanders and/or unit movement officers will ensure submission of DD Form 1265, Request for Convoy Clearance, and DD Form 1266, Request for Special Hauling Permit to the DMC/SMCC, as described in DOD 4500.9-R, Part III, Mobility and ANNEX A of this SOP. Computerized forms, utilizing TC-AIMS II, will be used.
- c. State Movement Control Center (SMCC) will coordinate and secure permits for oversize, overweight and Hazardous material convoy movements with the KDOT.
- d. Convoy commanders will disseminate special instructions and routes as outlined in the Convoy Movement Order (CMO). The convoy commander will ensure safety briefings as prescribed in DOD 4500.9-R, Part III, Mobility, Appendix F, para 13h are conducted. A copy of the CMO will be carried by each truck commander as it serves as

the authority for the convoy to travel on state roads. This is a written order issued from a higher headquarters.

e. Drivers of vehicles will obey all special instructions as outlined in the CMO. Drivers will be familiar with the route and all safety briefing considerations.

f. Permitted loads will follow the route directions, speed restrictions, and special instructions as detailed in the KDOT issued permit. In the event that there is a route conflict between the CMO and the permit; the permit always takes precedence.

2-4 Convoy Movement Authority. No convoy movement will be made over public highways without approval.

a. The DMC through the SMCC in Kansas is the only approving authority for all convoys originating in Kansas and will issue the convoy clearance number (CCN) which authorizes convoy movement.

b. If obtaining CCN a through normal procedures would delay the accomplishment of a required mission, an emergency movement may be approved telephonically by a member of the SMCC.

c. Requests for AC units must be submitted through the Installation Transportation Office (ITO).

d. The DMC will provide active military installations and USAR RRC/DRU headquartered within Kansas state boundaries a 24-hour contact number for emergencies and names and daytime phone numbers of the other states' DMCs (ANNEX D).

2-5 Convoy Clearance Requests and Special Hauling Permits.

a. Requests for convoy clearances are submitted in TC-AIMS II Convoy Planning Module and DD Form 1265. Requests for special hauling permits to move oversized/overweight vehicles on public roads are submitted on DD Form 1266 (see ANNEX B for DD 1266 sample).

NOTE: Only identical vehicles with loads of uniform weight and dimensions may be listed on the same DD Form 1266. Each vehicle driver must have a copy of the approved DD Form 1266 and specific permit issued from KDOT for their vehicle and load.

b. During peacetime, the DD Form 1265 and DD Form 1266 will be submitted to arrive at the SMCC in accordance with DMC timetable (ANNEX A), in accordance with FORSCOM guidance, prior to the date of ARNG and USAR moves. The SMCC will process the peacetime RC convoy request and provide a CCN to the unit in accordance with DMC timetable (ANNEX A) prior to the move. With approval by the DMC, units moving distances of 50 miles or less over regularly traveled routes between armories and established weekend training sites are not required to submit a convoy clearance request or use convoy vehicle markings (This does not apply to oversize/overweight or HAZMAT vehicles). AC units will submit requests through the installation to the SMCC in accordance with DMC timetable (ANNEX A) prior to movement.

c. For crisis response movements, requests will be submitted as soon as possible prior to the movement. The CCNs will be provided back through the chain of command to the unit as soon as the requests are processed but NLT 24 hours prior to convoy

movement. If the UMC is unable to contact the DMC and/or immediate action is required, the UMC is authorized to process AC unit requests so long as notification of movement is made and emergency movement is valid.

d. The convoy commander should identify specific checkpoints, the required location and duration of each halt, and request any logistical support and additional routing instructions. The movement must be conducted as the CMO directs, i.e. routing, departure times, rest halts, etc. Deviations are not authorized without prior coordination with the DMC.

2-6 Convoy Operations.

a. Convoy operations will be conducted in accordance with DoD 4500.9-R, Part III, Mobility, FORSCOM/ARNG Reg. 55-1, FM 3-35, and civilian laws in a manner that ensures safety in keeping with road and traffic conditions.

b. Convoy Vehicle Distances: For normal operations, an individual vehicle or cargo truck will maintain a minimum interval of four seconds from the vehicle it is following. All trucks towing trailers will maintain a minimum interval of eight seconds (300ft is Kansas standard distance). At speeds above 40 mph, during darkness, or when operating in inclement weather or other instances of reduced visibility, the time/distance will be increased.

c. March Discipline. Principles of march discipline will be observed and the timeline detailed on the March Table of the CMO will be followed.

d. Law Enforcement Support. Request for military and/or civilian law enforcement support required along the convoy route will be coordinated through the DMC if required.

e. Entering Major Highways. When police support is available, vehicle operators will enter the highway in compliance with the police officer's signals. When police support is not available, military personnel will be designated to direct military vehicle operators, only to ensure safe and orderly flow onto the highway. In this instance, vehicles may be infiltrated or closed to a distance not less than 20 yards, whichever appears to be in the best interest of traffic safety based on the convoy commander's evaluation. Vehicle operators will be instructed to use acceleration lanes when available to establish operating speed before entering the traffic lane. Prescribed vehicle distance will be attained after all vehicles are on the highway and will be maintained for safe and efficient convoy operations. Vehicles will not operate on road shoulders to allow civilian traffic to pass.

f. Scheduling Rest Halts. Rest halts will be scheduled for a minimum of fifteen minutes at the end of the first hour of convoy movement and for a minimum of 10 minutes at the end of every second hour thereafter. Departure from this rule is authorized when suitable rest facilities are not available at these intervals. During these rest halts drivers will inspect their vehicles for safety items, (i.e., lights, tires, trailer connections, cargo security, blocking, bracing, tie-down, and security).

1. The DMC will maintain current information on rest areas. This information will be made available to convoying units and will include the location and facilities available at each rest area. Pre-convoy planning will include provisions for use of these facilities. Rest halts on controlled-access highways will be made only at rest areas designated by the DMC.

2. Assistance in determining the percentage of truck parking capacity at rest areas that can be occupied by convoy vehicles will be provided by DMC.

3. Sites selected for rest halts will not be located in urban or heavily populated areas. Areas on curves or reverse sides of hills will be avoided. Sufficient room will be available to allow vehicles to park off the paved portion of the road. A distance of at least three feet will be maintained between parked vehicles. (Warning kits will be used unless vehicles are completely off the highway including road shoulder.) Exercise caution when resuming movement onto the road. Trail vehicle personnel will post a guard with proper warning devices to alert, but not direct approaching traffic. Vehicles transporting explosives and HAZMAT will not be parked in congested areas.

4. With the exception of guards posted at the head and tail of each halted march element, or personnel performing emergency maintenance, convoy personnel will not be permitted on the traffic side of vehicles and if practical personnel should exit the vehicle on the non-traffic side.

5. When departing a rest area, road guides or other available personnel will be posted at least 50 yards behind the last vehicle to warn all traffic. (When police support is provided, this guide may not be required.) Convoy vehicles will return to the highway as rapidly and safely as possible. Prescribed vehicle distance will be attained after all vehicles are on the highway.

g. Meal Halts. Restrictions on rest halts also apply to meal halts. Since meal halts usually extend for a minimum period of 30 minutes, phasing all march elements into one rest area in sequence may generate control problems because of excessive gaps between elements. Convoy commanders will ensure any areas, public or private, furnished free or for fee, used for meal halts, rest halts, or bivouac are properly policed prior to the convoy's departure. Units using the facilities (public or private) are considered guests and as such are expected to maintain sanitary conditions. Failure to comply with these instructions could result in refusal of sites for future use and reflect adversely on the military image.

h. Toll Accessed Roads, Bridges, and Tunnels. Restrictions on toll facilities are frequently at variance with those on other routes. Before approving clearances over toll facilities, the DMC will determine that the type of cargo and vehicles comprising the convoy are authorized to use the route. The requesting agency will be informed of any restrictions on cargo, speed, halts, and size of convoy on toll facilities. When the convoy is unable to conform with imposed restrictions and a waiver cannot be obtained, an alternate route will be used. To ensure uninterrupted convoy movement and minimum congestion at toll facilities, installation or activity representatives planning the movement will contact officials of each toll facility in advance of movement to coordinate an acceptable method of payment (e.g., credit card, pre-purchased toll tickets, or payment by an appointed Class "A" agent officer).

i. Refueling. Refueling by organic assets must be coordinated with the DMC in advance to determine if any state or federal restrictions apply to the proposed site.

j. Recovery Operations. Vehicles will be recovered by the maintenance element in the trail party or through commercial sources. The convoy commander will brief all members of the convoy on correct procedures for recovery operations. Other vehicles in the convoy will not pull over to render assistance as this could cause accidents or other

problems with traffic flow. If there is no trail party, the mechanic stationed in the last vehicle of the convoy will stop to assist the disabled vehicle.

k. Convoy commanders will comply with policies and regulations on convoy operations for the post/installation upon which they are conducting movements during Annual Training. These policies are normally distributed during the AT Conference prior to the AT period or can be obtained from the specific military post Installation Transportation Office.

l. Military personnel used as road guides or to direct normal convoy operations will be instructed in their duties prior to being posted and will not direct civilian traffic using public highways except when civilian police support is not available at the scene of a traffic accident.

1. At the scene of a traffic accident, action will be taken to position military personnel and emergency warning devices at the appropriate distance from the accident to caution civilian traffic of a potential hazard until civilian police support becomes available.

2. Road guides will wear high visibility devices such as traffic vests and reflective belts. Flashlights are to be issued to each road guide.

m. Convoy drivers are to be instructed that they do not have priority over civilian traffic on public roads and must allow freedom of civilian traffic.

n. Convoy drivers will obey all traffic lights, other traffic control devices, and special restrictions as published in the movement order. Drivers are not to give clearance (signals) to civilian traffic.

2-7 Convoy Identification.

a. Vehicles operated in a convoy will be marked with the appropriate signs and control numbers. Convoy vehicles will use headlights while moving on highways or halted on the shoulders. When halted on road shoulders, vehicles equipped with amber flashing lights and/or emergency flasher systems will also operate these lights. While moving at night or during periods of reduced visibility, lead and trail convoy vehicles, and those oversize and/or overweight vehicles separated from the main body and/or moving by infiltration will operate hazard lights. In addition, units will comply with other precautionary measures that may be required by the state or local authorities.

b. Convoys will be identified in accordance with DoD 4500.9-R, Part III, Mobility, Appendix F.

1. Signs must identify lead, trail, and Convoy Commander's vehicle (ANNEX E).

2. Lead vehicle requires a blue flag. Last vehicle requires a green flag.

Convoy/Serial Commander's vehicle requires a white and black flag. The size, design and placement of these flags are as prescribed in AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, paragraph 7-15b(5). Police escort vehicles will not display convoy identification flags.

3. Oversize loads require signs placed at the front and rear, and red flags on the projecting extremities of the load. They must be eight (8) inches square, clean and free of lettering.

4. In accordance with DOD 4500.9-R, Part III, Mobility, Appendix F, each convoy will be identified by a convoy clearance number (CCN). The approving authority assigns the number when it approves the convoy clearance request, and prints it on the CMO.

(a) This number will identify the convoy during the entire movement. It will be placed on both sides and, if possible, on the front of all vehicles of the convoy. Additionally, it will be placed on the top or hood of the lead and trail vehicles of each march unit to ensure identification from the air. The number will be printed clearly and in a contrasting color to the background.

(b) It will be composed of two letters indicating the state of origin, convoy number assigned by that HQ, and a letter or letters indicating type of movement, (e.g., "C"-Convoy, "E"-Explosives, "S"-Outsize, or "H"- Hazardous). These letters will be used for individual vehicles or for a convoy containing over dimensional vehicles or load, for example, identification "KS40008C" indicates that the convoy originates in the State of Kansas and was the eighth convoy approved in 2014. The letter "C" indicates that there are no explosives, hazardous or outsize items of equipment included in the convoy.

(c) The elements of a convoy may be identified by adding a letter behind the last letter of the convoy number.

(d) Numbers may be applied to vehicles with chalk, grease pencil, or crayon. The number will be printed clearly and in a contrasting color to the background.

5. During emergencies the SMCC has established procedures to assign CCNs (ANNEX F).

2-8 Safety/Hazardous Material Movement.

a. Highway Warning Kit: Every vehicle will be equipped with the basic type of warning kit. Vehicle operators will be instructed in their proper use prior to the departure of the convoy. In the event of an emergency, the placement of emergency warning devices will be IAW the provisions of DoD 4500.9-R, Part III, Mobility and ATP 4-11 to provide maximum warning to other traffic on the roadway. They may be requisitioned on the basis of one kit per vehicle. (NSN 9905-00-148-9456 (Set of three)).

b. If ammunition is to be drawn from the Ammunition Supply Point (ASP) at Ft. Riley, a DD Form 626, Motor Vehicle Inspection should be filled out before pickup of ammunition. After the pickup of ammunition, a DD Form 2890, Department of Defense Multimodal Dangerous Goods Declaration will be given to each driver prior to departing the ASP. These forms should be retained as long as the vehicle is transporting ammunition. These forms are valid for use until return of unexpended ammunition to the ASP and will be updated to reflect the reduced amount of ammunition transported.

c. First Aid Kits: All vehicles must carry an approved first aid kit.

d. Fire Extinguishers: All vehicles will be equipped with an approved fire extinguisher suitable for extinguishing gasoline and electrical fires. At minimum, ammunition laden vehicles will have two (2) 10lb B/C fire extinguishers.

e. Chock Blocks: Chock blocks will be used as required at rest halts, rest overnight (RON) sites, upon reaching the training site, and upon return to home station.

f. Vehicle Safety Markings: Safety reflector tape is required on all convoy vehicles, to include trailers as referenced in DoD 4500.9-R, Part III, Mobility (ANNEX E).

g. Refueling Operations: Proper safety equipment such as spill kits, and procedures to include vehicle grounding, must be followed in all refueling operations.

h. Convoy Commanders Check list: FORSCOM Form 285-2, Commanders should use this checklist or similar checklist before, during, and after convoy movements. Movement should not proceed until each item is checked "GO".

i. Rotating Amber Warning Lights (RAWLs): RAWLs will be utilized, as a minimum, on lead and trail vehicles, and all vehicles transporting superloads.

j. Driving Lane: Normal travel for convoys will be in the extreme right lane on a multi-lane road. An exception is when the right lane directs the convoy away from the designated route. Only proper planning, especially in the route reconnaissance can avoid potential problems at interchanges and other critical points.

k. Single Vehicles: The dispatching of single vehicles either in the advance detachment or in the trail party is highly discouraged.

l. Prevention of Motor Vehicle Accidents: Analysis has shown that most accidents are caused by driver error. Proper selection, training and supervision of drivers will help to prevent these errors, and will reduce accidents to a minimum. Convoy Commanders will review DA PAM 385-30, Risk Management before each convoy operation.

m. Placards: Those vehicles that transport hazardous materials must display proper placards using the United Nations (UN) placard system, as outlined in Code of Federal Regulations (CFR) 49. Hazardous materials are those materials or substances which have been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported. Transportation of these items also requires a DD Form 2890, Department of Defense Multimodal Dangerous Goods Declaration. These hazardous materials include, but are not limited to:

1. Explosives
2. Gasses (Non-Flammable, Flammable, and Poisonous)
3. Flammable liquids
4. Flammable solids Corrosive materials
5. Oxidizers and organic peroxides
6. Poisons and infectious materials
7. Radioactive materials
8. Corrosive materials
9. Miscellaneous

Placards should be obtained through commercial supply channels.

Chapter 3: REPORTS

3-1 Types of Reports.

- a. Travel
- b. Accident
- c. Computerized Movement Planning and Status System (COMPASS)

3-2 Travel (required from National Guard, Active Component, and Reserves).

- a. Travel under normal conditions.
 1. Report crossing start point (SP) via text or voice to phone number listed in CMO within 30 minutes of crossing SP.
 2. Report arrival at release point (RP) via text or voice to phone number listed in CMO within 30 minutes of crossing RP.
 3. When reporting, indicate unit, CCN, location of point (SP or RP), and time of crossing.
- b. Travel under declared emergency.
 1. Report as stated for normal conditions through unit's higher headquarters to SMCC.
 2. Report arrival and departure from rest halts and check points (CP) as indicated by unit's higher headquarters and the SMCC to maintain in-transit visibility.
 3. Higher Headquarters will communicate with Joint Operation Center (JOC) / Emergency Operations Center (EOC) and the SMCC.

3-3 Accident.

- a. Contact emergency services before making any other phone calls. Ensure the health, welfare, and safety of all persons involved in the accident.
- b. All accidents/incidents involving the Kansas Army National Guard personnel, equipment, or facilities will be reported by the most expeditious means through chain of command to the JOC/EOC.
- c. Report via text or voice to number listed in CMO any delay due to accident or obstruction of the State Highway network.
- d. Active Component and Reserves will report through their channels and in accordance with their SOP for accident reporting. However, contact on the number provided on the CMO must be made to notify of any delay due to accident or obstruction of the State Highway Network.

3-4 COMPASS. This report provides information on the movement of major end items and personnel for deployment purposes. It accounts for the dimensional data and weight in short tons of each item and the number of personnel authorized for each unit. In-depth details of the uses of this report are found in FORSCOM/ARNG Reg. 55-2, Unit Movement Data Reporting. This report generates the authorized Organizational Equipment List (OEL) that is included as Annex W of a Mobilization Plan.

- a. This is, at a minimum, an annual requirement from FORSCOM that is submitted as initial (loading of fresh data from PBUSE), but supplemental submissions are required when a significant change occurs.

b. A significant change is defined as any increase or decrease in movement requirements that results in addition or subtraction of one or more rail cars, semi-trailers, trucks or passenger conveyances that require the allocation of more (or less) aircraft or ship deck space. (For example, an increase caused by upgrading your assigned vehicles from the M1097A1 model to the M1097A2 model by this definition is a significant change.)

c. KSARNG units will within 30 days of end to the annual period (one year from last submission or as dictated by the DMC) or when a significant change occurs, coordinate with the SMCC to make initial loading of data or adjustment to current data in the Asset Management module of TC-AIMS II.

Chapter 4: MOBILIZATION PLANS

4-1 **Background**. Mobilization Plans (MOBPLAN) are required for all KSARNG units, including TDA units with the exclusion of the RTI and JFHQ, to move personnel and equipment from Home Station (HS) to Mobilization Station (MS). Companies that have detachments can use a single MOBPLAN so long as the detachment(s) are included in the Task Organization and Tasks to the Subordinate Unit(s) within the plan. The MOBPLAN is not to be confused with the Deployment Plan that moves the unit from MS to a Theater of Operation.

4-2 **Purpose**. To provide planned movement of assigned personnel, equipment, and supplies from HS to MS and, if applicable, from equipment storage site(s) to MS. The MOBPLAN provides for three (3) days of HS activities and one (1) day of travel to MS. The MOBPLAN is designed for the event of an Alert Mobilization for National Defense, and can be adapted for planned mobilization and deployment.

4-3 **Scope**. All KSARNG units and detachments are required to submit a MOBPLAN, excluding the RTI and JFHQ.

4-4 **MOBPLAN**. Five (5) paragraph operation order (OPORD) format (leave undated and unsigned) that details movement, tasks to subordinate units, coordinating instructions, and the following Annexes as required by unit needs (if an annex is not used then include the annex with a notation that it is not used).

- a. Annex A – Sources of Procurement.
- b. Annex B – Class I – Subsistence plan for HS and enroute to MS.
- c. Annex C – Class II – OCIE, Clothing, individual equipment, tentage, organizational tool sets and kits, NBC, hand tools, electronics, administrative housekeeping supplies and weapons.
- d. Annex D – Class III – Packaged and bulk POL requirements.
- e. Annex E – Class IV – Blocking, bracing, packing, crating, and tie-down (BBPCT) requirements.
 1. Appendix 1 – BBPCT for secondary cargo loads on vehicles and containers, and dunnage and shoring requirements for air loads if required.
 2. Appendix 2 – Work Order request documents for BBPCT that cannot be produced by unit.
- f. Annex F – Class V – Ammunition (not applicable if unit does not normally retain ammunition and explosives at HS).
- g. Annex G – Class VII – Procedures and schedule for loading and accounting for Major end items moved by commercial truck or rail.
 1. Unit N-Hour sequence (time line from Notification to reporting at MS).
 2. Equipment retrieval plan (movement of equipment from equipment storage site or other location to MS).
- h. Annex H – Class VIII – Medical equipment needs, HS medical support, and enroute medical support.
- i. Annex I – Class IX – Repair part needs (not applicable if unit is not authorized bench stock).

- j. Annex J – Pre-movement maintenance support requirements.
- k. Annex K – Enroute maintenance support.
- l. Annex L – Air transportation (Not applicable if air movement is not required from HS to MS).
 - 1. Appendix 1 – Air load plans.
 - 2. Appendix 2 – Listing of pintle-hook vehicles (only if authorized to ship major end items by air).
 - 3. Appendix 3 – Air loading procedures.
 - (a) TAB A – Planeload Commander’s SOP.
 - (b) TAB B – Load team SOP.
 - (c) TAB C – Shoring material requirements.
 - (d) TAB D – 463L pallet and tie-down requirements.
 - (e) TAB E – Motor and Aviation fuels required for movement of organic air equipment.
 - (f) TAB F – Special Handling Hazardous Cargo Certification.
- m. Annex M – Convoy requirements.
 - 1. Appendix 1 – DD 1265 Request for Convoy Clearance
 - 2. Appendix 2 – DD 1266 Request for Special Hauling Permit (oversize/overweight vehicles and loads as required).
 - 3. Appendix 3 – Copy of Convoy Commander’s Checklist (FORSCOM Form 285-2-R).
 - 4. Appendix 4 – Copy of Driver Strip Maps.
 - 5. Appendix 5 – Convoy Commander’s Safety Briefing; that addresses the following:
 - (a) Drivers are licensed for vehicles being driven.
 - (b) If hazardous material is part of the load, identify hazard on DD Form 1750, OEL, and DD Form-836.
 - (c) Vehicle properly prepared for movement:
 - shipping configuration
 - fuel levels
 - secured secondary loads shackles
 - purging requirements
 - flags
 - convoy signs
 - highway warning kits
 - first aid kits
 - (d) Convoy speeds.
- n. Annex N – Rail Requirements (Not applicable if rail movement is not required from HS to MS).
 - 1. Appendix 1 – Security Guard SOP.
 - 2. Appendix 2 – Load team SOP.
 - 3. Appendix 3 – Documentation and procedures for rail loaded equipment that includes at a minimum the following:
 - (a) Rail Load Plan.
 - (b) Load teams assigned and trained.
 - (c) Duty Appointment Memorandums.

- (d) Training Validated.
- (e) Vehicle properly prepared for movement:
 - Shipping configuration
 - Fuel levels
 - Secondary loads secured
 - Shackles
 - Markings (EIC and SUN)
 - Military Shipping Label (MSL)
 - Purging requirements
 - First aid kits
- (f) Vehicle placarded if hazardous material is part of the load.
- o. Annex O – Commercial Movement Requirements.
 1. Appendix 1 – Packing Lists (DD 1750); see Annex W.
 2. Appendix 2 – FORSCOM Form 285-1-R
- p. Annex P – Facilities/Equipment (Facilities enroute and MHE required for loading and unloading at HS and MS).
- q. Annex Q – POC listing of law enforcement, DCSLOG, USPFO, MS DOL, MS ITO, DMC, maintenance support facilities, and medical treatment facilities.
- r. Annex R – Safety; Deliberate Risk Assessment Worksheet (DRAW) that addresses each risk identified in each phase from alert to arrival at MS.
- s. Annex S – N-Hour Sequence (identifies and schedules movement tasks from alert notification through arrival at MS).
- t. Annex T – Plan Coordination Documentation (all Memorandum of Agreements with outside entities, e.g. arrangements for catering or meals at HS or commercial fueling enroute to MS).
- u. Annex U – Appointment Memorandums and Training Certificates (or verification of enrollment to gain certification).
 1. UMO (Primary and Alternate) at company and detachment level.
 2. HAZMAT Certifier (Primary and Alternate - This can be satisfied by assigning a Soldier from another unit within the MSC or from the unit's supporting Field Maintenance Shop (FMS) so long as prior coordination is made) at company and detachment level.
 3. TC-AIMS II Operator (Primary and Alternate) at company level.
 4. Container Control Officer (Primary and Alternate) at company and detachment level.
 5. Container Re-inspector (Primary and Alternate) at company level.
 6. Unit Load Team at company and detachment level.
- v. Annex V – Plan Approval (plan submitted through chain of command to the DMC, request for approval memorandum with transmittal document is placed in this annex until approval memorandum from DMC is issued).
- w. Annex W – Unit Movement Data
 1. Appendix 1 - OEL printout -- cross matches with DD Form 1750 and FORSCOM Form 285-R using shipment unit number. OELs will be reviewed annually by the JFHQ-KS DMC. Vehicle Load Card (FORSCOM Form 285-R) -- cross matches with OEL and packing list using Shipping Unit Number (SUN) sequence.

2. Appendix 2 - Packing List (DD Form 1750) for air, rail, convoy and commercial movement -- cross matches with OEL and FORSCOM Form 285-R using SUN sequence.

3. Appendix 3 - HAZMAT documentation.

4-5 Vehicle Load Cards. Guidance on FORSCOM Form 285-R:

- a. Placed in Annex W, Appendix 1 in SUN sequence.
- b. Annotate vehicles as empty and without a secondary load.
- c. Create DD Form 1750 for each 4X4 tri-wall cardboard container at a number commensurate with the amount of unit equipment that will fit into that size container.
- d. Create DD Form 1750 for each 20 foot and ISU container that is required to hold the 4X4 tri-wall cardboard containers and equipment that is too big for the 4X4 (this will also assist in identifying the BBPCT material that will be required for your move that you will detail in Appendix E)
- e. Create Load Cards for 20 foot containers and unit organic ISU containers (This will assist in identifying Commercial Movement Requirements in Appendix O).

4-6 OEL. Current printout is available on the KSNG Share Point, J4 Logistics, Military Trans Public Documents, OELs (http://ngkssharepoint/J4_Logistics/Military_Trans/Pages/default.aspx).

4-7 Sample MOBPLAN. Available on KSNG Share Point, J4 Logistics, Military Trans, Public Documents, Unit Movement at same web address listed above.

4-8 MOBPLAN is not complete until submitted through the Chain of Command to the DMC, and approval memorandum is returned and signed by DMC.

Annex A: References and Forms**References**

AR 56-4	Distribution of Materiel and Distribution Platform Management, 17 September 2014
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 1 November 1998
ATP 4-11	Army Motor Transport Operations, 5 July 2013
CFR 49, Parts 100 to 185	Transportation, 1 October 2014
DA PAM 385-30	Risk Management, 2 December 2014
DTR 4500.9-R, Part III	Mobility, 20 January 2015
DTR 4500.9-R, Part VI	Intermodal, 1 August 2013
FM 3-35	Army Deployment and Redeployment, 21 April 2010
FORSCOM/ARNG Regulation 55-1	Unit Movement Planning, 1 June 2006
FORSCOM/ARNG Regulation 55-2	Unit Movement Data Reporting, 13 January 2013
FORSCOM Regulation 500-3-3	FORSCOM Mobilization and Deployment Planning System, Vol. III, Reserve Component Unit Commander's Handbook, 15 July 1999

Forms

DD Form 626	Motor Vehicle Inspection
DD Form 1265	Request for Convoy
DD Form 1266	Request for Special Hauling Permit
DD Form 2890	Department of Defense Multimodal Dangerous Goods Declaration
FORSCOM Form 285-1	Request for Commercial Transportation
FORSCOM Form 285-2	Convoy Commander Checklist
FORSCOM Form 285-R	Vehicle Load Card
NGKS Form 55-12	Transportation Movement Request

ANNEX B: DMC Timetable

Type of Request	National Guard and Reserves Due NLT To SMCC	Active Duty Due NLT to SMCC	Issue CCN or Reply to Unit NLT From SMCC	Notes
Transportation Movement Request (TMR) KSNG Form 55-12	<u>60 Days</u> Prior to Required Movement Date	<u>60 Days</u> Prior to Required Movement Date	<u>50 Days</u> Prior to Required Movement Date the SMCC will reply to the requesting unit with the assigned TMR #	Request required when organic movement assets are not available or not capable of accomplishing the movement.
Request for Convoy Clearance (DD Form 1265) Entered Into TC-AIMS II	<u>45 Days</u> Prior to Required Movement Date	<u>10 Days</u> Prior to Required Movement Date	<u>30 Days</u> Prior to Required Movement Date	Required for 6 or more vehicles moving under single commander, 10 or more traveling over the same route to the same destination within one hour, oversize/overweight, or any movement of ammunition or other HAZMAT regardless of number of vehicles.
Request for Special Hauling Permit (DD Form 1266)	<u>45 Days</u> Prior to Required Movement Date	<u>10 Days</u> Prior to Required Movement Date	<u>30 Days</u> Prior to Required Movement Date	Used for all movements of equipment that exceeds 80,000lbs GVW, 34,000lbs on tandem axle, or 20,000lbs on a single axle. Also, for vehicles or loads that exceed 14' high or 8'6" wide
O-6 Letter of Justification for Late Request required for exception to policy through Chief of Staff KSNG to DMC for KSNG units. Active Component and Reserves require O-6 Letter of Justification for Late Request sent through Chain of Command to DMC.				

ANNEX C: Transportation Movement Request (TMR) and DD 1266 Sample

TRANSPORTATION REQUEST

All transportation requests must be sent through Defense Movement Coordinator (NGKS-LOT-MC) 2737 S. Kansas Avenue, Topeka, KS 66611.

- Requests are due to the supporting SMCC NLT 60 days before date of movement.
- Requests for overweight/oversize loads must accompany this form with a DD 1266. 1LT Ruffin phone 785-274-1286 (commercial), 785-806-1781 (cell), Fax 785-274-1643, or e-mail: ng.ks.ksarng.list.j4-dmc@mail.mil

DATE OF REQUEST:		TMR #:		MSN#	
REQUESTING UNIT NAME AND ADDRESS:					
POINT OF CONTACT:					
TELEPHONE:		FAX:			
EMAIL:					
DATE OF MOVEMENT:		Start Date:		Completion Date:	
POINT OF ORIGIN/POC Name and Number: (Bldg #, Grid, or Street)					
DESTINATION: POC Name and Number: (Bldg #, Grid, or Street)					
LOAD DESCRIPTION					
LIN / NSN:					
NOMENCLATURE (Do not use abbreviations):					
BUMPER/ SER:					
Funding/ POC for Funding:					
Special Handling or Oversized load data:					
Do not write below this line.					
Estimated Cost Civilian Contractor:					
Mission Support:		<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED	
Authorized Battalion Representative Signature:					

NGKS Form 55-12 Oct 2014

REQUEST FOR SPECIAL HAULING PERMIT				1. CONVOY NUMBER	2. UIC WPYCA2	3. DATE (YYYYMMDD) 20140812			
SECTION I - GENERAL									
4. ORGANIZATION DET 2 778TH TRANSPORTATION COMPANY			5. STATION 1127 ARMORY ROAD SALINA, KS 67401			6. DATE OF MOVEMENT (YYYYMMDD)			
						a. STARTING 20140907	b. COMPLETION 20140907		
7. POINT OF ORIGIN CAMP FUNSTON FT. RILEY, KS				8. DESTINATION KSRTI, 3024 ARNOLD AVE, SALINA, KS 67401					
9. ARRIVAL AT STATE LINES				10. ROUTING (Stipulate US Routes, State Routes, etc.) I-70 WEST I-135 SOUTH SCHILLING ROAD ARNOLD AVE					
a. DATE (YYYYMMDD)	b. TIME	c. STATE LINE							
11. ESCORT REQUIREMENTS 1-EA TRK UT M998 w/emergency lighting, front vehicle placard "OVERSIZE LOAD" 1-EA TRK UT M1097 w/emergency lighting, rear vehicle placard "OVERSIZE LOAD"									
SECTION II - VEHICLE AND LOAD DATA									
DESCRIPTION a.	TYPE (2-ton, etc.) b.	NO. OF VEHICLES c.	REGISTRATION NUMBER d.	HEIGHT e.	WIDTH f.	LENGTH g.	WEIGHT h.		
12. VEHICLE									
(1) TRUCK							(Empty)		
(2) TRUCK-TRACTOR	M1070A	1	SEE BELOW	146	102	382	45,500		
(3) TRAILER	M1000	1	SEE BELOW	143	147	622	50,400		
(4) SEMI-TRAILER							(Empty)		
(5) OTHER (Specify)							(Empty)		
13. LOAD				123.9	131	258	71,900		
14. OVERALL (Vehicle and load)				146	147	923	167,800		
15. DESCRIPTION OF LOAD (Brief general description: Organization Impediments, etc.) (Within security limitations) (Model - Nomenclature - TRK # - Manufacturer - Reg # - Serial/Vehicle Identification # - Year Manufactured) M1070A1 TRACTOR- HET 201 - Oshkosh - NU06XH - 10TAPJGF9CS725116 - 2011 M1000 TRAILER - HET 224T - NU029W - J1136 - 2009 M2A2 INFANTRY FIGHTING VEHICLE - B66									
16. LOAD OVERHANG									
a. FRONT None		b. REAR None		c. LEFT SIDE None		d. RIGHT SIDE None			

DD FORM 1266, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

17. NUMBER OF AXLES	1 A	2 B	3 C	4 D	5 E	6 F	7 G	8/9 H	TOTAL i.
	AXLE 1 a.	AXLE 2 b.	AXLE 3 c.	AXLE 4 d.	AXLE 5 e.	AXLE 6 f.	AXLE 7 g.	AXLE 8 h.	
18. NUMBER OF TIRES	2	2	2	8	8	8	8	8/8	48
19. TIRE WIDTH (Inches)	15.5	15.5	15.5	15.5	7.0	7.0	7.0	7.0/7.0	
20. TIRE SIZES	16.00R *20	16.00R *20	16.00R *20	215/75R *17.5	215/75R *17.5	215/75R *17.5	215/75R *17.5	215/75R *17.5	
21. AXLE LOAD (Empty)	19,340	10,783	10,892	10,705	7,620	7,620	7,620	10,660 10,660	95,900
22. AXLE LOAD (Loaded)	24,826	17,647	17,735	17,528	16,306	16,506	16,625	20,106 20,521	167,800
23. AXLE SPACING (See Item 17 for identification)	A SPACING 155"	B SPACING 60"	C SPACING 60"	D SPACING 181.25"	E SPACING 71.25"	F SPACING 71.25"	G SPACING 71.25"	G/H SPACING 71.25"	
24. REMARKS									
25. MOVEMENT BY HIGHWAY IS <input type="checkbox"/> ESSENTIAL TO NATIONAL DEFENSE <input checked="" type="checkbox"/> IN THE INTEREST OF NATIONAL DEFENSE									
26. REQUESTING AGENCY DET 2 778 TH TRANS CO					27. APPROVING AGENCY				
28. REQUESTED BY a. NAME (Last, First, Middle Initial) WILLIAMS, ROBERT L. 620-639-5950					29. APPROVED BY a. NAME (Last, First, Middle Initial)				
b. GRADE E6		c. TITLE DET READINESS NCO			b. GRADE		c. TITLE		
d. SIGNATURE			e. DATE (YYYYMMDD)		d. SIGNATURE			e. DATE (YYYYMMDD)	
INSTRUCTIONS									
GENERAL: DD Form 1266, "Request for Special Hauling Permit" will be used to obtain special hauling permits for the movement of over-size/overweight vehicles over public highways when accompanying a convoy or when traveling separately. This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headquarters. In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the forms. Items which do not apply will be so indicated.					SPECIFIC: Item 12.a, b., c., and d. - Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently. Item 12.e. - Note all units other than standard highway vehicles; road equipment, guns, etc. Item 12.d. - Indicate the registration number for each unit or combination of units. Use additional page if required. Item 17 - Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable. Item 24 - For movement through the District of Columbia, include name of manufacturer of equipment.				

DD FORM 1266 (BACK), SEP 1998

ANNEX D: FORSCOM Duty Positions and Requirements

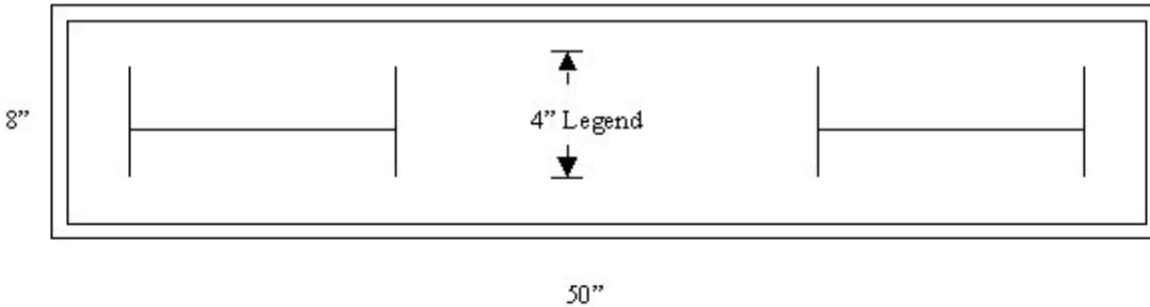
FORSCOM Mobilization Readiness Duty Positions and Requirements			MACOM	BN	CO	DET	FORSCOM Mobilization Readiness Duty Positions and Requirements			MACOM	BN	CO	DET
Intermediate Command Unit Movement Officer (IC-UMO)	Minimum Grade	Primary	E-6	E-6			HAZMAT Cargo Packer/Handler/Driver	No Minimum Grade Requirements	As required specific to material needs of the organization and tasks to be performed				
		Alternate	E-5	E-5									
	Security Clearance		Secret	Secret				Security Clearance	None				
	Training Required		Training from School or MITT					Training Required	LTC-12, HAZMAT Training for Non-Certifying Officials, LTC-13, Technical Specialist Bulk Fuel Transportation Training, and Local training specific to material needs within the organization				
Unit Movement Officer (UMO)	Minimum Grade	Primary			E-5	E-5	Air Load Planner	TBD based on changes posted from updates to FORSCOM/ARNG Regulation 55-1					
		Alternate			E-5	E-5							
	Security Clearance				Secret	Secret							
	Training Required				Training from School or MITT								
Transportation Coordinator's Automated Information for Movement Information System II (TC-AIMS II) Operator	TBD based on changes posted from updates to FORSCOM/ARNG Regulation 55-1					Container Control Officer (CCO)							
Unit Load Team	Minimum Grade	Leader	E-6	E-6	E-6	E-6	Container Re-Inspector						
		Team Member	Any	Any	Any	Any							
	Security Clearance		None										
	Training Required		Local training on equipment preparation, load rail/air, tie-down for rail/air, and unload rail/air										
Hazardous Material (HAZMAT) Cargo Certifying Official	Minimum Grade	Primary	E-6	E-6	E-6	E-6							
		Alternate	TBD based on changes to FORCOM/ARNG 55-1										
	Security Clearance		None										
	Training Required		Must be trained every 24 months in AMMO-62, Technical Transportation of Hazardous Materials, or AMMO-37 refresher course										

ANNEX E: 24 Hour Contact List for Defense Movement Coordinators

STATE	24 HOUR	DMC	TELEPHONE	STATE	24 HOUR	DMC	TELEPHONE
ALABAMA		MAJ Earnest Hearn	334-213-7560	MONTANA		CPT Candice Griffith	406-324-3413
ALASKA		SGT Joseph Stauches	907-428-6162	NEBRASKA		CW4 Greg Reicks	402-309-8407
ARIZONA			602-629-4727	NEVADA		CPT Jonathan Ashbaugh	775-887-7846
ARKANSAS		CW3 Ken Fresneda	501-212-4471	NEW HAMPSHIRE	603-545-9903		
CALIFORNIA			916-369-4375	NEW JERSEY		LTC Michael A. Mclean	609-562-0275
COLORADO			720-250-1082	NEW MEXICO		CPT Keith Fike	505-474-1951
CONNECTICUT	860-524-4951	CW4 Brian Erkson	860-524-4849	NEW YORK	518-786-6104/4874	CW2 Ethan Bloom	O: 518-786-6163 C :518-708-3104
DELAWARE			302-326-7370	NORTH CAROLINA		MSG Wanda Lewis	919-664-6484
DISTRICT OF COLUMBIA		MAJ Bernard Napier	202-685-8752	NORTH DAKOTA		CPT Ryan Moss	701-333-3111
FLORIDA		CPT Elvin Pabon	904-827-8605	OHIO	614-734-7550/ 51/52 888-637-9053	CW3 Kevin Barbee	614-336-7134
GEORGIA	678-569-3901	LTC Robert L. Powers	678-569-6312/18	OKLAHOMA	405-228-5061	MAJ David Hauenstein	405-228-5558
GUAM		CPT Venesia R. Luzanta	671-735-0441	OREGON	503-584-2800	MAJ Kenneth Horne	503-584-3713
HAWAII			334-255-2823	PENNSYLVANIA		MAJ Eric Turner	717-861-8513
IDAHO		CPT Michael D. Etzler	208-272-4216	PUERTO RICO		LT Ferdinand Berrios	787-289-1400 ext 1283
ILLINOIS		CW2 Christopher Arnold	217-761-3317	RHODE ISLAND		LTC William Shindell	(401) 275-4862
INDIANA	317-538-8151	MSG Dennis Johnson	317-538-8151	SOUTH CAROLINA	803-299-4045/ 4046	CPT Wade Broadway	803-667-0841
IOWA		MAJ Joe Brooks	515-252-4545	SOUTH DAKOTA		LTC Tony Verchio	605-737-6830
KANSAS	785-806-1781	LT James Ruffin	785-274-1286	TENNESSEE	615-887-3659	LT Samantha Carter	615-313-0885
KENTUCKY		CW3 Louis Webber	502-607-1684	TEXAS		LTC Darrell Debish	512-782-6712
LOUISIANA		CPT Darrell Green	318-641-5718	UTAH	801-432-4400	CW2 Michael Brant	801-432-4577
MAINE	207-626-4429	CW2 Daniel Dubay	207-430-5876	VERMONT	802-399-9348	CW3 Mike Laramee	802-338-3210
MARYLAND		CPT Coto Alex Coulibaly	O: 410-576-6078 C: 309-453-4019	VIRGINIA	434-298-8514	MAJ Fred Moore	434-292-8505
MASSACHUSETTS		MSG Shawn D. Smith	O: 508-233-7197 C: 508-989-0739	VIRGIN ISLANDS		SFC Lennard Sweeney SR	340-712-7836
MICHIGAN	517-481-8031	WO1 Adam Andries	O: 517-481-7753 C :517-230-5664	WASHINGTON	253-348-4124	CW2 Sarrah McCrary	253-512-8976
MINNESOTA		1LT Andrew Ebert (Deployed)	320-616-2680	WEST VIRGINIA		SFC Timothy White	304-473-5007
MISSISSIPPI	601-313-6193	CPT Andrew Adcock	601-313-1548	WISCONSIN	608-245-8400	CW3 Patrick Watson	608-242-3766
MISSOURI	573-638-9803/ 04/05/06	CW4 Daniel Duncan	573-638-9500 ext 39899	WYOMING	307-772-5112	SFC Kevin Holzhausen	307-772-5270

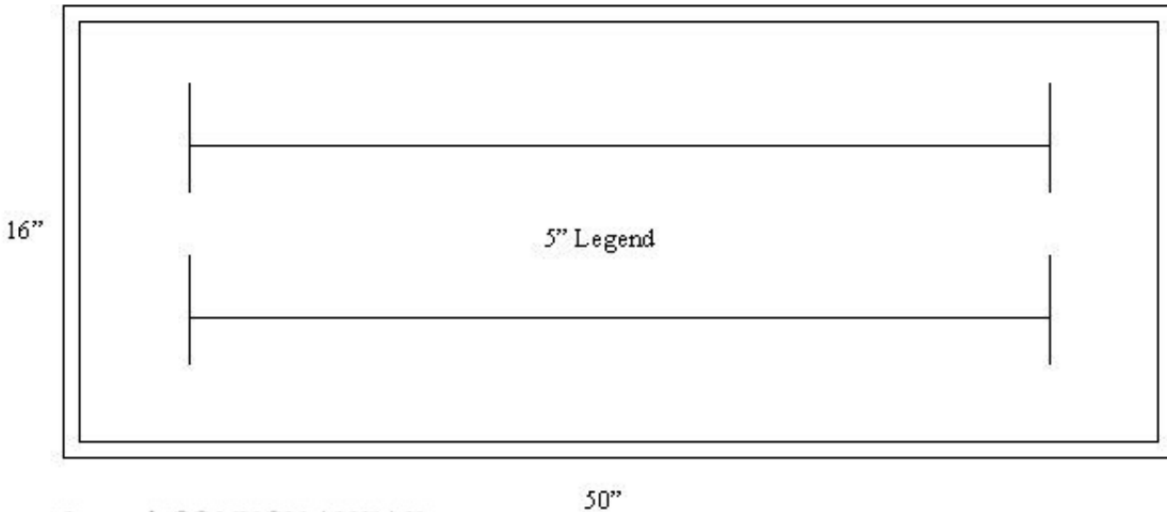
ANNEX F: Convoy Signs and Vehicle Marking

F-1 Front of Lead Vehicle



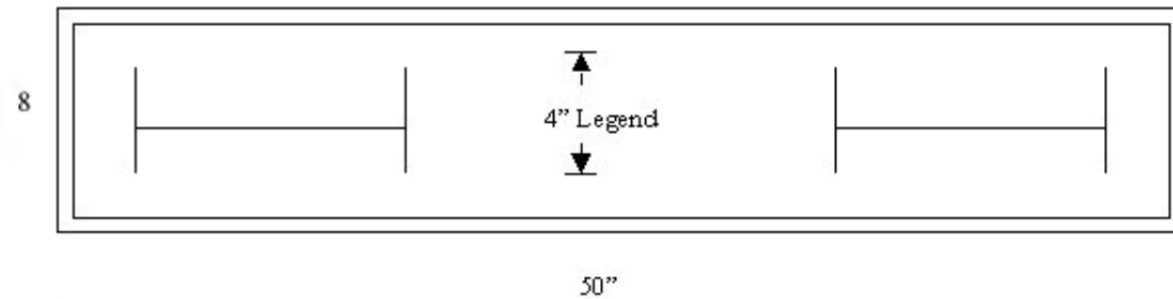
Legend: CONVOY FOLLOWS

F-2 Rear of Trail Vehicle



Legend: CONVOY AHEAD

F-3 Front of Convoy Commander

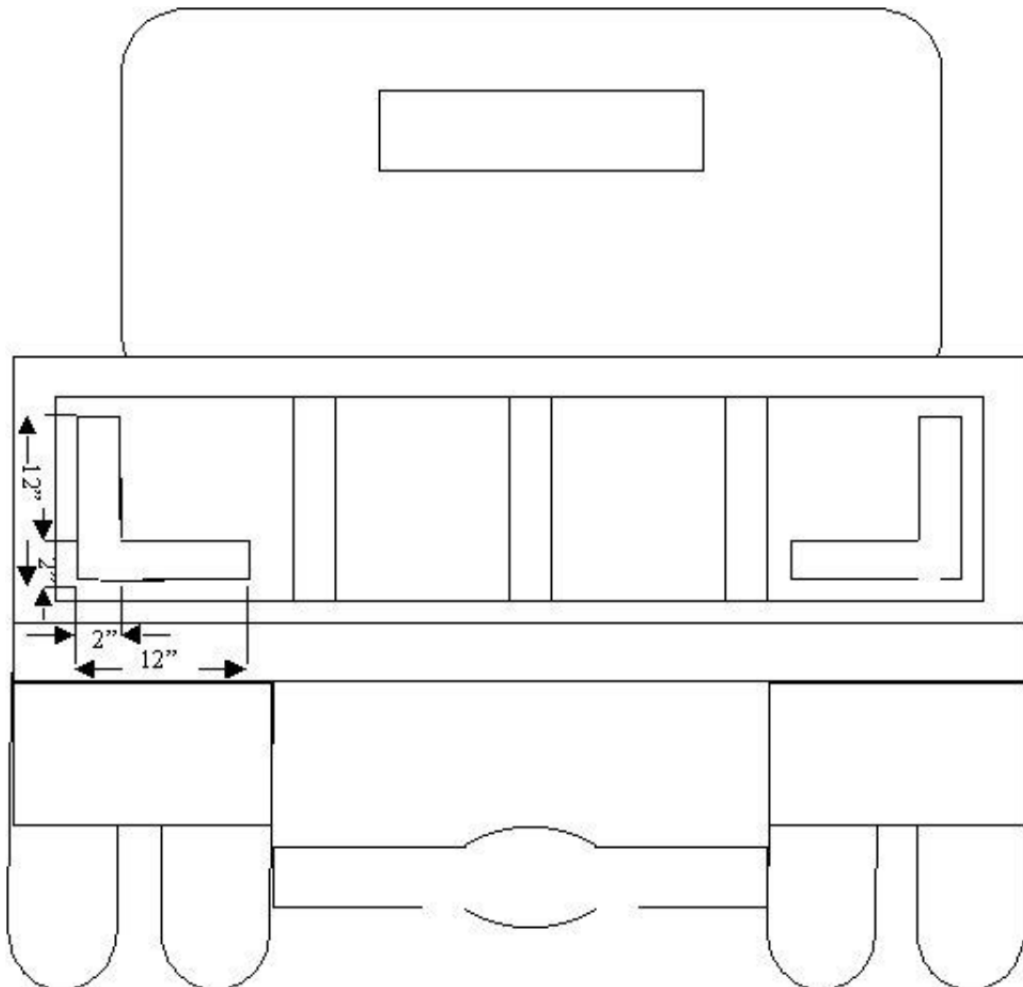


Legend: CONVOY COMMANDER

F-4 Rear of Convoy Commander



F-5 Marking for Rear of All Trucks in Red Reflective Paint, Tape, or Reflective Material



ANNEX G: Emergency Convoy Requests

G-1 Upon contact with SMCC or DMC during a declared emergency verbal approval for convoy movement can be granted.

G-2 The emergency CCN will follow this sequence:

KS4E005S would designate Kansas convoy (first two letters) in 2014 (number "4") granted emergency movement (letter "E" following the year) fifth convoy (sequence number "005") and oversized cargo (letter "S" at end).

G-3 All vehicles will be appropriately marked as prescribed in this SOP, as stated in 2-7b, and this number will identify the convoy during the entire movement.

G-4 The DMC and SMCC are the only approving authorities for issuing an Emergency CCN unless operating in a designated combat zone.

Annex H: Hazardous Material Movements

H-1 Background. Hazardous material is a material or substance capable of posing an unreasonable risk to health, safety, and property when transported, as determined by the Secretary of Transportation. Hazardous materials are designated in Title 49 CFR and include explosives, ammunition, flammable liquids and solids, oxidizing materials, corrosive liquids, compressed gases, poisons, radioactive material, and chemical agents. Vehicles hauling passengers should be separated from any vehicle hauling hazardous cargo.

H-2 Policy. No vehicular movement that subjects highway users to unusual hazards **(including movement of explosives/ammunition, fuel, or other dangerous cargo)**, will be made over public highways without prior permission from the SMCC through issuance of a CMO.

H-3 Shipper Responsibilities. Any shipper who offers a hazardous material for transportation should describe the hazardous material on the shipping documents. The driver of a motor vehicle containing hazardous material should ensure that the shipping document is readily available in the event of an accident or inspection. At origin, the shipper should inspect vehicles before they are loaded with hazard Classes 1.1 through 1.3 ammunition, explosives, poisons, radioactive "Yellow III" material, and chemical agents. Military shippers use DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles) to instruct drivers transporting hazardous material. The form outlines precautions to take in event of fire, accident, or breakdown. The shipper or transportation officer can add information related to the specific movement. When the shipper uses DD Form 626, each item on the form should be completed. The driver should ensure all deficiencies are corrected before the vehicle is loaded.

H-4 Receiver Responsibilities. If the destination is a restricted area, the vehicle is inspected before unloading using the DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Material)). A restricted area is any area to which entry is subject to special restrictions or control for security reasons or to safeguard property or material. An example is an ammunition supply point. Deficiencies should be corrected at the time of inspection if practicable and if necessary for safe delivery to the unloading point. If a correction is necessary but impracticable, proper action should be taken to ensure safe delivery of the shipment. This could include use of ground guides, reduced speed, or escort vehicles. Drivers should get a copy of DD Form 836 from the shipper or ammunition supply point before departure. The driver should read the DD Form 836 before departure and ask questions if he does not understand it.

H-5 Ammunition. There are specific rules involved with ammunition shipments. When transporting ammunition, personnel should ensure tops of boxes are marked THIS SIDE UP. As a safety precaution, do not smoke within 50 feet, or use open flames within 50 feet, while loading, unloading, or transporting ammunition. The engine should be turned

off during loading and unloading, and Soldiers should always ensure ammunition is handled with care. Since ammunition is dense, personnel should verify vehicle payload capacity and make certain to never overload the vehicle. Two serviceable fire extinguishers with at least a 10 lbs. B/C rating should be carried with the vehicle, and vehicle operators need to be fully versed in their operations. Also, close and secure the tailgate; never load ammunition on the tailgate. While transporting ammunition, do not push or tow a truck also carrying explosives. Always follow a planned route that minimizes exposure in densely populated areas and never park in congested areas. While driving, protect cargo from shifting by not making sudden stops or turns. Never transport detonating caps with other explosives. When transporting artillery ammunition, load the rounds on their sides, so the size of the projectile is parallel with the truck's side, unless they are vertically prepackaged by the ammunition supply point. Fuses, primers and artillery ammunition can be carried in the same vehicle, but not assembled into a complete round.

Annex I: Command Deployment Discipline Program (CDDP)

CDDP will follow current, approved, KSARNG Organization Inspection Program (OIP) Checklist for Mobilization Logistics.

Annex J: Glossary

AC	Active Component
ARNG	Army National Guard
AT	Annual Training
BBPCT	Bracing, Blocking, Packing, Crating, and Tie-down
CCN	Convoy Clearance Number
CCO	Container Control Officer
CDDP	Command Deployment Discipline Program
CFR	Code of Federal Regulations
CMO	Convoy Movement Order
COMPASS	Computerized Movement Planning and Status System
CP	Check Point
DCSLOG	Deputy Chief of Staff for Logistics
DMC	Defense Movement Coordinator
DoD	Department of Defense
DOL	Directorate of Logistics
DRAW	Deliberate Risk Assessment Worksheet
DRU	Direct Reporting Unit
EIC	End Item Code
EOC	Emergency Operation Center
FORSCOM	Forces Command
GVW	Gross Vehicle Weight
HAZMAT	Hazardous Material
HS	Home Station
IAW	In Accordance With
IC-UMO	Intermediate Command - Unit Movement Officer
ITO	Installation Transportation Office
JFHQ-KS	Joint Forces Headquarters for Kansas
JOC	Joint Operation Center
KDOT	Kansas Department of Transportation
KSARNG	Kansas Army National Guard
KSNG	Kansas National Guard
LIN	Line Item Number
MHE	Material Handling Equipment
MOBPLAN	Mobilization Movement Plan
MS	Mobilization Station
MSL	Military Shipping Label
MTOE	Modified Table of Organization and Equipment
NLT	No Later Than
NSN	National Stock Number
OCIE	Organizational Clothing and Individual Equipment
OEL	Organizational Equipment List

OPORD	Operation Order
PBUSE	Property Book Unit Supply Enhanced
POC	Point of Contact
RAWL	Rotating Amber Warning Light
RC	Reserve Component
RP	Release Point
RRC	Regional Readiness Command
RTI	Regional Training Institute
SAAM	Special Assigned Airlift Mission
SMCC	State Movement Control Center
SOP	Standing Operating Procedures
SP	Start Point
SUN	Shipping Unit Number
TC-AIMS II	Transportation Coordinators – Automated Information Management System II
TCP	Traffic Circulation Plan
TDA	Table of Distribution and Allowances
TMR	Transportation Movement Request
UIC	Unit Identification Code
UMC	Installation Unit Movement Coordinator
UMD	Unit Movement Data
UMO	Unit Movement Officer
UN	United Nations
USAR	United State Army Reserve
USPFO	United States Property and Fiscal Office