

Transportation

Administrative Transportation Movement Support

By Order of the Adjutant General:

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History. This is a new publication establishing standards for movement support within the KSARNG.

Summary. This publication provides KSARNG units with procedures and policies for requesting administrative movement support. It incorporates the provisions of the references indicated and will be used in conjunction with other applicable KSARNG, NGB and Army directives.

Suggested Improvements. The proponent of this publication is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: JFHQ-DCSLOG, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution. A

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Chapter 1

Introduction Administrative Transportation Movement Support is the movement of equipment in a non-tactical environment beyond the unit's organic capability.

1-1 Purpose

This SOP provides procedural guidance for planning, requesting, and coordination of administrative mission requests for transportation units and personnel within the force structure of the KSARNG.

1-2. Scope

This SOP applies to all military organizations and personnel requesting haul support from transportation units of the KSARNG.

1-3. Policy

It is the Adjutant General's policy that requests for administrative transportation movement support will be evaluated for feasibility and required resources for support of the requested missions. Priority of mission type is:

- a. EMERGENCY: State Active Duty, Federal Presidential Call Up.
- b. URGENT: Programmed Partial Mobilization.
- c. ROUTINE: IDT/AT Equipment Relocation, Recruiting & Retention Static Displays.
- d. LOW: Equipment Relocation in support of civilian non-profit organizations.

1-4. References

- a. FM 55-1, Transportation Operations, October 1995
- b. FM 55-15, Transportation Reference Data, October 1997
- c. FM 55-30, Army Motor Transport Units, September 1999
- d. KS SOP 55-29, Convoy Operations, November 1997
- e. Kansas Department of Transportation Regulations

Chapter 2

Responsibilities

2-1. Defense Movement Coordinator, Kansas (DMC-KS)

- a. Receive Transportation Movement Requests (TMR) through command channels from units requesting support.
- b. Evaluate all TMRs for the following:
 - (1) Priority of mission
 - (2) Feasibility of mission.
 - (3) Availability of transportation assets.
 - (4) Availability of funding appropriate to the mission.
- c. Assign tracking numbers to TMRs.
- d. Forward TMRs to the appropriate CSS Battalion Support Operations Officer for acceptance of mission.
- e. Coordinate directly with tasked Transportation Unit (only after acceptance of mission by the unit's higher headquarters Support Ops).
- f. Redirect TMRs declined by transportation units to other military assets (other KSARNG units, USAR units, Regular Army units, etc).
- g. Request and coordinate with Logistics Management Division of DCSLOG for funding of commercial haul missions when no military assets are available. Forward these TMRs to Supply & Services Division of the USPFO for Kansas for commercial arrangements.
- h. Review administrative movement support program within the KSARNG for effectiveness and compliance with applicable state and federal regulations. Update and publish SOP as required.

2-2. Support Operations Officers, KSARNG CSS Battalions

- a. Receive TMRs from DMC-KS.
- b. Analyze feasibility of missions and determine resource requirements.
- c. Identify additional funding requirements (mandays, fuel, etc) if the mission cannot be completed in an IDT status.
- d. Accept or decline missions and notify DMC-KS.
- e. Provide tasking to supporting unit and monitor mission status.
- f. Recommend changes to the program as required.

2-3. Transportation Units

- a. Receive TMRs (electronic TMRs will include the approval endorsement from Battalion Support Ops.
 - b. Truckmaster will review the request and analyze the mission immediately upon receipt of request.
- Acceptance or declination will be provided to DMC-KS within 72 hours of receipt of mission request.

Note: *Transportation Company Commanders will always retain the right to accept or decline the mission based on safety considerations, funding, or other commitments.*

- c. Truckmaster will be responsible for preparation and submission of DD Forms 1266 (Request for Oversize/Overwidth Permit). DD 1266s will be forwarded to DMC immediately upon acceptance of the mission NLT 30 days out in order to ensure that adequate time is allocated for KDOT to issue required permits.
- d. Truckmaster will coordinate directly with the supported unit on all the details of the mission.
- e. Truckmaster will prepare DD 1265 (Convoy Clearance) NLT 30 days out for:
 - (1) Missions that will involve more than 5 vehicles, or
 - (2) Missions involving less than 5 vehicles in which one or more vehicles will require Oversize/Overwidth Permits (requiring DD 1266).
- f. Recommend changes to the program as required.

2-4. Requesting Units

- a. Initiation of TMRs and forwarding, thru command channels, to DMC-KS within optimum lock-in lead timeframes (refer to para 3-1a). Unit will ensure that the TMR includes:
 - (1) Registration, serial, and bumper numbers for the equipment to be moved are clearly annotated.
 - (2) Any special handling requirements are annotated (e.g. hazardous cargo, FMC/NMC, etc)
- b. Securing of funding to support pay, allowances, and per diem expenses required for members of the supporting transportation unit.
- c. Ensuring that are included on the TMR.
- d. Ensuring that a 24-hour POC is designated and available during the entire mission timeframe (work number, home number, cell phone).
- e. Ensuring that equipment is prepared and ready for loading prior to pre-coordinated load day to include:
 - (1) Reduction in height and width (e.g. antenna mounts down, folding in mirrors, etc) to bring the load to within maximum requirements.
 - (2) Equipment has the required clevises or other tie down equipment.
 - (3) Fuel tanks are $\frac{3}{4}$ full on equipment being transported.
 - (4) PMCS is completed on equipment being transported.
 - (5).. Licensed drivers are available at both load point and destination for loading and unloading of vehicles on/off trucks.
- f. Providing the destination POC including name, phone number, and street address.
- g. Coordination of any material handling equipment required at the load/offload site and readily available upon arrival at destination.

**Chapter 3
Procedures****3-1. Requesting Procedures**

- a. Lead Times. In order to provide KSARNG transportation units and personnel with maximum possible planning/resourcing lead times, the following lock-in lead times must be adhered to. Any Piece of equipment Belonging to KSARNG weighing in excess of 43,700 lbs will require a "Superload" Permit to travel over any

Federal or State highway in Kansas. The minimum amount of time for obtaining a "Superload" Permit via KDOT channels is 30 days.

- (1) 0-30 days (BLACK): Emergency requests only (national defense). Must be validated by 06 Commander via letter of justification, and must be forwarded thru requesting unit command channels to DMC-KS.
 - (a) DMC-KS will evaluate the mission request for feasibility.
 - (b) DMC-KS will forward the emergency request to the appropriate MSC for their concurrence before sending a tasking to the Battalion Support Operations Officer and transportation unit Truckmaster.
 - (c) If the Brigade S3 and S4 non-concur, the mission request will be offered to USAR or RA transportation units, or considered for commercial haul (contingent on availability of funds).
- (2) 31-60 days (RED): These requests are short notice; will receive consideration, but may not be considered due to resource constraints. These requests must be forwarded thru the requesting unit command channels for validation and justification by the chain of command. Once validated, mission request will be forwarded to DMC-KS. DMC-KS will forward to appropriate Brigade HQ for S3/S4 approval.
 - (3) 61-90 days (AMBER): Adequate lead time for IDT equipment relocation/static display planning.
 - (4) 91-120 days (GREEN): Optimum lead time for AT and other large-scale equipment relocation requests.
- b. Process. The flow of TMRs is as follows:
 - (1) Requesting unit forwards TMR through command channels to DMC-KS.
 - (2) Upon receipt of TMR, DMC will forward the request to Support Operations Officer (SOO) of the appropriate support battalion.
 - (3) SOO evaluates the proposed mission to ascertain resource availability.
 - (4) SOO will notify DMC as to mission acceptance or denial based on the terms of the request.
 - (5) SOO will forward the request to the appropriate unit for mission planning and resourcing.
 - (6) SOO response time back to DMC will be within 72 hours of receipt of the mission proposal.
- c. Mission Rejection.
 - (1) If the initial mission proposal is rejected, DMC will notify the requesting (customer) unit of the rejection, and attempt to adjust the parameters of the mission to meet the requirements of the supporting unit.
 - (2) If the mission is again rejected, DMC will query USAR transportation units as to their availability.
 - (3) If the mission cannot be accepted by USAR units, DMC will forward the mission to USPFO for consideration of commercial haul.

3-1. Mission Funding

- a. Transportation Support Missions will be funded by customer units.
- b. Equipment relocation in support of recruiting and retention displays will be funded by RRM (Recruiting & Retention Manager) as long as the event is identified and resourced on the RRM master plan. If the event does not appear on the R&R master plan, customer unit will be required to fund the relocation of equipment.
- c. Annual Training manday utilization by members of supporting transportation units will be in accordance with the KSARNG AT plan.
- d. Units involved in force structure conversions, new equipment fielding, etc., will coordinate with DCSLOG for identification of appropriate funding.

Appendix A
Transportation Flow Chart

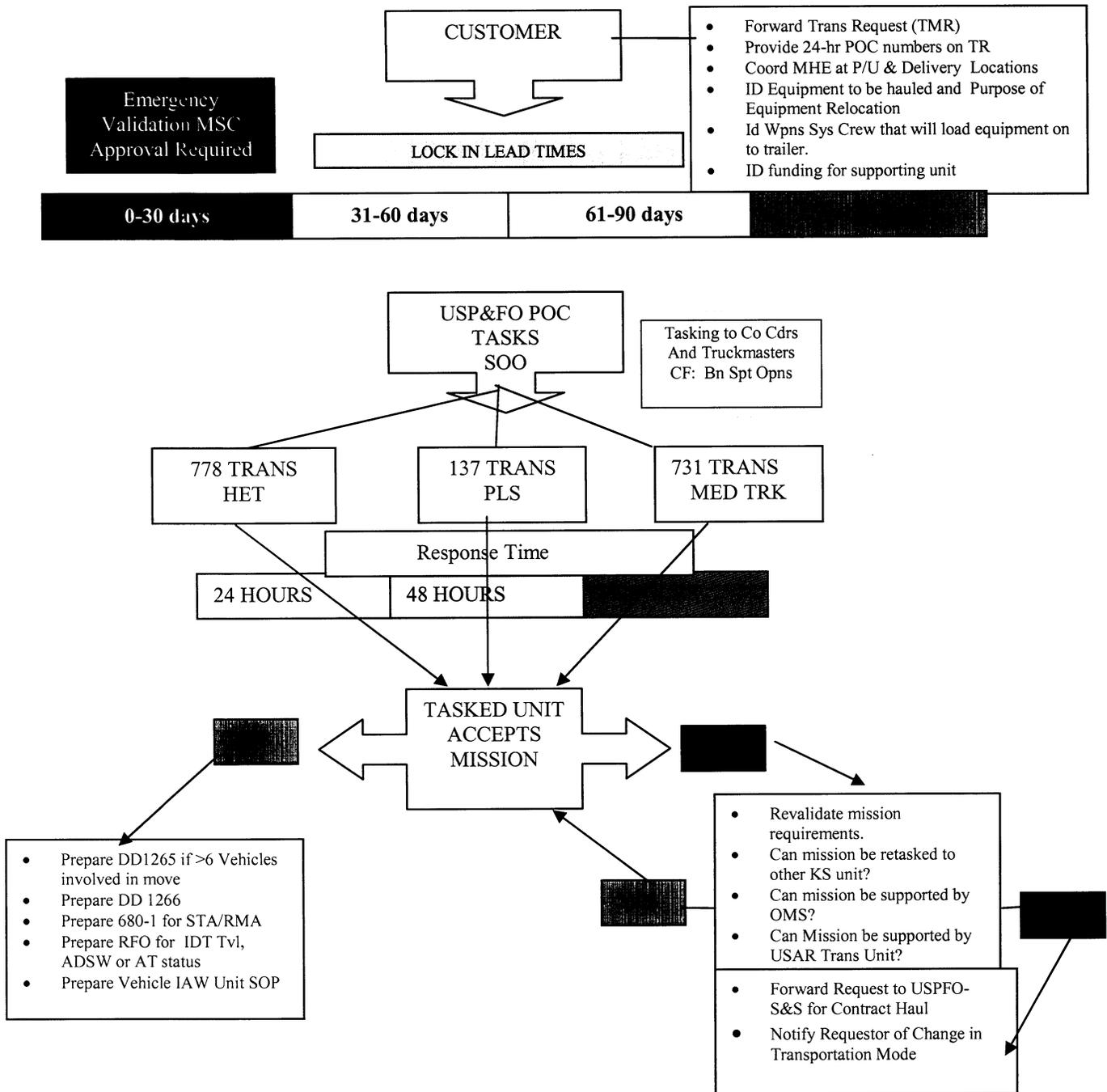


Figure A-1. Transportation Request Flow Chart

Appendix B
Transportation Forms

Forms used to request administrative transportation movement support are included in this Appendix:

- a. AGKS Form 55-1-1 Transportation Request (Figure B-1)
- b. DD Form 1265 Request for Convoy Clearance (Figure B-2)
- c. DD Form 1266 Request for Special Hauling Permit (Figure B-3)

All transportation requests must be sent through Defense Movement Coordinator at JFHQ-DCSLOG-DMC at 2737 S. Kansas Avenue, Topeka, KS 66611.

- Requests are due to the supporting Battalion NLT 60 days out.
- Requests for oversized loads must be accompany this form with DD 1266.
- CW 3 Wilroy's Phone 785-274-1286, Fax 785-274-1643, email: james.wilroy@ng.army.mil

DATE OF REQUEST:		5 March 2004		TMR #:	MSN# assigned by hauling unit
REQUESTING UNIT NAME AND ADDRESS:		Who's Requesting the Move			
POINT OF CONTACT:		BN POC Name and Number			
TELEPHONE:	BN POC Phone	FAX:	BN POC FAX		
EMAIL:	BN POC E-mail				
DATE OF MOVEMENT:		Start Date:	1 April 2004 should be window	Completion Date:	28 April 2004 should be window
POINT OF ORIGIN/POC Name and Number: (Bldg #, Grid, or Street)		Where the equipment is being picked up and who is the POC at that location, include phone #			
DESTINATION: POC Name and Number: (Bldg #, Grid, or Street)		Where the equipment is being dropped off and who is the POC at that location, include phone #			
LOAD DESCRIPTION					
LIN #:	LIN FOR EQUIPMENT				
NOMENCLATURE (Do not use abbreviations):		Howitzer Medium propelled			
DESCRIPTION:		Bumper #s of Equipment and Serial #'s			
FUNDING/ POC 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:					

AGKS Form 55-1-1 March 2004

Figure B-1. AGKS Form 55-1-1 Transportation Request

REQUEST FOR CONVOY CLEARANCE		1. CONVOY NUMBER	2. UIC	3. DATE (YYYYMMDD)	
SECTION I - GENERAL					
4. ORGANIZATION		5. STATION		6. CONVOY COMMANDER	
7. PERSONNEL STRENGTH		8. POINT OF ORIGIN		9. DESTINATION	
a. OFFICER	b. ENLISTED				
10. DATE AND TIME	a. DEPARTURE	b. ARRIVAL	11. RATE OF MARCH		
SECTION II - CONVOY COMPOSITION					
12. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION <i>(Include towed equipment)</i>					
13. TOTAL NUMBER OF VEHICLES	14. NUMBER OF OVERSIZE/ OVERWEIGHT VEHICLES	15a. NO. OF SERIALS	b. TIME INTERVAL	16a. NO. OF MARCH- UNITS	b. TIME INTERVAL
SECTION III - ROUTE DATA					
17. PROPOSED ROUTING <i>(Indicate US Routes, State Routes, etc.)</i>					
18. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES <i>(Continue on a separate sheet if additional space is required)</i>					
a. LOCATION		b. ETA	c. DATE (YYYYMMDD)	d. ETC	e. DATE (YYYYMMDD)
SECTION IV - LOGISTICAL DATA					
19. BRIEF GENERAL DESCRIPTION OF CARGO <i>(Brief general description; i.e., organizational impediments, etc.) (Within security limitations)</i>					

DD FORM 1265, SEP 1998

PREVIOUS EDITIONS OBSOLETE.

Figure B-2 DD Form 1265 Request for Convey Clearance

20. ARE EXPLOSIVES TO BE TRANSPORTED?		<input type="checkbox"/> YES		<input type="checkbox"/> NO (If YES, describe below)	
a. CLASS	b. AMOUNT	c. DESCRIPTION		d. VEHICLES TO BE USED	
				(1) NO.	(2) TYPE
21. STATEMENT WHY EXPLOSIVES CANNOT BE TRANSPORTED COMMERCIALY (Movements involving explosives and/or other dangerous articles are required to comply with all applicable regulations or directives)					
22. LOGISTICAL SUPPORT REQUIRED AT OVERNIGHT HALT SITES? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<i>(If YES, complete the following) (Use separate sheet if additional space is required)</i>					
a. DATE (YYYYMMDD)	b. INSTALLATION	c. GAS (gals)	d. OIL (gals)	e. RATIONS	f. BILLETS
					g. OTHER
23. REMARKS					
24. REQUESTING AGENCY			25. APPROVING AGENCY		
26. REQUESTED BY			27. APPROVED BY		
a. NAME (Last, First, Middle Initial)			a. NAME (Last, First, Middle Initial)		
b. GRADE	c. TITLE		b. GRADE	c. TITLE	
d. SIGNATURE	e. DATE (YYYYMMDD)		d. SIGNATURE	e. DATE (YYYYMMDD)	
INSTRUCTIONS: In cases where bona-fide emergencies exist, the information contained on DD Form 1265 and DD Form 1266 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 form. Items which do not apply will be so indicated.					

DD FORM 1265 (BACK), SEP 1998

Figure B-2. DD Form 1265 Request for Convey Clearance (Page 2 of 2)

REQUEST FOR SPECIAL HAULING PERMIT				1. CONVOY NUMBER	2. UIC	3. DATE (YYYYMMDD)	
SECTION I - GENERAL							
4. ORGANIZATION			5. STATION			6. DATE OF MOVEMENT (YYYYMMDD)	
						a. STARTING	b. COMPLETION
7. POINT OF ORIGIN			8. DESTINATION				
9. ARRIVAL AT STATE LINES				10. ROUTING (Specify US Routes, State Routes, etc.)			
a. DATE (YYYYMMDD)	b. TIME	c. STATE LINE					
11. ESCORT REQUIREMENTS							
SECTION II - VEHICLE AND LOAD DATA							
DESCRIPTION a.	TYPE (2 req. 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							(Empty)
(3) TRAILER							(Empty)
(4) SEMI-TRAILER							(Empty)
(5) OTHER (Specify)							(Empty)
13. LOAD							
14. OVERALL (Vehicle and load)							
15. DESCRIPTION OF LOAD (Brief general description. Organization impediments, etc.) (Within security limitations)							
16. LOAD OVERHANG							
a. FRONT	b. REAR		c. LEFT SIDE		d. RIGHT SIDE		

DD FORM 1266, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Performance: WR6 DCR Sep 98

Figure B-3. DD Form 1266 Request for Special Hauling Permit (Page 1 of 2)

17. NUMBER OF AXLES	1 A	2 B	C	D	E	F	G	H	TOTAL
	AXLE 1 a.	AXLE 2 b.	AXLE 3 c.	AXLE 4 d.	AXLE 5 e.	AXLE 6 f.	AXLE 7 g.	AXLE 8 h.	l.
18. NUMBER OF TIRES									0
19. TIRE WIDTH (Inches)									0.0
20. TIRE SIZES									
21. AXLE LOAD (Empty)									0
22. AXLE LOAD (Loaded)									0
23. AXLE SPACING	A SPACING	B SPACING	C SPACING	D SPACING	E SPACING	F SPACING	G SPACING	H SPACING	
24. REMARKS									
25. MOVEMENT BY HIGHWAY IS									
<input type="checkbox"/> ESSENTIAL TO NATIONAL DEFENSE				<input type="checkbox"/> IN THE INTEREST OF NATIONAL DEFENSE					
26. REQUESTING AGENCY					27. APPROVING AGENCY				
28. REQUESTED BY					29. APPROVED BY				
a. NAME (Last, First, Middle Initial)					a. NAME (Last, First, Middle Initial)				
b. GRADE		c. TITLE			b. GRADE		c. TITLE		
d. SIGNATURE			e. DATE (YYYYMMDD)		d. SIGNATURE			e. DATE (YYYYMMDD)	
INSTRUCTIONS									
<p>GENERAL:</p> <p>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.</p> <p>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.</p> <p>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.</p>					<p>SPECIFIC:</p> <p>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.</p> <p>Item 12.e. Note all units other than standard highway vehicles; road equipment, guns, etc.</p> <p>Item 12.d. Indicate the registration number for each unit or combination of units. Use additional page if required.</p> <p>Item 17. Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable.</p> <p>Item 24. For movement through the District of Columbia, include name of manufacturer of equipment.</p>				

DD FORM 1266 (BACK), SEP 1998

Figure B-3. DD Form 1266 Request for Special Hauling Permit (Page 2 of 2)