



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

IN REPLY REFER TO:
I MEFO 4670.1
G-4

MAY 23 2017

I MARINE EXPEDITIONARY FORCE ORDER 4670.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE MARINE AIR GROUND TASK FORCE
MOVEMENT CONTROL CENTER ORDER (SHORT TITLE: I MEF MMCC ORDER)

Ref: (a) 49 Code of Federal Regulations
(b) Air Force Joint Manual 24-404
(c) CMC 181811Z Aug 10
(d) DoD 4500.9R, Part II
(e) DOT of 16 Sep 94
(f) CG I MEFO 4690.1
(g) CG I MEF 271935Z Apr 05
(h) CG I MEF 172249Z Dec 08
(i) CG I MEF 201733Z Mar 08
(j) CG I MEF 011823Z Jul 09
(k) CG I MEF 111926Z Jan 11
(l) COMDR MARFORPAC 040243Z Oct 14
(m) MCBul 4081
(n) MCBul 4610
(o) MCIWESTO 11240.3
(p) MCO 4470.1
(q) MCO 7300.21A
(r) MCO P11240.106
(s) MCRP 4-11.3
(t) MCWP 4-1
(u) MCWP 4-11
(v) MCWP 4-11.3
(w) MCWP 4-12
(x) MFCO/MFPO P11240.7A
(y) MSTP 4-0.1
(z) TM 4700-15/1

Encl: (1) MMCC Guidance

1. Situation. The success of military operations often depends on sound and timely deployment and logistical support. An efficient and effective transportation system for the movement of troops, equipment, and supplies is essential to rapid deployment and the support of forces. Transportation systems consist of sea, ground, and air transportation modes of operations, terminal operations, and movement control.

2. Mission. This Order sets forth guidance pertaining to the transportation process for commands assigned to and/or operating within the I Marine Expeditionary Force (I MEF) Area of Responsibility (AOR). The policy and

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procedural instructions contained herein are supplemental to and shall be used in conjunction with the most current version of the references.3.

Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All I MEF Major Subordinate Commands/Elements (MSC/Es) will be expected to comply with the guidance provided in this Order to effectively plan, levy, and process requirements for the Transportation of Things and the Transportation of People (TOT/TOP).

(2) Concept of Operations. This Order will be made available to all I MEF MSC/Es via SharePoint and will reflect the current procedures for TOT/TOP.

b. Subordinate Element Missions. N/A.

c. Coordinating Instruction. N/A.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the I MEF MMCC Director via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to all I MEF MSC/Es.

b. Signal. This Order is effective the date signed.

c. The point of contact for this matter is Master Gunnery Sergeant Osanai, G-4 at (760) 763-4696.


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MMCC Guidance

1. General. This Order is applicable to all I MEF. Should the provisions of this Order conflict with directives of higher authority, the latter shall prevail.

2. Introduction. Movement control is a critical element of any transportation system. Inadequate control of logistical movement results in waste, reduced efficiency, and loss of combat power. Movement control is the planning, routing, scheduling, and control of personnel and cargo movement over Lines of Communication (LOCs). It also consists of validating movement requirements, allocating resources, coordinating movements, and force tracking of personnel and cargo during movement. Movement control balances requirements against capabilities and assigns resources based on the commander's priorities.

3. Mission

a. The MMCC, a standing element of the MAGTF Deployment and Distribution Operations Center (MDDOC), allocates, schedules, and coordinates ground transportation requirements based on the MAGTF Commander's priorities. At the MEF level, the MMCC provides guidance and approving authority to Unit Movement Control Center (UMCC), and requires augmentation to execute movement and control based on operational tempo.

b. Roles and Responsibilities

(1) Serve as the MAGTF Transportation Capacity Manager (TCM).

(2) Coordinate all MAGTF ground movement scheduling, equipment augmentation, transportation requirements, Material Handling Equipment (MHE), and other movement support.

(3) Coordinate activities with installation operations, support groups, and UMCCs, and assist the MDDOC with the direction of the Terminal Operations Organization (TOO).

(4) Assist in the development and management of the execution of the ground transportation schedule.

(5) Support the activities of the Arrival/Departure Airfield Control Group (A/DACG), Beach Operations Group/Port Operations Group (BOG/POG), and Railhead Operations Group (ROG), as required.

(6) Task MSC's to provide transportation to support movement based on location, personnel, and asset availability.

(7) Resolve issues with the UMCCs, Southwest Region Fleet Transportation (SWRFT), Base/Station Distribution Management Offices (DMOs), and report unresolved problems to the MAGTF Distribution.

(8) Coordinate on/off-base commercial/tactical TOT/TOP, and MHE support via submission of Transportation Movement Requests (TMRs) within the Transportation Capacity Planning Tool (TCPT).

(9) Coordinate and deconflict convoy movements.

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(10) Supervise and track convoy movements.

(11) Process TMRs that exceed organic supportability and task appropriate MSCs for requested support.

4. Procedures. The MMCC coordinates all commercial ground transportation for authorized movements via nationwide DMO/Installation Transportation Officers (DMOs/ITOs) in support of deployment and retrograde operations, as well as, General/Support (G/S) medium/heavy tactical transportation, and MHE that exceeds organic capability for all I MEF MSCs and other authorized commands operating or residing in the vicinity of the I MEF AOR.

a. Transportation Capacity Planning Tool (TCPT). TCPT is a net-centric/web-accessible distribution tool used to aid units with transportation and resource capacity planning, tracking, management, and execution of transportation-centric missions. It is the single information technology enabler for all TMR/Ground Transportation Request (GTR) submissions.

(1) Users must have attended or be scheduled to attend the TCPT User's Basic Course within 30 days of being assigned an account. The course is held in the 21 Area of Camp Pendleton and is provided at no cost to the unit, unless an overnight stay is required (i.e., Yuma). If Temporary Additional Duty (TAD) costs are required, it will be the unit's responsibility.

(2) Units will contact the MAGTF Integrated Systems Training Center (MISTC) at (760)763-2180/4183 for reservations and information regarding training.

b. Transportation Movement Requests (TMR)

(1) Submission Requirements. MSCs will utilize organic support to the maximum extent possible prior to requesting external support. This includes rescheduling lower priority runs or supporting multiple runs concurrently with the same assets. TMRs for transportation/MHE support above the MSCs organic capability will be submitted via TCPT. UMCCs will be required to add justification comments for TMRs that exceed MSC's organic capability. The MMCC will only process requests from MSC UMCC personnel or authorized personnel from deploying MAGTF/unit transportation organizations.

(a) All on/off-base commercial, tactical, and MHE requests will be submitted using TCPT in accordance with the TCPT hierarchy. Units will not contact SWRFT or DMO to coordinate transportation support, directly.

(b) Units will submit separate TMRs for lift (e.g., passengers (PAX), cargo, vehicles, etc). and support (e.g., MHE, tactical vehicles, water bulls, sixcons, etc). Units submitting TMRs for lift and support (considered associated TMRs) must be annotated in the comments section of the TCPT request.

(c) Baggage TMRs in support of (ISO) flights: A TMR will be submitted with Line Item one appropriately filled out for baggage. Working parties will come from the main body of the flight.

(d) Passenger TMRs ISO flights: A TMR will be submitted with Line Item one appropriately filled out for PAX. Flight information is

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required as it provides MSE/MSC UMCC and MMCC visibility to ensure transportation is coordinated for all PAX/cargo on the flight.

(2) TMRS will be supported according to the following I MEF priorities:

(a) Flight-Deploying (includes Aviation Combat Element (ACE), Special Purpose MAGTF (SPMAGTF), etc.)

(b) Flight-Redeploying (includes ACE, SPMAGTF, etc.)

(c) Ship-Deploying

(d) Ship-Redeploying

(e) Unit Exercise off-base-Deploying

(f) Unit Exercise off-base-Redeploying

(g) Unit Exercise on-base

(h) Unit Training

(i) All others will be determined on a case-by-case basis

(3) TMR precedence will be classified as either routine, priority, or urgent.

(a) Routine-TMRs which require action 120 hours or greater from the time the request is submitted.

(b) Priority-TMRs which require action within 25 to 119 hours.

(c) Urgent-TMRs which require action within 0 to 24 hours. Supportability of urgent TMRs are based on asset or driver availability.

(4) Dual commitments or double booking of transportation resources is not authorized. (e.g., scheduling SWRFT and DMO or scheduling DMO and a flight as backup to move the same unit, etc).

(5) Submission Format. TMRs must contain the following information under the comments section:

(a) Line 1: Associated TMR and type of TMR (lift or support).

(b) Line 2: Requestor's contact information and point of contact with valid after-hours phone numbers.

(c) Line 3:

1. 5 W's (who, what, when, where, and why).

2. Justification along with name and phone number, if required.

3. Notes indicating prior coordination along with name(s) and phone number(s), if required.

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(d) Dimensional data (length, height, width, and weight) along with special characteristics, if applicable.

(e) Completed DD Form 1149 (Requisition and Invoice/Shipping Document), if required (for DMO support).

(6) Request Submission Timelines

(a) TMRs should be submitted during regular working hours, Monday through Friday, 0730 to 1630.

(b) Routine requests for transportation support will be submitted through the established TCPT hierarchy to the MMCC no less than 12 working days prior to the Required Delivery Date (RDD).

(c) Urgent requests for transportation support will be submitted as soon as the requirement is realized and no later than (NLT) 1200, Monday through Friday. If the TMR is marked "URGENT", justification must be provided in the comments section of the TMR. Poor planning and failure to levy transportation requirements in a timely manner does not constitute "URGENT" requirements and such requests will be validated by MMCC personnel.

(d) Requests for transportation of bonded or Hazardous Material (HazMat) will be submitted no less than 10 working days prior to the movement date. Requests of this nature will include DD Form 626 and DD Form 836.

(e) Requests for super loads (e.g., M1A1, M88, KALMAR, etc.) will be submitted no less than 14 working days prior to the movement date and should be planned Monday through Thursday to the maximum extent possible.

(f) Requests for mass movements (10 or more truckloads) will be submitted no less than 20 working days prior to the movement date. Units may submit requirements to the MMCC, which will gather data from both SWRFT and DMO to provide a rough order estimate of transportation costs to the unit in order to determine the most economical means of support.

c. TCPT TMR Changes or Cancellations

(1) I MEF units will address all TMR changes or cancellations through the established TCPT hierarchy. Units will not contact SWRFT or DMO to effect TMR changes, directly.

(2) Change or cancellation requests must be submitted NLT 1200 Monday through Friday to the MMCC (flights are an exception to this rule).

(3) Change or cancellation requests outside of five working days will be requested via TCPT, at which time TMRs will be declined back to the unit for resubmission or to confirm the cancellation.

(4) Change or cancellation requests inside of five working days will be submitted via email with the TMR number in the subject line to the MMCC watchbox: imef.mmcc.watch@usmc.mil.

(5) All cancellations for commercial (DMO) buses and/or baggage trucks require two working days notice via the MMCC watchbox.

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(6) Excessive changes. If a TMR requires a third change, the original TMR will be cancelled and a new request must be submitted by the originator (flights are an exception to this rule).

d. External Support. In most cases, where support exceeds organic capability, the MMCC will forward the TMR to SWRFT who will determine the Feasibility of Support (FOS). In the event SWRFT is unable to provide support (outside of Permissible Operating Distance (POD) or lack of resources), the MMCC will contact the UMCC in order to obtain the DD Form 1149 and correct funding data (Line of Accounting (LOA)). Once the DD Form 1149 and LOA are received, the request will be forwarded to DMO for support. It is imperative that units properly plan transportation to allow supporting agencies the flexibility to provide support as directed per paragraph 4d(1)(a) and 4d(3)(b) of this Order.

(1) SWRFT

(a) Routine requests for transportation support will be submitted through the established TCPT hierarchy to the MMCC no less than 12 working days prior to the RDD.

(b) Urgent/Priority requests will be processed as necessary and will be based on the justification provided in the TMR comments.

(c) To ensure efficient use of limited commercial assets, a minimum of 15 PAX are required for SWRFT bus support (14 or less PAX are the organic unit's responsibility for movement).

(d) Requests for movement that are not in conjunction with unit training and/or exercises will not normally be supported by SWRFT.

1. In accordance with reference (o), installation/activity commanders may approve the use of SWRFT assets to supplement officially sponsored MCCA programs or special events where other modes of transportation are not reasonably available; however, it must be understood that the overall installation/activity's mission and related transportation requirements take precedence over MCCA programs/special events transportation requirements.

2. Waiver of liability forms will be required for those PAX who are not active duty Department of Defense (DoD) military personnel or federal employees on official business in order to release the United States (U.S.) Government, including its subdivisions, officers, military personnel, employees, and agents from all liability for passenger injuries or deaths that may result from this transportation whether caused by negligence or otherwise.

(e) Tactical/MHE requests that exceed organic supportability will be submitted to the MMCC NLT five working days prior to the requirement. Do not add funding data for tactical or MHE TMRs.

(2) SWRFT U-Drive. Per reference (i), the SWRFT U-Drive section requires seven working days notice when SWRFT vehicles are not available to allow for ordering and for all bids to come in from U.S. Government Services Administration (GSA) short-term rental. With the exception of Camp Pendleton, all U-Drive sites (i.e., Twentynine Palms, Yuma, and Miramar) will check out vehicles on a 24-hour basis. SWRFT does not issue 4x4 vehicles as 4x4 requirements are handled with tactical assets.

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(3) DMO

(a) MSC/Es shall appoint unit representatives to act as the single point of contact on the ground pertaining to cargo inspections and personnel movements. Unit representatives will liaise with DMO regarding only those TMRs, which have been approved through the TCPT hierarchy. Upon contact, follow-on and coordinating instructions will be provided by the local DMO representative.

(b) Routine requests for transportation support will be submitted through the established TCPT hierarchy to the MMCC no less than 12 working days prior to the RDD.

(c) Urgent/Priority requests will be processed as necessary and will be based on the justification provided in the TMR comments.

(d) TMRs for Outside the Continental United States (OCONUS) movement marked "URGENT" require a letter of justification signed by the first field grade officer in the chain of command to be submitted via DMO to the Air Clearance Authority (ACA) for Air Mobility Command (AMC) lift clearance by either the Naval Operational Logistics Support Center (NOLSC) Naval Air Station (NAS) Norfolk, Virginia, or the Marine Corps ACA, Barstow, California.

(e) Units must refer to local DMO procedures for cargo pre-staging and inspection prior to lift/pick-up date. Units will be advised of their inspections time(s) via TCPT. Unit representatives who fail to show for their inspection appointments may cause unnecessary delays and/or cancellation of scheduled shipments.

(f) Changes to scheduled DMO requests (with either time or amount of PAX or cargo) will negate contractual obligations of the carriers. Commercial companies have been flexible; however, units must be aware that last minute changes allow carriers to walk away from the contract and/or not be held responsible if issues arise.

(4) Special Handling Considerations for External Support

(a) Requests to transport bonded equipment (i.e., sensitive items, weapons, crypto/communication gear, etc.) will include an itemized and serialized list annotating the National Stock Number (NSN), Security Risk Category (SRC), and Controlled Inventory Item Code (CIIC) in order to determine the security classification for the proper application of Transportation Protective Services (TPS) at the time the request is submitted.

(b) In the case of bonded items packaged inside containers (i.e., quadcons, palcons, ISU-90, or 20 feet ISO containers, etc.), the packing list will include an itemized and serialized list of all contents. An NSN must be provided for all bonded cargo. All bonded shipping containers must have rod lock style security bolt (NSN 5340 01 260 9935) per reference (a).

(c) Requests to ship HazMat will include the Shipper's Declaration for Dangerous Goods Certification (HazDec) prepared by certified unit HazMat personnel. HazMat personnel must certify HazMat for redeployment, as well. Note: SWRFT requires units to provide placards for the transportation of HazMat cargo.

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(d) In accordance with reference (d), personnel authorized to prepare and certify HazMat must have successfully completed the prescribed HazMat Preparer/Refresher Course and have been appointed, in writing, by the first O-5 in their chain of command. Further, personnel are required to provide a copy of their completion certificate and appointment letter to DMO, annually.

e. Transportation Planning Factors

(1) Loading and Unloading Timelines

(a) Commercial Buses

1. Commercial buses will be loaded within 15 minutes of spot time at the designated pick-up location. Load time begins at the spot time indicated on the TMR.

2. PAX should be arranged in bus team sticks and accounted for prior to arrival of commercial buses. All MSC/E functions (i.e., weapons draw, shot-ex, formations, family time, etc.) will be completed prior to arrival of commercial buses.

3. Units will consolidate pick-up/drop-off locations to the extent possible. Units whose armories are not within walking distance to pick-up/drop-off locations must request an additional stop at the unit armory for weapons draw.

4. Prior to bus departure from origin, UMCCs will provide the total PAX count to the MMCC watch.

(b) Commercial Trucks

1. Outbound commercial trucks will be loaded within one hour of arrival time at the pick-up location. Units must ensure that cargo and equipment are prepared and staged in the marshalling/assembly area to facilitate the expedient loading and traffic flow. Individual trucks will depart marshalling/assembly areas immediately upon completion of loading.

2. Commercial carriers are required to receive Bills of Lading (BOLs) from DMO prior to handling/transporting material for I MEF MSC/Es. Units requiring pick-up times prior to 0700 may coordinate with DMO Camp Pendleton to receive BOLs the day before their scheduled pick-up in order to allow commercial carriers to proceed directly to the unit marshalling/assembly area to load/transport gear.

3. Inbound commercial trucks will be offloaded within one hour of arrival time at the destination.

(c) UMCCs will report any unused commercial assets to the MMCC. Release of these assets will not be authorized until cleared by the MMCC.

(2) DoD Standard Transit Times Guide. Units must plan transportation requirements with the understanding that standard transit times for commercial enterprises are not controlled by DMO. DoD standard transit times are counted by working (business) days and do not include weekends/holidays. Per reference (d), the following tables are provided:

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TOTAL TRANSIT DAYS - EXCLUDING SRC I AND II SHIPMENTS					
MILES	DISTANCE	SINGLE DRIVER		DUAL DRIVER	
		TL	LTL	TL	LTL/DROM
	<= 500	1	3	1	5
	501 - 1000	2	4	2	5
	1001 - 1500	3	5	3	6
	1501 - 2000	4	6	4	7
	2001 - 2500	5	7	5	8
	>2500	6	7	6	9

Table 1-1. DoD Standard Transit Time Guide--Single and Dual Driver Shipments

TOTAL TRANSIT DAYS FOR SRC I AND II SHIPMENTS	
MILES	DISTANCE
	TL & LTL
	<= 700
	701 - 1400
	1401 - 2100
	2101 - 2800
	>2800

Table 1-2. DoD Standard Transit Time Guide--Dual Drivers

(3) PAX Planning Factors(a) Tactical:

1. The Medium Tactical Vehicle Replacement (MTVR) AMK 23/25 maximum passenger load is 16 PAX, excluding the driver, A-driver, and gunner.

2. The MTVR AMK 27/28 maximum passenger load is 20 PAX, excluding the driver, A-driver, and gunner.

(b) Commercial bus capacity is:

1. 55 PAX without baggage.

2. 25 to 30 PAX with one seabag each.

3. 20 to 25 PAX with one Improved Load Bearing Equipment (ILBE) pack and one seabag each.

4. 15 to 20 PAX with one ILBE pack and two seabags each.

(c) SWRFT bus capacity is 44 PAX on/off-base.

(d) Maximum capacity of 15 passenger vans is 10 PAX.

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(4) Baggage Planning Factors

(a) A fully dressed MTRV will hold approximately 75 to 100 seabags.

(b) A 20 feet ISO will hold approximately 300 to 400 seabags dependent upon load procedures.

(c) A SWRFT 40 feet box trailer will hold approximately 400 to 550 seabags dependent upon load procedures.

(d) The passenger compartment of commercial buses will not be used to carry baggage except carry-on sized items and government-issued weapons. Only personal baggage (seabags and ILBE packs) for bus riders is authorized for stowage in the luggage compartment of commercial buses (SWRFT buses are not equipped with stowage compartments).

(e) Seven cube boxes, safes, etc., will move via baggage truck or transportation specifically requested for that purpose. Bus companies are authorized to refuse general cargo being loaded on the bus.

(f) Due to decreased availability and the increasing cost of commercial baggage trucks, personal baggage (seabags and ILBE packs) should be palletized to the maximum extent possible to allow DMO the flexibility to provide support via other commodities (e.g., flatbed trailers). This is especially important when providing support to/from remote training areas (i.e., Bridgeport). Movement support material (pallets and/or containers) may be requested in accordance with local directives.

(5) Not Authorized. Alcohol, mortar plates, mortar tubes, gun boxes, seven cubes, crew-served weapons, are not authorized on buses.

f. GTR

(1) GTRs are required to be submitted for off-base tactical convoy movements involving two or more tactical vehicles. GTRs will be submitted by requesting units to the responsible UMCC through TCPT for all off-base tactical convoy movements.

(2) All GTRs must be submitted to the MMCC four working days prior to scheduled departure. GTRs submitted within four working days will require a letter of justification from the Battalion/Squadron Commanding Officer or Executive Officer explaining why the GTR was submitted late.

(3) The GTR will include a manifest, strip map, convoy brief, roadmaster request, if needed, and a justification letter if the GTR is considered "URGENT."

(4) All GTRs approved by the UMCC will be routed to the MMCC for final approval. The MMCC is responsible for tracking all GTR movements; therefore, convoys will not depart until the GTR has been approved by the MMCC.

5. Funding. Funding data submission (i.e., Job Order Number (JON), Transportation Account Code (TAC), etc.) for commercial transportation is the responsibility of the requestor. UMCCs will coordinate with their respective TAC Manager to ensure funding is properly accounted for and utilized.

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a. Ancillary charges and fees will not be funded by I MEF or higher headquarters and may be charged against the MSC/MSE's local Operation and Maintenance (O&M) funds as determined by the MDDOC. Ancillary charges include, but are not limited to: demurrage (delays), changes, cancellations, vehicle furnished/ordered not used (VFN), additional stops, and expedited requests.

b. Units will use TAC/requisition (REQ) numbers from the Recoverable Items Report (WIR) Instructions for DMO requests, as required.

c. In the event of fund shortages (i.e., Government shutdown, etc.), transportation support will be limited to the movement of cargo/personnel in direct support of "excepted activities" as directed by the Secretary of the Navy (SECNAV) via Headquarters Marine Corps Programs and Resources (P&R) Department.

d. TAC Manager

(1) In accordance with reference (a), all Marine Forces Pacific (MARFORPAC) Commands must establish DD Form 577 (Appointment/Termination Record-Authorized Signature Form) designating TAC Managers. This ensures that transportation requests are authorized and approved by the appropriate TAC Manager prior to processing. Furthermore, it will establish control to mitigate errors and ensure appropriate use of TACs.

(2) TAC Resource Managers will support deliberate planning, oversight, and support for all MSC movements within the I MEF AOR. TAC Managers will be appointed as Fund Managers and shall be responsible for the budgeting and execution of their TACs.

(3) MSEs will identify their requirements to the MSC TAC Manager for approval prior to forwarding the submission to the MMCC in TCPT. MSCs are responsible for ensuring all documentation is complete, to include proper signatures are obtained, prior to submission.

(4) Primary and Alternate TAC Managers will be appointed, in writing, by the MSC Assistant Chief of Staff (AC/S) G-4 utilizing DD Form 577 (Appointment/Termination Record-Authorized Signature Form) which designates specific person(s) authorized to approve transportation requests prior to processing.

(5) Once the DD Form 577 is completed, a copy must be provided to the TAC Process Functional Manager, DMO, and maintained on file. DMOs will reference the DD Form 577 in order to verify proper authorization and signature is provided on DD Form 1149. DMOs will reference MCBUL 4610 and the Transportation Global Edit Table (TGET) to verify that the TAC is proper and is linked to the correct TAC Manager on the DD Form 577 prior to executing a shipment. If the wrong TAC or TAC Manager is provided on the DD Form 1149, DMOs will refer the customer(s) to their respective MSC G-4 and/or TAC Process Functional Manager for corrective action.

(6) TAC Managers must maintain all source documentation (DD 1249s, DD 1149s, etc.) for a period of six years and three months to meet and support inspection and audit requirements.

e. Command TAC Process Functional Managers

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(1) Primary and Alternate TAC Process Functional Managers will be appointed by each MSC. They will be responsible for conducting an annual reconciliation of their TAC Managers in order to maintain current DD Forms 577. Assessment of this requirement will be evaluated on an annual basis by the I MEF TAC Process Functional Manager.

(2) MSC TAC Process Functional Managers must conduct annual TAC procedures and requirements training and are responsible for recording the training achievements of their TAC Managers. MSCs will retain copies of training materials and training rosters to support annual training requirements.

(3) Command TAC Process Functional Managers must ensure that all source documentation (DD 1249s, DD 1149s, etc.) is retained by the TAC Manager for a period of six years and three months to meet and support inspection and audit requirements.

6. Movement Control

a. Route Designations. The route designations for all MAGTF movements are classified as follows:

(1) Open Route-Minimum control; no movement credit is required. All paved roads within the confines of Camp Pendleton are designated as open routes with the exception of Rattle Snake Canyon Road. Roads on-base may be re-designated as supervised, dispatch, reserved, or prohibited routes for units participating in exercises.

(2) Supervised Route-Limited control; any column of 10 or more vehicles or outsized equipment requires movement credit. All off-base roads are designated supervised routes.

(3) Dispatch Route-Full control; movement credit is required for any vehicle or group of vehicles and priorities are set for this type of route. In support of contingencies and deployments, or otherwise directed, all off-base routes are designated as dispatch routes.

(4) Reserve Route-Reserved for a particular unit, operation, or type of vehicle. If reserved for a unit, the unit commander establishes controls. There are no reserved routes at this time.

(5) Prohibited Route-No vehicles allowed. Tactical vehicles are prohibited from operating on the following routes/roads: Rattle Snake Canyon Road, Coronado Bridge, Highway (Hwy) 74, Hwy 76 East of Interstate 15 (I-15), Hwy 78, and Hwy 79.

b. Serial/Convoy Commander. A commander will be assigned for every serial/convoy and will possess the appropriate rank, experience, and maturity consistent with the size and scope of the serial/convoy.

c. Serial/Convoy Commander Responsibilities

(1) Before movement-ensure vehicles are prepared for over-the-road movement, operators are properly licensed and dispatched, and that they receive the Convoy Commander's Brief and applicable strip maps. Ensure oversized vehicles are properly permitted in accordance with local, State, and Federal laws. Ensure convoy signs are affixed appropriately. Be available

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in the departure area to make on-the-spot corrections for deficiencies pointed out by Roadmasters. Attach a copy of the Convoy Commander's Brief to the GTR prior to convoy departure.

(2) During movement-promptly report vehicle breakdowns, accidents, arrival, and departure times at checkpoints and route problems to the UMCC for forwarding to the MMCC via the GTR. Recover disabled vehicles and stranded PAX with organic assets prior to requesting external support.

(3) After movement-ensure all vehicles, personnel, and equipment are accounted for and report force closure to the UMCC for forwarding to the MMCC via the GTR.

d. UMCC. MSCs establish UMCCs down to the battalion, squadron, or independent company, as required to serve as the unit TCM. The UMCCs responsibilities before/during/after convoy movements are:

(1) Report arrival and departure times, personnel and vehicle counts, as well as, accidents and/or serious incidents for each serial/convoy to the MMCC in a timely manner.

(2) Report any route problems to the MMCC immediately, to include detours, major construction, washed out bridges, impassable roads, or enemy activity.

(3) Report force closure upon completion of movement to include actual arrival time, personnel, and vehicle count.

(4) Changes to departure times, vehicle or personnel counts will be coordinated through the MMCC, immediately. The convoy will not depart until the change has been made and cleared by the MMCC. If the convoy misses the departure time, the MMCC will assign a new departure time in accordance with regulations.

e. General Convoy Requirements

(1) Serials will not exceed 20 prime movers.

(2) Convoy sign requirements are as follows:

(a) The lead vehicle in each serial will have a "CONVOY FOLLOWS" sign affixed to the front of the vehicle and an "END OF CONVOY" sign affixed to the rear of the vehicle.

(b) The trail vehicle in each serial will have a "CONVOY AHEAD" sign affixed to the rear of the vehicle and an "END OF CONVOY" sign affixed to the front of the vehicle.

(c) Signs will be securely fastened to the vehicle.

(d) Signs will be four feet long, five inches wide, yellow in color with four inch black letters, blocked and centered.

(e) Convoy sign procurement is a unit responsibility.

(3) Where possible, each serial should have at least one In-Transit Visibility (ITV) electronic tracking device (e.g., Blue Force Tracker (BTF),

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Radio Frequency Identification (RFID) tag, or other approved device, etc.). If RFID tags are used, units must add RFID tag serial numbers to the GTR in order for the MMCC to track convoy movement.

f. Roadmaster Program. The Roadmaster program will be conducted in accordance with reference (v). The presence of a full-time Roadmaster has a decidedly beneficial effect on Motor Transport operations and maintenance within an organization. Operators are more alert, develop better driving habits, are more concerned with safety and first echelon maintenance, and generally perform their duties in a more conscientious manner.

(1) The establishment of a Roadmaster program at each Division, Marine Aircraft Wing (MAW), Marine Logistics Group (MLG), MEF Headquarters Group (MHG), and all bases and stations is encouraged. When separately deployed/employed Marine Expeditionary Brigades (MEBs) and Marine Expeditionary Units (MEUs) shall establish Roadmaster programs.

(2) MMCC Roadmaster will task each MSC for Roadmaster support to support MAGTF level movements, as required. The MMCC Roadmaster is the executive agent for all Roadmaster support within I MEF and provides supervision, assistance, and control of government vehicles. In order to ensure adequate coverage of all I MEF organizations, Roadmasters from all MSC/Es aboard Camp Pendleton, Twentynine Palms, Yuma, and Miramar are authorized to stop and issue citations to operators of all government vehicles.

(a) In order to operate a Roadmaster vehicle equipped with emergency lighting, Roadmasters are required to complete the Emergency Vehicle Operator's Course (EVOC). Upon successful completion of EVOC, Roadmasters will provide licensing authority a Certificate of Completion in order to properly endorse U.S. Government Motor Vehicle Operator's Identification Card (OF 346). Roadmasters will also have a valid Medical Examiner's Certificate (NAVMC 10970(4-75)) in their possession at all times while operating an emergency vehicle.

(b) The prescribed course consists of 40 hours of classroom/road instruction and certification is valid for three years following the course completion date. A one-day refresher course is available prior to the expiration of the original EVOC certification. The course is provided at no cost to the unit and is held in Building 13113 aboard Camp Pendleton at the Marine Corps Police Department Training Center.

(c) Roadmasters will contact the Marine Corps Police Department Training Center at (760)725-5303 for seat reservations and information regarding training.

(3) Roadmaster Responsibilities. At a minimum, the following apply:

(a) Patrol road networks within operations/training areas and report unsafe road conditions due to weather, construction, or any major accidents.

(b) Conduct spot-checks and roadblock inspections on vehicles/equipment. Establish roadblocks periodically to determine mechanical conditions of vehicles/equipment and check the operator's compliance with current operational and preventive maintenance directives.

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Roadmasters must use sound judgment while conducting these inspections so as not to interfere with the missions or assigned tasks of equipment or operators.

(c) Conduct liaison visits to unit motor transport facilities to provide assistance, as required.

(d) Vehicles/equipment that are considered unsafe for operation due to safety or mechanical defects, being operated by an unqualified driver, or are simply being misused will be deadlined.

(e) Provide Commanders with inspection results on all defective vehicles/equipment and in cases where operators are determined to be in violation of regulations.

(f) Know and understand all pertinent federal, state, local, host nation, and military traffic regulations.

(g) Work in concert with the Provost Marshal's Office to enforce applicable laws, rules, and regulations and issue citations to individuals violating motor vehicle operations and maintenance regulations.

i. Wrecker Support

(1) Each MSC will establish and maintain a duty wrecker section, which will respond to and recover stuck/disabled vehicles.

(2) Units will first attempt to recover vehicles with organic assets prior to requesting external support. No MSCs are authorized to directly coordinate recovery with Maintenance Battalion until Direct Liaison Authorized (DIRLAUTH) has been coordinated with MLG UMCC.

(3) The MMCC will coordinate with UMCCs to provide wrecker support for MAGTF movements, as required.

(a) Units tasked to provide wrecker support will provide a roster to MMCC (inclusive of Wrecker Driver's name, A-Driver's name, Rank, and cell phone numbers).

(b) Depending on the scope of movement, wrecker support may be tasked to remain in the unit motor pool in stand-by mode for the duration of the movement.

j. Movement Credit. The movement credit number is the GTR number. Movement credits will be affixed to every vehicle in the credited serial and should be written in chalk on both sides of the vehicle in at least three-inch letters.

k. Oversize Vehicle Permit (DD Form 1266). The MMCC is responsible for the initial coordination with SWRFT for Oversize Vehicle Permits. MSCs are responsible for subsequent renewal of annual permits. MSCs will submit requests for Oversize Vehicles Permits to the MMCC NLT 45 days prior to movement. Requests will be submitted using an automated version of DD Form 1266. MMCC personnel are available to assist in the completion and submission of DD Form 1266.

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1. Permissible Operating Distance (POD). Per reference (n), the POD within the SWRFT area of operations is normally limited to a 150-mile radius of the installation. The POD is a guide for determining the best economic use of GME assets. It is usually more economical to use the services of the commercial carriers/providers for transportation services when traveling outside the immediate area of the installation. When the use of commercial carriers/providers is not economically feasible, MSCs will submit requests for a waiver of the POD to the Installation Commander via I MEF G-4/MMCC who will make the determination that is in the best interest of the government.

7. Movement Support Material

a. RFID Tags. Per reference (c), RFID tags are required for TMRs in support of Operation ENDURING FREEDOM and/or OCONUS for sustainment, deployments, redeployments, Special Assignment Airlift Missions (SAAMS), Group Operational Passenger System (GOPAX) missions, Joint Operational Support Airlift Center (JOSAC) flights, Navy Air Logistics Office (NALO) flights, etc., to include, 20 feet containers, tricons, quadcons, sixcons (regardless of whether they are linked or not), large engine containers, 463L pallets, and Principle End Items (PEI). UMCCs will ensure RFID tag serial numbers are included in the TMR comments.

b. Containers. The MDDOC manages the I MEF container pool.

(1) Container requests will be submitted to the I MEF G-4 in accordance with reference (f).

(2) Once approval is obtained, the requestor will contact the MMCC to arrange pick-up time/date.

(3) In the event the requestor cannot pick-up the containers with organic equipment, a TMR will be submitted in accordance with paragraph 4b of this Order.

(4) A Staff Noncommissioned Officer or Officer is required to sign for containers.

8. Movement Control Board (MCB). In most cases, requirements will exceed the capabilities of both the routes and the MAGTFs organic transportation assets. In these cases, the MAGTF Distribution Officer (MDO) may establish a Movement Control Board (also called a Force Transportation Board or Surface Transportation Board). The MMCC will consolidate GTRs requiring MMCC approval and all unfulfilled TMRs to prioritize and allocate transportation tasks across the MAGTF.

a. Board Purpose. The MCB is a decision forum for transportation requirement prioritization and provides a forum for gathering and analyzing data, as well as, coordinating, documenting, discussing, and making recommendations pertaining to ground transportation-related matters.

b. Board Membership. The board should be chaired by the MDO and facilitated by the MMCC. The following staff and units should be represented:

(1) I MEF MMCC

(2) 1st Marine Division UMCC

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- (3) 1st MLG UMCC
- (4) 3d MAW UMCC
- (5) MEU UMCC
- (6) I MHG UMCC
- (7) External Support Agencies
 - (a) SWRFT
 - (b) DMO (Camp Pendleton, Miramar, 29 Palms, Yuma)

c. Responsibilities

- (1) Serve as an advisory staff for ground transportation-related matters as they pertain to I MEF.
- (2) Make recommendations regarding ground transportation-related matters, and participate in the review and preparation of uniform procedures to carry out this Order.
- (3) Provide a channel for the interchange of information on issues encountered in the planning, coordination, and execution of ground transportation support and/or movement. Participate in the planning and accomplishment of actions designed to foster a wider understanding of issues and contributing factors to assist in mitigating future occurrences.

d. Procedures

- (1) Agenda items considered appropriate for discussion at the MCB should be submitted to the chairperson or his/her representative following the meeting notification and call for agenda topics.
- (2) Members will assess the need to develop new or revise existing policies to conform with directives handed down by higher headquarters.
- (3) Recommendations and items which require decision by higher authority will be submitted through the proper chain of command.
- (4) Agenda topics and meeting minutes will be consolidated and disseminated by the chairperson or his/her representative following each meeting.

e. Frequency. Though more frequent meetings are desirable to maintain rapport and open lines of communication, operational tempo does not always allow maximum attendance. Therefore, the MCB will meet from time to time as required to discuss major exercise, issues, or areas of concern in order to heighten situational awareness.

9. Augmentation. In order to simplify personnel/vehicle augmentation support and to ensure that the I MEF MMCC is capable of supporting all assigned transportation support functions, each MSC will assign personnel TAD to the I MEF MMCC for no less than six months. The MMCC is a demanding job and requires attention to detail. Marines assigned to this position will be responsible for moving the MEF via the TCPT program on a daily basis.

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Marines will be expected to possess basic computer skills and be able to work well with seniors and peers alike.

a. Augmentation Tasks

(1) Commanding General (CG), 3d MAW provide two Sergeant (Sgt) and below, any Military Occupational Specialty (MOS).

(2) CG, 1st MARDIV provide two Sgts or below, any MOS.

(3) CG, 1st MLG provide one Sgt or below, any MOS.

(4) CO, I MHG provide one Sgt or below, any MOS.

b. Augment Personnel Qualifications

(1) Must possess a valid state operator's license.

(2) Must possess a secret clearance.

(3) Must be in a full duty status and meet all Marine Corps height and weight standards.

(4) All annual training requirements, Professional Military Education (PME), and annual leave will be accomplished to the fullest extent possible prior to assignment to the MMCC. The MMCC will ensure semi-annual training requirements that come due after the Marine has attached will be conducted and recorded accordingly.

(5) Marines with sub-standard performance who lose their driving privileges will be returned to their parent command. The parent command will be tasked to provide an immediate replacement.

(6) The MMCC may request extensions of augments as mission requirements dictate. The MMCC will ensure all annual training requirements are accomplished for augments who are extended.

(7) Leave may be granted on a case-by-case basis as deemed operationally supportable. MSCs may be required to immediately replace augments requiring emergency leave that impact operational capability.

c. Turnover. During MMCC turnovers of personnel, Marines will required to conduct left seat/right seat style turnovers for no less than two weeks to ensure new Marines have grasped germane functions to minimize the impact to supported units.

d. Liaison. Direct liaison between the MMCC Director and/or MMCC Chief and the MSC/E is authorized to coordinate personnel requirements.