UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
4500
G-4
0 2 AUG 2013

From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE, CONTAINER MANAGEMENT ORDER

Ref: (a) DOD 4500.9R, Part VI
(b) MCO 4680.5A
(c) MCO P4400.150E
(d) MIL-HDBK-138B

Encl: (1) I MEF Container Management Standard Operating Procedures

1. Situation. International Organization for Standardization (ISO) containers are a primary tool for transportation and mobility within the Department of Defense (DOD). ISO containers are sourced commercially, leased, and DOD or service-owned. Though sourcing through various agencies enhances flexibility, it also poses management challenges. Additionally, improper container utilization as temporary or permanent storage has created availability issues within the Department of Defense Transportation System.

2. Mission. Per references (a) and (b) this order provides instruction for using, managing, maintaining and disposing of ISO containers in order to enhance both I MEF and DOD mission capability while eliminating excess costs associated with mismanagement.

3. Execution.

a. Commander's Intent. As a Marine Expeditionary Force, we must utilize every available asset to enhance our ability to deploy at a short notice. The end-state is to improve our readiness and mission capability through maintaining: 1) accurate accountability of all on-hand containers, 2) container serviceability through inspections, repair, disposal and replacement and, 3) containers in a ready-to-load state for any mission assigned.

b. Concept of Operations. This order encompasses 20 foot and 40 foot containers, either DOD/Marine owned, leased or commercially provided, as well as other ISO-configured equipment utilized by Marine units before, during and after use. This order is not intended to replace the references, but rather to amplify them as they pertain to I MEF.

c. Tasks.

(1) I MEF G-4 MAGTF Deployment and Distribution Operations Center (MDDOC). Manage ISO container policy and provide management oversight to I MEF Major Subordinate Command (MSC) Container Managers.

(2) 1st Marine Logistics Group (1st MLG).

(a) Assign a Container Pool Manager in writing and update the appointment letter every two years or upon transfer.

(b) Manage and operate the I MEF ISO container pool in a geographically central location in order to facilitate repair, inventory and accountability.

(c) Ensure all container pool assets, as well as any MLG-owned or possessed ISO containers (which includes Quadcons, Tricons, and the USMC family of shelters) are accurately reflected in the Automated Container Accountability Management System (ACAMS).

(d) Provide input, operational direction and established inventory and training requirements to the I MEF Container Manager for policy input.

(e) Adhere to the amplifying guidance per Enclosure 1.

(3) I Marine Headquarters Group (I MHG), 1st Marine Division (1st MAR DIV), 3D Marine Aircraft Wing (3D MAW), 11th, 13th, 15th Marine Expeditionary Unit (MEU).

(a) Assign a Container Manager in writing and update the appointment letter every two years or upon transfer.

(b) Manage the unit ISO container inventory. Ensure all unit-owned or possessed ISO containers (which includes Quadcons, Tricons, and the USMC family of shelters) are accurately reflected in the Automated Container Accountability Management System (ACAMS).

(c) Provide input, operational direction and established inventory and training requirements to the I MEF Container Manager for policy input.

(d) Adhere to the amplifying guidance per Enclosure 1.

4. Administration and Logistics.

a. Government owned dry cargo ISO containers will not be utilized for long term storage. Temporary storage may be granted by I MEF G-4 on a case-by-case basis. All container requests will be sent via AMHS message.

b. Any leased or DOD-controlled (carrier owned) dry cargo ISO container as classified in enclosure (1) must be made available to the carrier for return within 96 hours of reaching the destination or completion of an exercise in order to avoid detention and ancillary costs.

5. Command and Signal.

a. Command. This order is applicable to all I MEF MSCs.

b. Signal. This order is effective immediately.

M. J. Gough
By direction

Distribution:

1ST MAR DIV
1ST MLG
3D MAW
11TH MEU
13TH MEU
15TH MEU

Copy to:

MARFORPAC
MARCORLOGCOM
MCI-WEST

I MEF Container Management Standard Operating Procedures (SOP)

TABLE OF CONTENTS

Chapter 1

GENERAL

1. Purpose. This policy provides instruction and guidance to I MEF commands in the management and control of containers meeting the standards of the International Organization for Standardization (ISO) and certified under the International Convention for Safe Containers (CSC). This policy encompasses all intermodal containers and container services, either DOD or Marine Corps-owned, leased or commercially-provided, held by DOD/Marine activities before, during and/or after use. Specifically included are Container Roll on/off Platforms (CROP), Flat-racks, Load and Roll Pallets (LRP) with Marine Corps or DOD-level ownership. This policy is designed to align with the references in Appendix A as they pertain to the I MEF area of operations.

2. Background. Utilization of intermodal containers offer a low-cost, easily sourced method to deploy and sustain I MEF units while simultaneously reducing transportation support and manpower requirements. However, the management policy of containers has been inconsistent and loosely enforced. Containers designed for transportation have commonly been used for storage. According to Joint Publication 4-09, the Department of Defense was assessed an estimated $96 million in detention fees for leased and commercially-owned containers retained past their contractual agreement. These containers were utilized as temporary storage for Operation IRAQI FREEDOM and Operation ENDURING FREEDOM. Re-purposing intermodal containers for storage has also created container shortages for transportation of deployment, sustainment and redeployment requirements. Furthermore, poorly maintained USMC and DOD-owned containers, if used for transportation, can be held in port and assessed storage fees until repairs are be made or replacement containers delivered.

3. Roles and Responsibilities.

a. Surface Deployment and Distribution Command (SDDC) serves as the Global Container Manager (GCM) providing DOD container management in coordination with all Military Services for DOD containers moving within the Defense Transportation System (DTS), and/or other global intermodal systems/methods, and in use or owned by the Marine Corps.

b. Army Intermodal and Distribution Platform Management Office (AIDPMO) is under SDDC management and provides inventory, accountability, tracking, and visibility services and support through automated web-based databases. AIDPMO is the DOD's single manager for all DOD-owned ISO containers, flat-racks, and other distribution platforms. Additionally, they are Department of Army's (DA) Authorized Ordering Activity (AOA) acting as the central point for all intermodal equipment leasing under the Master Lease Streamlining Contract (MLSC).

c. Commander, Marine Corps Logistics Command (COMMARCORLOGCOM) is designated as the Distribution Process Owner (DPO) for the Marine Corps, and as such, is the Distribution and Container Management authority for all Marine Forces.

d. I MEF G4 Marine Air Ground Task Force (MAGTF) Deployment and Distribution Operation Center (MDDOC) Distribution Officer is the approval authority for all ISO containers requests by I MEF units. MDDOC also provides container management oversight and guidance for all I MEF units. Data management processes are achieved through close coordination with SDDC, AIDPMO, HQMC-LPD and MARCORLOGCOM.

e. 1st Marine Logistics Group Container Pool Manager, hereafter referred to as the Pool Manager, manages the inventory, inspection, maintenance and disposition requirements of ISO containers on behalf of MDDOC, and coordinates the issue and return of containers with requesting units. Pool Manager responsibilities are listed in Appendix C.

4. Container Categories. Developing knowledge of container categories amongst logistics personnel is essential in reducing costs associated with mismanagement.

a. Carrier-owned containers, to include freight forwarders

are containers owned or leased by the ocean liner carrier that are used by the carrier to meet the contracted commitment for the movement of DOD/Marine cargo. These containers incur detention charges.

b. DOD Common-user containers are containers provided by a DOD agency or a Military Department on a common basis for two or more DOD agencies, elements, or other organizations as directed. These containers are generally available through two sources: ocean carriers as part of their intermodal service, or container leasing companies for use in the DOD-operated system. DOD common -use containers, both owned and leased, will be managed by USTRANSCOM, through SDDC, while in the DTS across the range of military operations. These containers may incur detention charges.

c. Government-owned containers are containers purchased by the U.S. Government. Most have ISO numbers starting with USMU, USMC, USAU or USAX and are painted in recognizable tan or olive colors. They are used to support trans-loading operations and are the preferred category of container for long-term temporary storage in any AOR. Government owned containers do not incur detention charges but can incur port storage assessment fees.

d. Leased containers: MARCORLOGCOM acts as the Marine Corps' sole authorized agent to lease containers. MARCORLOGCOM coordinates all approved requirements on container leasing arrangements. They lease new or used containers and intermodal equipment used in day-to-day common use service. These containers incur detention charges.

e. Service-unique/owned Container are 20 or 40 foot ISO container, or Quadcon / Tricon, procured and owned by a single DOD component. Containers may either be on an individual unit property record or contained within a component pool (i.e., USMC Maritime Pre-positioning Force containers). They may also be temporarily assigned to the DOD common-use container system and are often referred to as a Component-Owned Containers.

f. Unit-owned containers are containers that support the transportation and logistical needs of units, purchased using unit funds, or issued to the unit for command purposes.

Chapter 2

CONTAINER MANAGEMENT REQUIREMENTS

1. Management Overview. USMC-owned 20ft and 40ft ISO containers are pooled assets controlled by I MEF MDDOC Distribution and managed by 1st Marine Logistics Group's Container Pool Manager. Units request ISO containers through the Transportation Capacity Planning Tool (TCPT) to support specific exercise or operation mobility requirements. TCPT is also used to coordinate transportation of ISO containers with the MDDOC MAGTF Movement Control Center (MMCC). Delivery and return transportation costs associated with the container requests may be reimbursed under exercise/operation funds. Unit Container Control Officers (CCO) shall be responsible for tracking, controlling utilization, and ensuring prompt return of ISO containers. A specific list of CCO responsibilities can be found in Appendix C and a template appointment letter is provided in Appendix D.

2. Container Utilization Restrictions.

a. DOD-owned, controlled and leased containers. Per reference (a), Chapter 602.B.4, Carrier-owned, leased, and/or DOD-controlled containers may only be used for non-transportation purposes in contingency operations where such use is vital to successful accomplishment of the mission. Maintaining leased and commercial containers on- hand is prohibited unless specifically authorized by MARCORLOGCOM via CG I MEF.

b. USMC-owned containers. Commanding General, I MEF G-4 is the single approval authority for utilization other than transportation. Commands may request to use containers for storage via automated message handling system (AMHS) through appropriate channels to the Commanding General, I MEF (attention G-4). Requests must include container type, serial number, location, estimated duration, and justification. Units granted non-transportation permission shall document custody in accordance with paragraph 2.2.A(3) of this policy, and shall assume inspection, maintenance and repair responsibility for the containers upon approval.

3. Army Container Asset Management System (ACAMS). ACAMS is the DOD database for container management, directed for use by all Military Services. All I MEF ISO containers will be accurately controlled in ACAMS through coordination between 1st MLG's CCM and I MEF MDDOC Distribution.

a. ACAMS responsibilities.

(1) I MEF MDDOC Distribution: Centrally control the ISO container inventory within ACAMS, and execute procurement as required through MARCORLOGCOM and AIDPMO.

(2) 1st MLG Pool Manager: Centrally manage registration, inspection, maintenance, status, location, ownership, and special characteristics of ISO containers within ACAMS. Advise I MEF MDDOC Distribution of any anticipated shortfalls.

(3) Unit CCOs: Upon non-transportation use approval from MDDOC, or if unit currently has custody of USMC-owned and/or unit-specific ISO containers, CCO's shall create an ACAMS account for their DODAAC and manage those containers within ACAMS.

b. Request access to ACAMS via. https://zeus.tobyhanna.army.mil/home/ The HELP DESK HOTLINE is 1-800-303-0926. Training on the use of ACAMS is completed as a requisite step of gaining system access.

4. Marine Corps Accountable Records. The use of ACAMS does not preclude routine accounting procedures as required per reference (c). All Marine Corps owned property will be accounted for on the local Commander's property records.

Chapter 3

REQUESTING, RECEIVING, AND RETURNING CONTAINERS

1. Container Requests. Unit CCOs request containers through TCPT IAW Appendix F. I MEF G-4 MDDOC Distribution is the approval authority for all requests. Movement requests for tactical and commercial transportation are submitted through Unit Movement Control Centers to the MMCC. MMCC will field container requests and split the request per Appendix F. Upon approval, the Pool Manager shall coordinate pick-up, transfer of custody and return requirements with the requesting unit.

2. Receipt of Containers.

a. Requesting units are responsible for identifying discrepancies in container condition upon receipt. After receipt, CCOs are responsible for maintaining container condition and completing inspections if required (refer to Chapter 4.2) with the intent of avoiding detention during transit.

b. Containers delivered to units for any reason outside of exercise or operation requests are potentially leased or DOD-controlled. CCOs shall determine ownership through coordination with the Pool Manager and provide the ISO number and receipt date. Commercial and leased containers must be returned expediently in order to avoid unnecessary costs. See Chapter 7 for more information regarding leased and commercial containers.

3. Return of Containers. Unless specified otherwise, containers shall be returned to the container pool within 10 days of their return to port at the completion of the exercise for which they were requested. Adjustments to this 10 day schedule may be made through coordination with the Pool Manager. Failure to return containers within ISO containers within the scheduled timeframe may result in transportation responsibility and cost being assessed to the unit instead of exercise/operation funding. Containers identified as Commercially-owned or leased will be returned as instructed in Chapter 7.3.

Chapter 4

CONTAINER INSPECTIONS

1. Inspection Overview. Containers are inspected in order to ensure the containers do not pose a threat of putting people in danger during loading, handling, transporting and unloading. Inspections also ensure that containers are structurally serviceable to carry and protect their cargo. Per the reference (a), Chapter 604.D.2.b, detention is the prime tool of U. S. Coast Guard and foreign governments to control and enforce International Convention for Safe Containers (CSC) regulations. The 1st MLG Pool Manager shall be responsible for maintaining current inspections for all pooled ISO containers.

2. Inspection Requirements. Containers must be inspected:

a. No later than five years after date of manufacture.

b. After five years, not less than every 30 months.

c. Within 60 days of the expiration date if the container is marked for loading or transport.

d. After undergoing depot level maintenance (repairs costing $300 or more).

e. Prior to loading the containers for transportation. Additional information regarding Pre-Loading Inspections is in paragraph 5.5.

3. Inspection Types. There are two types on inspections: CSC and International Maritime Dangerous Goods (IMDG) Code. The CSC inspection gives the minimum serviceability requirements for shelters or containers that will be used to carry general cargo and hazardous materials (EXCEPT Hazard Class 1 - ammunition and explosives). IMDG Code prescribes slightly tighter requirements than the CSC for containers that will be used to carry Hazard Class 1 materials (ammunition and explosives).

4. Inspector Certification. Inspectors must be school-trained and command-appointed. The school, Intermodal Dry Cargo Container CSC Re-inspection Course, is conducted by the US Army Defense Ammunition Center through Computer-Based Training (CBT). Commands may utilize Appendix E as a template to appoint inspectors. Unit CCOs are responsible for retaining course certificates and appointment letters for all command inspectors.

Inspectors must be recertified every 48 months through recompleting the CBT course and reappointment via letter.

5. Unit CCO Inspection Responsibility. Unit CCOs are responsible upon receiving containers for maintaining current inspections while in the unit's custody. The intent is to avoid safety hazards, detention, delay, and excess cost associated with transporting unserviceable and/or containers with out-dated or absent inspection information.

6. Conducting Inspections. Per the reference (d), MIL-HDBK-138B is the document that governs container serviceability for use. Use of the MIL-HDBK-138B is mandatory when performing container inspections. This reference contains inspection criteria, procedures, container inspection checklists by container type, and forms for recording results.

7. Inspection Documentation. Inspectors will record inspections utilizing the appropriate container inspection checklist in MIL-HDBK-138B as well as on DA Form 2404, "Equipment Inspection and Maintenance Worksheet". Whether a container is deemed serviceable or unserviceable, the DA Form 2404 must be scanned and uploaded into ACAMS. The unit conducting the inspection must also ensure the ACAMS inspection condition field is set to "Serviceable" or "Needs Repair/Not Serviceable." Inspection results must be kept on file until re-inspection per the reference (a).

8. Pre-Load Inspections. Pre-loading inspections are required prior to use in transportation. Pre-loading inspections need not be performed by a certified inspector, unless no record of a current inspection can be located. Although the Pre-Load Inspector may not be certified, he or she must be able to identify structural deficiencies. After departing the unit marshalling area (UMA), containers are controlled by SDDC and will be inspected at each node during transportation. Unserviceable containers will be placed in detention by SDDC, resulting in delays that ultimately impact mission capability. Inspectors must be sure to check for missing or incomplete numbers/identifiers and check the inspection decal to ensure the certified inspection will not expire while in transport or before the expected return date. Inspectors should ensure that doors open and close properly and that the containers are clean on the inside.

9. Containers Deemed Serviceable. Any container deemed serviceable after inspection requires a new inspection decal, DD

Form 2282. Inspectors must set the next inspection for 30 months from the current inspection, and modify the inspection decal to reflect either non-IMDG or IMDG. The inspection decal must then be placed on the appropriate portion of the CSC data plate. The container Pool Manager maintains the inventory of inspection decals.

10. Containers Deemed Unserviceable/Need Repair. A container repair estimate is produced using DA Form 2404. Re-stenciling, labor, material, as well as the total cost must be included in the container repair estimate and listed on the DA Form 2404. If estimated repairs exceed $2,000, CCO/Inspector will mark "Beyond Economical Repair" (BER) with Cost on the DA Form 2404. If the inspection is conducted while under temporary custody of a requesting unit, the unit CCO will then coordinate the container's return to 1st MLG's container pool. The Pool Manager will modify the ACAMS Condition field to "BER'' and the Inspection Grade field to "unserviceable".

Chapter 5

CONTAINER MAINTENANCE

1. Container Repair Estimate Procedure. I MEF units will use organic operations and maintenance (O&M) funding for container repair on unit-specific containers, as well as containers approved for other-than-transportation use. A DA Form 2404 and container inspection checklist must still be completed and loaded into ACAMS regardless of the maintenance process.

2. Beyond Economical Repair (BER) Determination. Containers are not to be considered BER until estimated repair costs exceed the following (determined by container age):

Years	Threshold
< 5	$2,000
5-10	$1,713
> 10	$1,186

Inspectors must record the estimated repair cost on the DA Form 2404. The Pool Manager will enter the estimated repair cost in ACAMS, even if the container is obviously BER. When a container is identified as BER, the Pool Manager or unit CCO shall update ACAMS with "Awaiting Disposal." Once container disposal is completed, the Pool Manager or unit CCO will upload the completed disposal document from DLA Disposition/DRMO into ACAMS and set owner to "Disposed." I MEF MDDOC Distribution will monitor ACAMS and generate a monthly listing of BER identified assets/roll-up from the MEF.

Chapter 6

NON-STANDARD CONTAINERS

1. Container Roll-In/Roll-Out Platforms (CROP). Inspect all CROP's using the CROP manual TM 9-3990-260-14&P sections 5-6 and 10-6, which can be found at the following website: https://www.logsa.army.mil/etmpdf/files/070000/076000/077334.pdf.

a. If rejected per the inspection criteria outlined in the CROP manual, prepare a DA Form 2404 (front sheet only). Annotate damage measurements, shortcomings, and deficiencies on the first page, left column of the DA Form.

b. If serviceable, annotate on the DA Form 2404.

2. Flat-racks. Flat-racks are inspected to MIL Handbook 138B standards. Inspect to revised standards when the MIL Handbook is replaced with a MIL Standard. Refer to the MIL Handbook at: https://www3.dac.army.mil/DET/hdbk138/138B.pdf.

Chapter 7

LEASED AND COMMERCIALLY-OWNED CONTAINERS

1. Background Information. The Anti-deficiency Act, 31 USC §.1341 states that having equipment (containers) on an expired lease is an unauthorized commitment of government funds. Leased and commercially-owned containers can be Carrier-owned, DOD Common-Use or specifically leased by MARLOGCOM.

2. Ownership Determination. To avoid excess cost, unit CCOs must determine ownership of containers within 7 days of receipt. The Pool Manager shall assist in ownership determination. When leased or commercially-owned containers are identified, Unit CCOs will notify I MEF G4 MDDOC immediately.

3. Coordinating Instructions for Return.

a. Within ACAMS under the OWNER DODAAC field, the container Pool Manager will click on the hyperlink listed, and it will provide the carrier name along with a POC for the carrier.

b. The Pool Manager is responsible for updating the Carrier Notify Date field in ACAMS with the date the carrier was first notified to pick up the container. Updating the Carrier Notify Date in ACAMS will stop detention charges. If the Carrier Notify Date field is left blank, detention charges will accrue.

c. I MEF MDDOC Distribution will coordinate with MARCORLOGCOM and the appropriate Carrier/Owner for return instruction and relay that instruction to the unit CCO.

d. Once the Owner/Vendor affirms the request for pick up, they will be able to coordinate directly with the Unit CCOs to establish pickup arrangements. Unit CCOs must have personnel on hand at the designated time/place of the scheduled pick-up, and must inform the Pool Manager and I MEF MDDOC Distribution when complete.

e. Upon pick-up, the Pool Manager or MDDOC Distribution will update the "ship" tab with the Consignee's (Lease Owner) DODAAC. The Consignee DODAAC will be provided prior to scheduled pick-up and/or is indicated on the Commercial Bill Landing (CBL).

f. I MEF MDDOC Distribution will submit monthly lists of containers for carrier pick up to the GCM help desk. The email

address for GCM is SDDC.ops.helpdeskGCM@us.army.mil.

4. Pre-Return Inspection. One day prior to the Owner/Vendor picking up containers, the unit CCO or representative shall do a walk around inspection to verify that any debris, foreign markings, placards, unit stickers, etc., have been removed from all containers, and that they are completely empty of any and all government property. Importantly, I MEF MDDOC Distribution will verify that the original necessary inspection was completed and the DA Form 2404 has been uploaded into ACAMS. In the event that the vendor submits a damage claim, this inspection record provides the Marine Corps with the ability to determine if the damage occurred while on lease.

Appendix A:

REFERENCES

1. Defense Transportation Regulations (DTR):
http://www.transcom.mil/dtr/part-vi/

2. MIL-HDBK-138B:
https://www3.dac.army.mil/DET/hdbk138/138B.pdf

3. Marine Corps Container Control Policy:
http://www.marines.mil/news/publications/Documents/MCO%204680.5A.pdf

Appendix B

Container Control Officer Responsibilities

At a minimum, the appointed CCO will be responsible for the following:

1. Ensure effective and efficient use containers. Ensure that no container is utilized for purposes other than transportation IAW with I MEF policy.

2. Inventory Management

a. Maintain positive control and accurate accounting of all containers located in their designated areas, containers in use by their units or elements thereof, from receipt to return to the container pool.

b. Supervise the requesting, receiving and returning process for the unit. Coordinate with unit personnel and the container Pool Manager at 1st MLG to correct any deficiencies.

c. Report incoming containers to the container Pool Manager IOT identify their ownership. Coordinate with the Pool Manager to arrange the return of commercially-provided and leased containers to avoid excess charges.

d. Report damaged and destroyed containers immediately to the container Pool Manager and I MEF G-4 MDDOC Distribution.

3. Administration

a. Establish and ensure proper flow and reporting of containers for the unit. Ensure procedures are in place for unit personnel to notify the CCO in case of receipt of incoming containers.

b. Ensure adequate numbers of personnel are trained as certified inspectors IOT increase the competency and awareness and impact the quality of containers received, maintained, and returned by the unit.

4. Accomplishment of tasking as directed by the container Pool Manager, I MEF MDDOC Distribution and/or higher authority.

Appendix C

Container Pool Manager Responsibilities

At a minimum, the appointed Container Pool Manager will be responsible for the following:

1. Ensure effective and efficient container support to approved I MEF requesting units.

2. Inventory Management

a. Maintain positive control and accurate accounting of all containers located in the pool.

b. Coordinate the requesting, receiving and returning process with unit personnel.

c. Assist in ownership identification of previously unidentified containers. Coordinate with I MEF MDDOC Distribution to arrange the return of commercially-provided and leased containers to avoid excess charges.

d. Maintain current inspections on all pooled I MEF containers. Ensure documentation of the inspection per I MEF container policy.

e. Maintain container inventory in ACAMS. Ensure documentation is uploaded, statuses reflect condition, ownership, location and disposition.

f. Maintain available/not-available inventory in TCPT. Execute container requests via TCPT.

g. Advise I MEF MDDOC Distribution in any anticipated or real container shortages.

h. Coordinate the maintenance and disposal of containers IAW with I MEF container policy.

3. Ensure adequate numbers of personnel are trained as certified inspectors IOT execute required inspections as necessary.

4. Accomplishment of tasking as directed by the I MEF MDDOC Distribution and/or higher authority.

Appendix D

Container Control Officer Appointment Letter (Sample)

From: Commanding Officer, (Unit)
To: Last, First M. XXX XX 1234/4321 USMC

Subj: Container Control Officer Appointment

Ref: (a) DOD 4500.9R
(b) MCO 4680.5A
(c) MEFO 4500

1. IAW the references, you are assigned as the Primary/Alternate Container Control Officer for the I Marine Expeditionary Force, Unit / and/or Empty Container Control Point Manager (ECCP).

_____**Primary Container Control Officer (CCO)**: is a designated official within the command who is responsible for accountability, control, reporting, usage, and maintenance tracking of Marine Corps-owned and controlled ISO containers, quadcons, and associated equipment. Report functions include all updates to ACAMS (i.e., container inventory, movements and receipts tracking, condition status, inspections, maintenance tracking, and disposal), and execution of the DOD Annual Inventory requirements.

_____**Alternate Container Control Officer (ACCO)**: is designated within the command and assists the Primary CCO with all container management responsibilities.

DODAAC/UIC/RUC: M XXXXX
Activity: MSC/E
Commercial phone: XXX-XXX-XXXX
DSN: XXX
Email: I.M.ResponsibleCCO@usmc.mil
Unit mailing address: Rank, Name

2. You are directed to carry out the duties as detailed in Appendix B of the reference.

3. This appointment will remain in effect until your transfer or the designation of your replacement, and will be maintained within the command for inspection and review purposes.

F. M. LAST

Copy to:
I MEF G-4 MDDOC Distribution
1st MLG, CLR-15 MMDC

Enclosure (1)

Appendix E

Certified Container Inspector Appointment Letter (Sample)

From: Commanding Officer, (Unit)
To: Last, First M. XXX XX 1234/4321 USMC

Subj: Certified Container Inspector Appointment

Ref: (a) MEFO 4500

Encl: (1) ISO/CSC Inspection Course Certificate

1. Per the reference, you are appointed as a Certified Container Inspector for (Unit).

2. You are directed to perform and record inspections in accordance with the references. Diligence and attention to detail in your inspections and documentation is required in order to assist in the management of I Marine Expeditionary Force's container inventory and keep unnecessary costs to a minimum.

3. This appointment will remain in effect for 48 months from the date indicated on your inspection course certificate or until your transfer.

F. M. LAST

Copy to:
Unit CCO
I MEF G-4 MDDOC Distribution
1st MLG, CLR-15 MMDC

Enclosure (1)

Appendix F

Transportation Capacity Planning Tool (TCPT) Container Request Procedures:

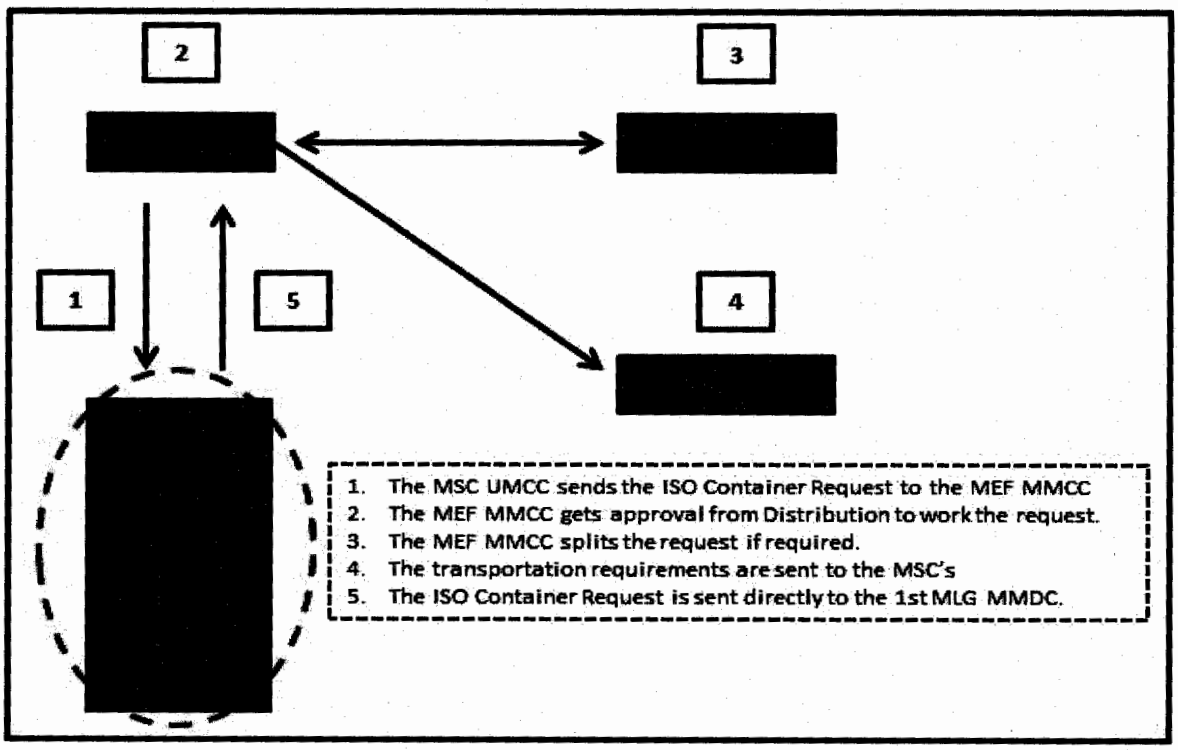
1. Access the TCPT Website at: **https://www.tcpt1.usmc.mil**. For account creation as well as technical assistance, the following MAGTF Logistics Support Systems (MLS2) field service reps are provided:

a. Danny Harkness, danny@ir-tech.com Phone:(619) 319-0225

b. Eral Fredrick, eral@ir-tech.com Phone:(951) 710-0728

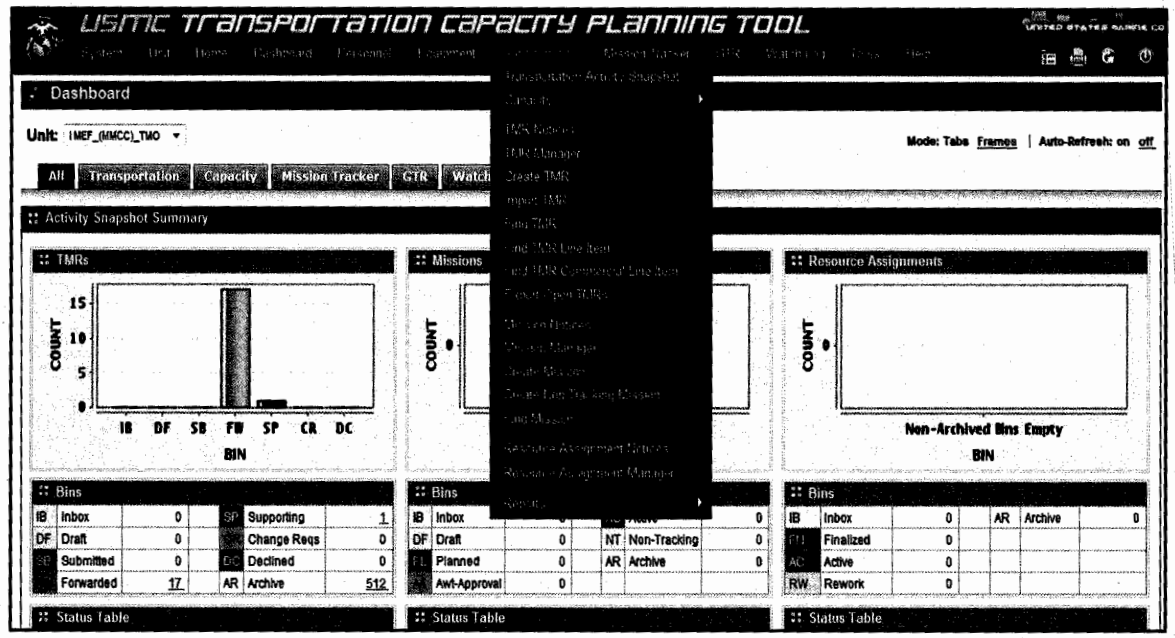
c. Aljericho Cruz, aljericho@ir-tech.com Phone:(760) 212-9805

2. The below graphic describes the request flow from the major subordinate command (MSC) level:

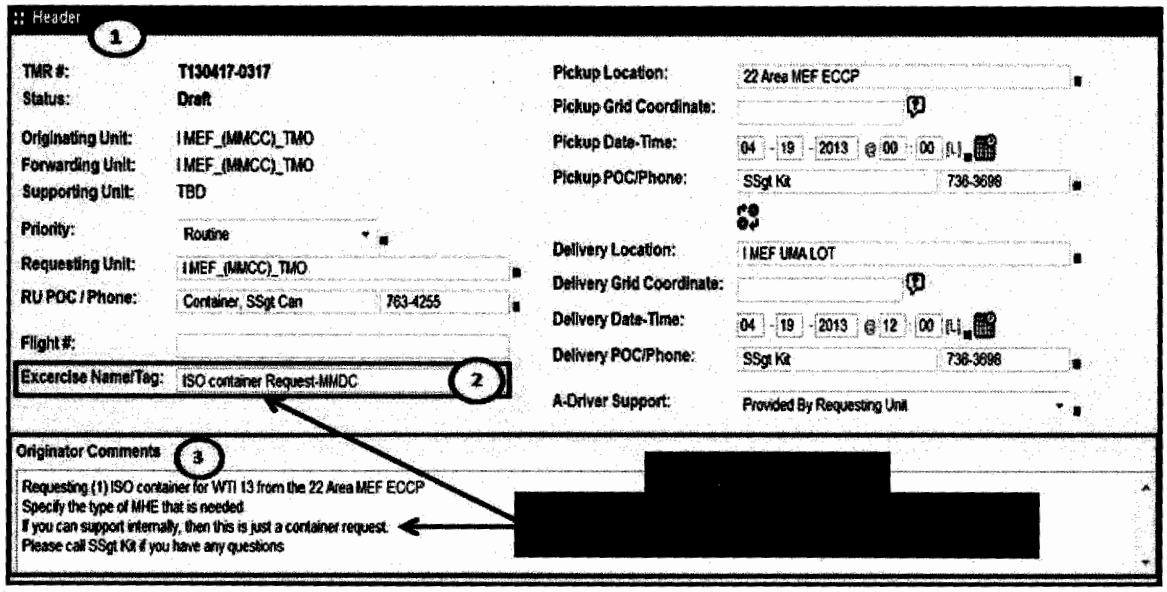


3. Request step-by-step:

a. Click Transportation => Create TMR.



b. Fill in the TMR Header.



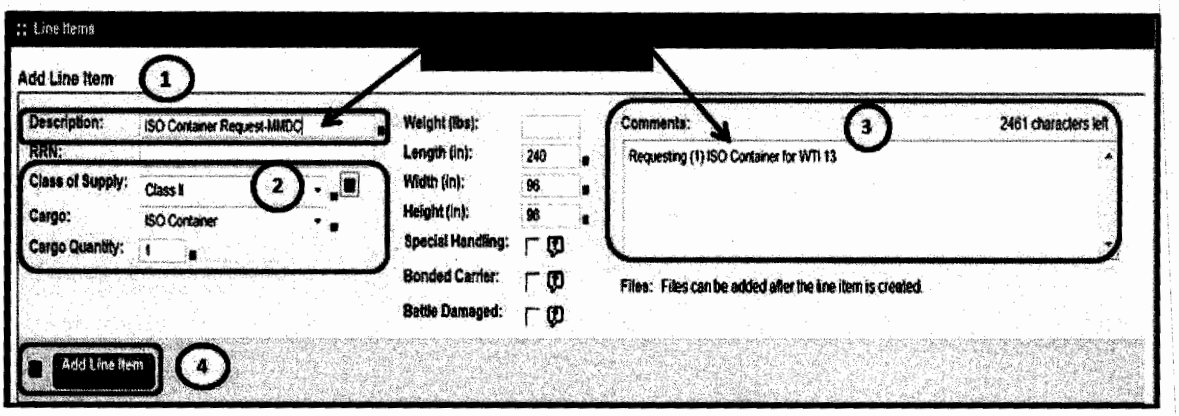
(1) Fill in the TMR Header - Enter in the delivery location and the time the ISO Container must be delivered. The pickup location for MEF ECCP is 22 Area.

(2) Enter "ISO CONTAINER REQUEST - MMDC".

(3) Enter specific comments about requesting an ISO Container, and the MHE / Transportation for moving it.

(4) Click "Save Changes".

c. Enter the ISO Container Request Information.



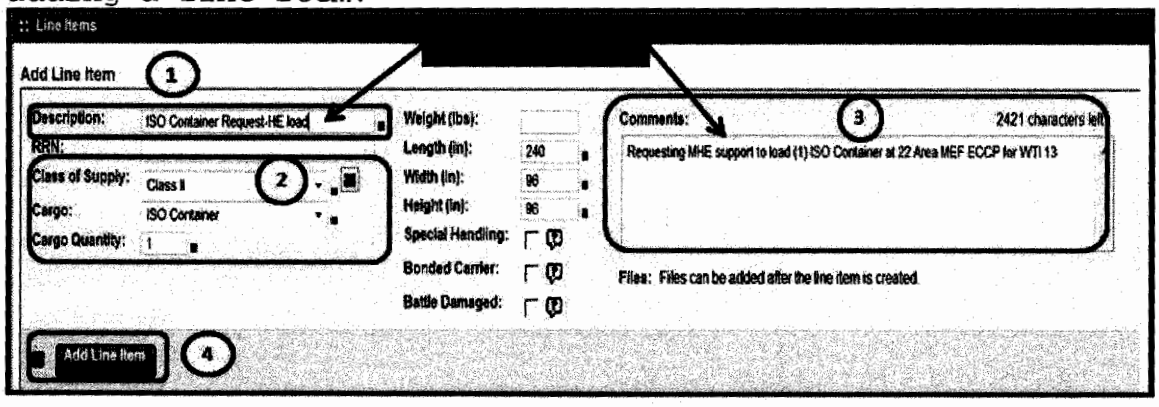
(1) Enter "ISO Container Request - MMDC".

(2) Enter Class II. ISO Container.

(3) Enter specific comments about the ISO Container request, eg "In support of Exercise."

(4) Add (1) Line Item requesting Material Handling Equipment (MHE) support to load the ISO Container. (If Required).

(a) If MHE loading support was requested by adding a line item:



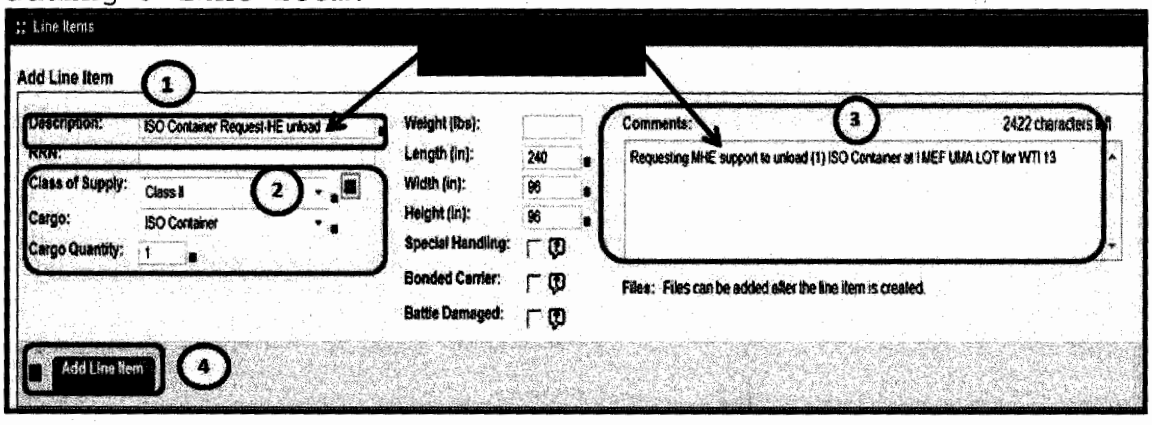
1. Enter "ISO Container - HE load".

2. Enter Class II. ISO Container.

3. Enter specific comments about requesting MHE support requirements.

4. Add (1) Line Item requesting MHE support to unload the ISO Container. (If Required)

(b) If MHE unloading support was requested by adding a line item:



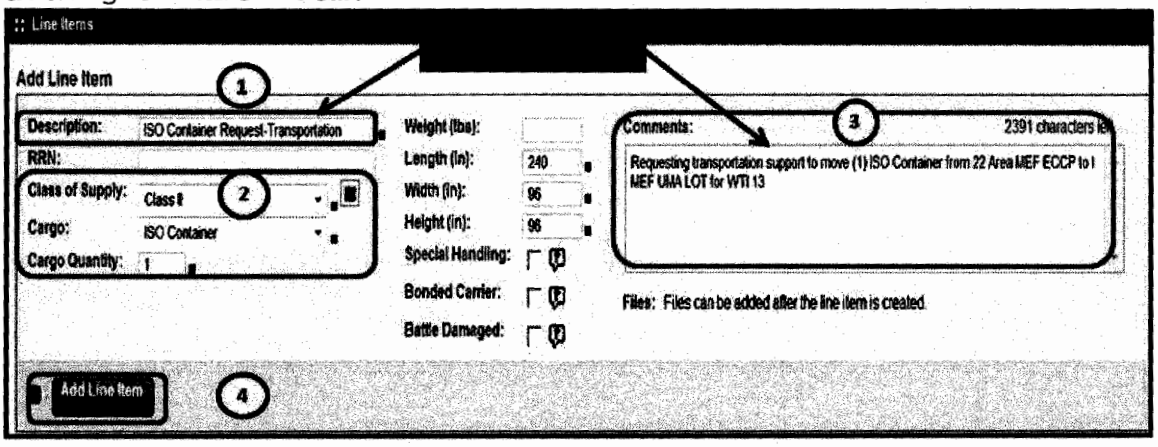
1. Enter "ISO Container - HE unload".

2. Enter Class II. ISO Container.

3. Enter specific comments about requesting MHE support requirements.

4. Add (1) Line Item requesting MHE support to transport the ISO Container. (If Required)

(c) If MHE transportation support was requested by adding a line item:

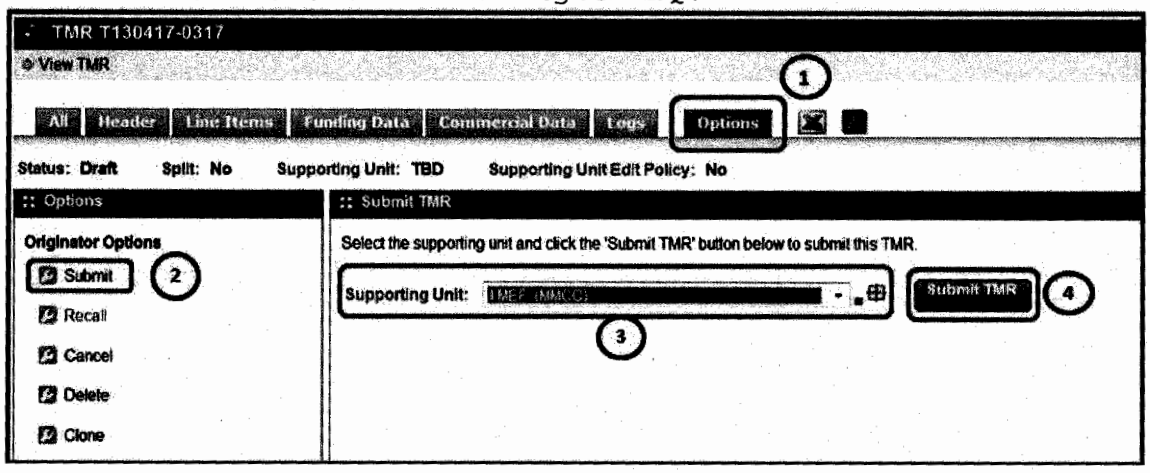


1. Enter "ISO Container - Request Transportation".

2. Enter Class II. ISO Container.

3. Enter specific comments about requesting Transportation and MHE support requirements.

d. Submit the TMR to Higher HQ.



Note: **The ISO Container Request will be pushed up the chain of command to I MEF MMCC for action.**

Appendix G

I MEF and associated organizational points of contact list

I MEF G4 DMO Container Management Team

I MEF Container Management Officer: DSN 361-5693; COMM 760-763-5693

I MEF Container Management Chief: DSN 361-4169; COMM 760-763-4169

HQ Joint Munitions Command Container Team

Container Manager: Connie Gorgas

DSN 793-4195; COMM 309-782-4195; email constance.gorgas@us.army.mil

Container Manager: Christie Webber

DSN 793-1535; COMM 309-782-1535; email christine.m.webber@us.army.mil

Team Lead: Darla Best

DSN 793-6720; COMM 309-782-6720; email darla.k.best@us.army.mil

COMMARCORLOGCOM Container Management Team

Head, Distribution Operations: Cameron Klunder

DSN 567-8242; COMM 229-639-8242; email cameron.klunder@usmc.mil

Lead Distribution Assistant: Calvin Ormerod

DSN 567-8447; COMM 229-639-8447; email calvin.ormerod.ctr@usmc.mil

Appendix G

Army Intermodal and Distribution Platform Management Office

AIDPMO	DSN 795	COMM 570-615
SANDY GORBA	795-7025	sandra.gorba@us.army.mil
LEASING TEAM		
ED RAINES	795-9116	edmund.raines@us.army.mil
SHANNON CUMMINGS	795-9003	shannon.cummings@us.army.mil
SHARON WILCHA	795-9115	Sharon.wilcha@us.army.mil
JONATHAN SCHILLER	795-9016	Jonathan.schiller@us.army.mil
LOU WOYCHICK	795-9118	louis.woychick@us.army.mil
MICHAEL SENIO	795-9117	michael.senio@us.army.mil
CONTAINER MAINTENCE & PROCUREMENT BUYOUT		
SCOTT LEO	795-9411	scott.leo@us.army.mil
FRANK WALDEN	795-7149	Frank.walden@us.army.mil
MATTHEW HARTMANN	795-5897	matthew.hartmann@us.army.mil
INVENTORY		
CHRIS FORTH	795-7113	christopher.forth@us.army.mil
JOHN RUMMER	795-9706	john.rummer1@us.army.mil
MIKE WALSH	795-9411	michael.j.walsh3@us.army.mil
COLLETTE GNEUHS	795-7786	collette.gneuhs@us.army.mil
DONALD RUMFORD	795-6383	donald.rumford@us.army.mil
HELP		
NANCY SCHLENNER	795-6282	nancy.schlenner@us.army.mil
JEFF SWIEZAK	795-9085	jeff.swiezak@us.army.mil
TANYA HARTSHORN	795-9410	tanya.hartshorn@us.army.mil
AL EDWARDS	795-9114	Albert.h.edwards@us.army.mil
JOE BROZOWSKI	795-9923	joseph.brozowski@us.army.mil
PETE CHUNG	795-7274	pete.chung@us.army.mil
AARON GREGORY	795-8085	aaron.gregoryjr@us.army.mil
KEVIN LAMBERT	795-7274	kevin.lambert@us.army.mil
MIKE SHYGELSKI	795-9923	Mike.shygelski@us.army.mil

Appendix H

Intermodal Dry Cargo Container/Convention for Safe Container (CSC) Inspection Certification Course

1. CSC/ISO Certification information can be found at the Defense Ammunition Center (DAC) website for this training: **http://ammo.okstate.edu/**.

2. Upon entering the site, click on "Course Catalog," then scroll down and find AMMO-43-DL. **(DL is for Distance Learning, which is the online training. Do not choose the regular AMMO-43 listing, which is the resident course)

3. Click on "Register Here", then select "001" to register and begin the online training. Follow the instructions on the screen and sites.

4. Ensure a copy of the CSC certification certificate is maintained with each Unit CCO, and a copy also forwarded to I MEF G4 DMO.

Appendix I

Identification of container markings

Web site for the Mil-HDBK 138B is:

https://www-tdps.tacom.army.mil/SPI/05/78/21.pdf

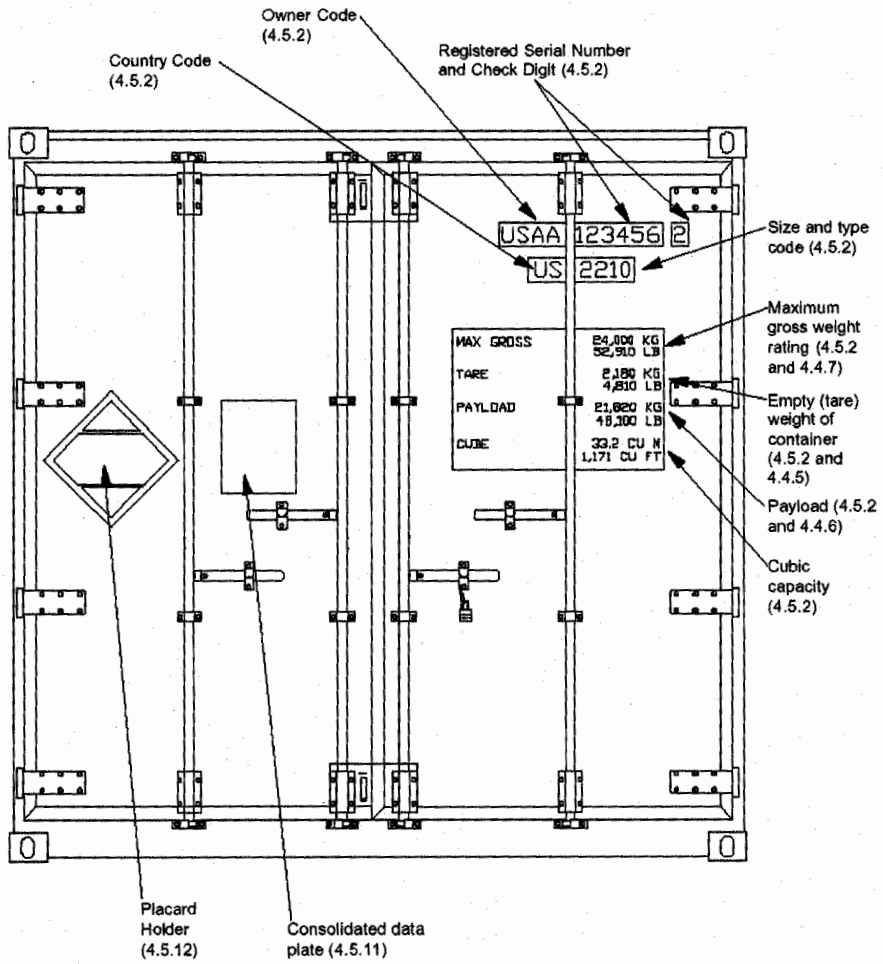


FIGURE 4.5A –TYPICAL DOOR MARKINGS

Enclosure (1)

Appendix I

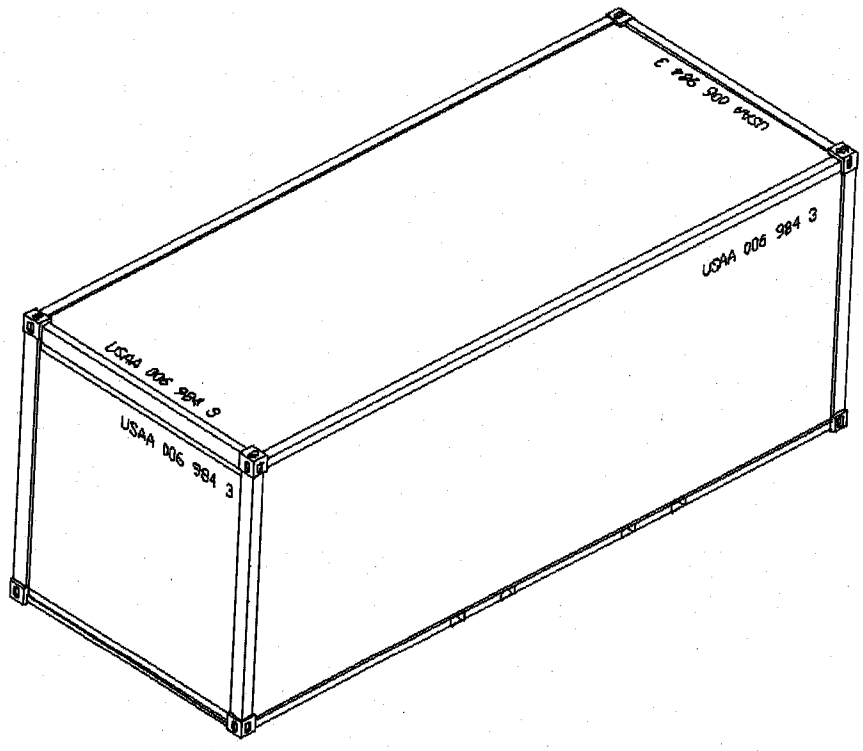


FIGURE 4.5B –TYPICAL HORIZONTAL LAYOUT OF ISO IDENTIFICATION MARKINGS

Enclosure (1)

Appendix I

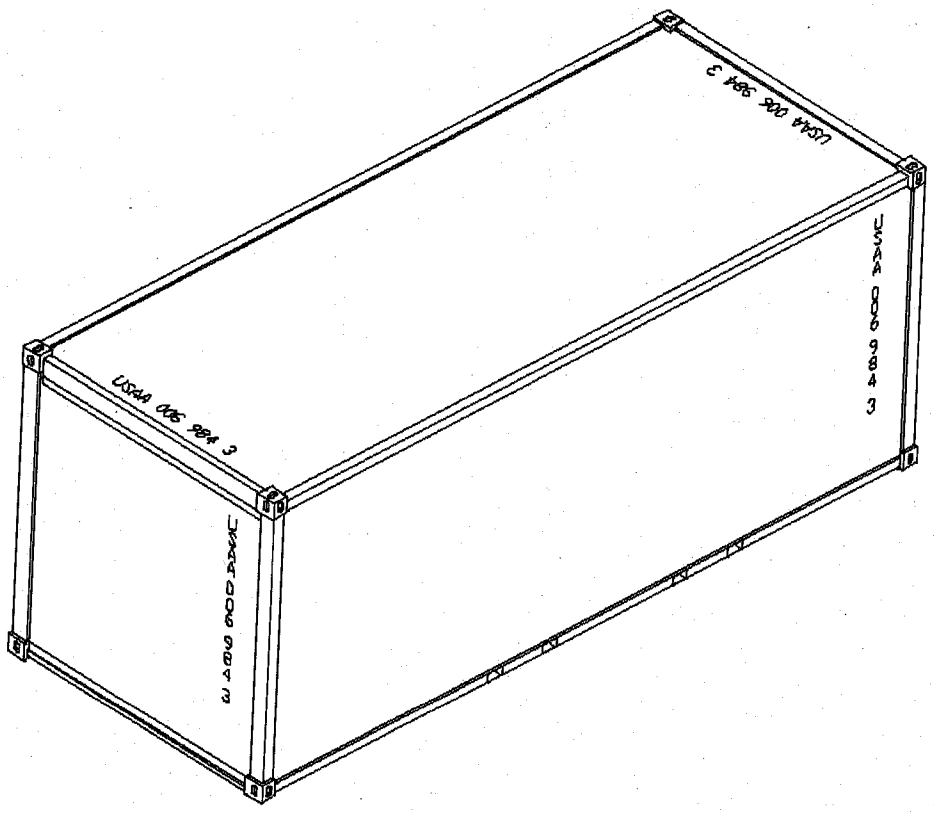


FIGURE 4.5C –TYPICAL VERTICAL LAYOUT OF ISO IDENTIFICATION MARKINGS

Enclosure (1)

Appendix J

Army Container Asset Management System (ACAMS)

Standardized Procedures and **Basic Access Functions**

Definitions:

1. ACAMS USER - The Unit CCO/Representative that is managing unit container assets

2. AIDPMO - DOD Manager for ACAMS System

1. **Receipt of a Container from Delivery, Transfer, or Inventory in ACAMS**

A. The ACAMS USER will "Receive" the container

B. Modify **Condition** to "Requires Inspection" and modify **Inspection Grade** to "Unknown"

2. **Inspection Completed for Container**

A. Update **Condition** to either "Serviceable, Needs Repair/Not Serviceable."

B. Update **Inspection Grade** to either "Ammo Grade (Munitions Capable) or Cargo Worthy Grade" (for General Cargo.)

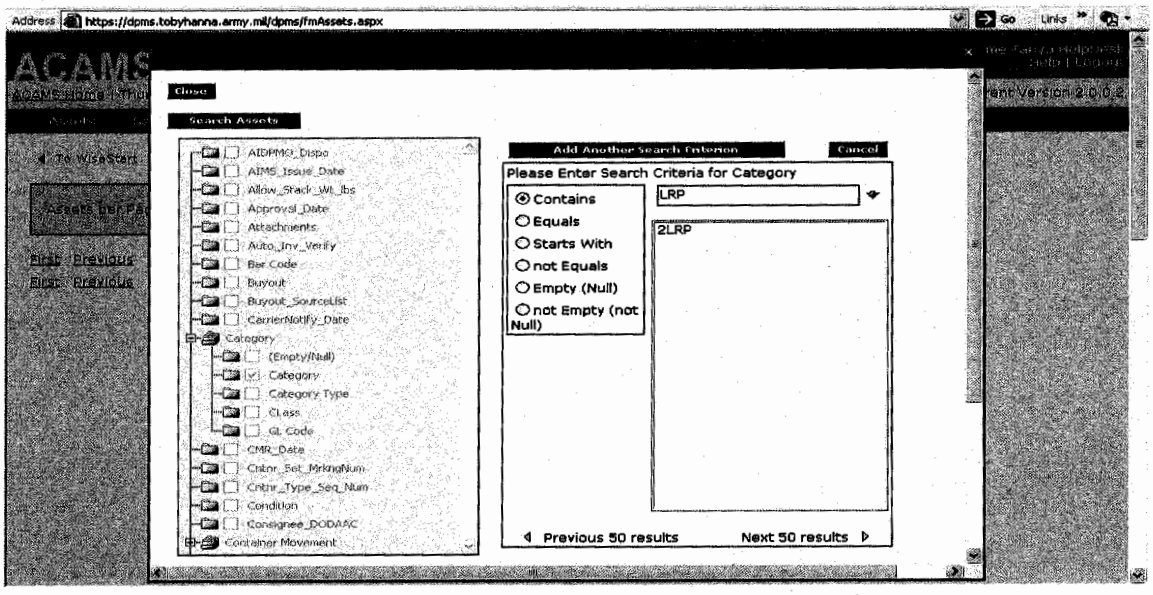
C. *Needs Repair*: ACAMS USER: When you update the Condition Field, this automatically generates a requirement for the Unit CCO to upload the completed DA Form 2404 and ISO Container Inspection Checklist to ACAMS.

D. *Not Serviceable*: ACAM USER: Attach the DA Form 2404 and ISO Container Inspection Checklist into ACAMS. Coordinate disposal appointment/removal of asset, and update ACAMS with status "Await Disposal". Once the container is physically removed from your location and turned into disposal, the ACAMS USER will "Ship" the container by entering DLA Disposal/DRMO CONSIGNEE DODAAC (SYL024) in ACAMS. (If you do not "ship" these containers, the containers will remain in your on-hand balance)

E. Regardless of the serviceability, Unit CCOs must scan and upload the DA Form 2404 and ISO container inspection checklist into ACAMS.

Appendix J

Standardized Procedures—Adding a LRP



Above is a view on search for LRP

Below is a view on modifying and what is in the "Category Name Template" and "Category"