

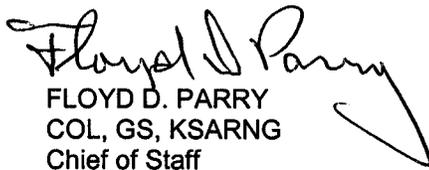
Transportation and Travel

Movement/Transportation Assistance and Instruction Team (MTAIT)

By Order of the Adjutant General:

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History. This issue publishes a revision of this publication.

Summary. This publication establishes KSARNG policy for conduct of unit movement and transportation mobilization assistance and instruction team visits.

Suggested Improvements. The proponent of this publication is the Director of Logistics. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: AGKS-DOL, 2737 S Kansas Ave, Topeka, KS 66611-1170

Distribution: A

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1-1. References.

- a. FORSCOM/ARNG Reg 55-1, Unit Movement Planning
- b. FORSCOM Reg 500-3-3 (FORMDEPS), Reserve Component Unit Commander's Handbook
- c. FORSCOM Reg 500-3-5 (FORMDEPS), Emergency Employment of Army and other Resources, Forces Command Demobilization Plans
- d. FORSCOM Reg 55-2, Unit Movement Data Reporting and Systems Administration
- e. FM 55-9, Unit Air Movement Planning
- f. TM 38-250, Preparing Hazardous Materials for Military Air Shipments
- g. TM 38-410, Storage and Handling of Hazardous Materials
- h. Outsize/Overweight Equipment
- i. DOD 4500.9-R, Defense Traffic Regulation, Part II Cargo, Part III Mobility
- j. FM 55-30, Army Motor Transport Units and Operations
- k. AR 220-10, Preparation of Overseas Movement of Units
- l. TB 55-46-1, Standard Characteristics for Transportability of Military Vehicles and Other

1-2. Purpose. The purpose of this SOP is to establish and standardize procedures used by the Movement and Transportation Assistance and Instruction Team (MTAIT).

1-3. Applicability. This SOP is applicable to all members of the MTAIT conducted by the State Movement Control Center (SMCC). It has equal applicability to units and assigned members of the SMCC and to subject matter experts detailed to assist the SMCC with the conduct of MTAIT visits.

1-4. Objectives.

- a. To provide for standardized procedures for the conduct of MTAIT visits to KSARNG units.
- b. To provide quick and ready reference to the MTAIT team for the conduct of MTAIT visits.
- c. To improve the overall unit movement and transportation mobilization posture of the KSARNG.

1-5. Responsibilities.

- a. The Adjutant General maintains overall responsibility for unit movement and transportation mobilization requirements of KSARNG units. He delegates numerous responsibilities to his subordinate commanders and staff for the accomplishment of movement and transportation requirements in mobilizing units within the KSARNG.
- b. Director of Logistics maintains overall responsibility for coordinating and conducting of MTAIT visits. The MTAIT will be used to assist and train Unit Movement Officers (UMO's) and NCO's in planning, developing and maintaining unit movement and transportation data in support of mobilization planning requirements
- c. The Defense Movement Coordinator (DMC) is the primary staff planner for the conduct and coordination of MTAIT visits. He schedules, coordinates, resources, conducts and reports to assisted commanders on the MTAIT visits accomplishments. He also provides for the training of MTAITs.
- d. Unit Commanders are responsible for nominating units and requesting assistance to improve their unit movement and transportation mobilization standards.

Appendix A General Intent

A-1. Purpose. The major specified purpose of the MTAIT Program is to improve the overall unit movement and transportation mobilization posture of the KSARNG during periods of reduced resources. The MTAIT Program will also provide unit commanders with more efficient methods for accomplishing their unit movement and transportation tasks. The MTAIT is designed to be a tool for commanders at the lowest levels of command (company, platoon, and squad/section).

A-2. Method. The DMC is the primary point of contact for accomplishing this program. The DMC will react to unit commanders' request for assistance and resource Subject Matter Experts (SME) to accomplish improvement in the units' movement and transportation mobilization program. The DMC is free to advertise and solicit the MTAIT. MTAIT visits may be conducted on normal unit IDT periods, additional training periods (Readiness Management Assembly, Active Duty for Special Work, Active Duty for Training), during annual training, or during Rescheduled Unit Training Assemblies. MTAIT members **will not** inspect the requesting unit in an official capacity; instead, they will provide detailed assistance towards improving or correcting the area's being worked on. MTAIT members will provide detailed feedback to UMO's and NCO's in the unit. Reporting outside of the requesting unit will be kept to a minimum to avoid the MTAIT being interpreted as an official inspection.

A-3. Desired End Result. This program will assist unit commanders at improving their unit movement and transportation mobilization planning so that movement readiness will improve. The measure of success from the teams' prospective is having the unit ask the team back because of the good assistance provided.

A-4. Core Values.

- a. Provide *Quality and Excellence*
- b. Keep Feedback at the *lowest* possible level
- c. *Advocate* for the units
- d. Promote *efficient* use of resources

Appendix B Transportation Areas

B-1. This appendix details transportation areas (topics) the MTAIT can assist units with. It may be viewed as a guide for requesting units to use when formulating their MTAIT requests.

B-2. Specific areas are:

- a. Automated Unit Equipment Listing
- b. Unit load plans (load cards, packing list)
- c. Unit Movement Officers (UMO) Training and Utilization
- d. Unit Movement Plans
- e. Rail Load Training
- f. Mobilization Planning
- g. Miscellaneous

Appendix C Reporting and Recording

C-1. Reporting will be kept to the minimum amount required to document training. Minimal reporting is designed to provide assistance to units instead of another inspection.

C-2. The MTAIT members are charged with only reporting specifics to the lowest level of ownership to the particular item. Normally this will be company/battery unit movement officers and NCOs, squad leaders, and company commanders.

- C-3.** Reports and Records will be handled as follows: A visit summary will be prepared after each visit. It will describe actions to be taken and problems that require assistance of a support organization or higher headquarters. The numbers of copies prepared and distribution of each type of summary is as follows:
- a. MTAIT's will maintain an **AGKS Form 5480** of visits conducted. A copy for local reproduction is included in the back of this SOP, it is also available electronically. All time expended by team members, including hours for responding to telephone and E-mail request.
 - b. A visit summary will be prepared after each visit; it will describe actions to be taken and problems that require assistance of a support organization or higher headquarters. The number of copies prepared and the distribution of each type of summary is as follows:
 - (1) *Request visit.* Prepare three copies of the visit summary. One copy will be furnished to the commander of the unit visited, the requester, and the DMC privileged information file.
 - (2) *Directed visit.* Prepare three copies of the visit summary. One copy will be furnished to the commander of the unit visited, the commander directing the visit, and the DMC privileged information file.
 - (3) *Programmed visit.* Prepare two copies of the visit summary. One copy will be furnished to the commander of the unit visited and the DMC privileged information file.

(OFFICE SYMBOL)

DATE

MEMORANDUM THRU (MACOM)

FOR: AGKS-DOL, ATTN: DMC, 2737 SW Kansas Ave, Topeka, KS 66611-1170

SUBJECT: MTAIT Request

1. This Command request to be scheduled for a MTAIT visit.
2. Areas of consideration are but not limited to (list unit requirements)
3. Primary and alternate dates for this visit are
4. The Unit's Movement Officer is
5. Request results to be sent to (if other than unit commander)
6. POC for this action is (name and contact information)

FOR THE COMMANDER

SIGNATURE BLOCK

Figure C-1. Example Visit Request

AGKS-DOL-DMC

DATE

MEMORANDUM FOR _____
(Cdr of visited unit)

SUBJECT: Commodity - _____

1. Specific strengths, weaknesses, and/or suggested corrective actions:

2. Follow-up actions required:

3. Team member completing this report: _____
(Name and Phone Number)

FOR THE DMC:

TEAM CHIEF SIGNATURE BLOCK

Figure C-2. MTAIT Visit Summary

AGKS-DOL-DMC

DATE

MEMORANDUM THRU

(MSC)

(BN HQ)

FOR Cdr, _____
(VISITED UNIT - INCLUDE ADDRESS)

SUBJECT: MTAIT Visit Conducted _____
(DATE(S) OF VISIT)

1. On the above date(s) the following Movement /Transportation Assistance and Instructional Team Member(s) provided a (MTAIT) visit to your unit:

_____	-Team Chief
(TEAM CHIEF'S NAME)	
_____	- _____
(TEAM MEMBER'S NAME)	(AREA)
_____	- _____
(TEAM MEMBER'S NAME)	(AREA)
_____	- _____
(TEAM MEMBER'S NAME)	(AREA)
_____	- _____
(TEAM MEMBER'S NAME)	(AREA)

2. Specific recommendations have been furnished. The above team members will answer any questions you may have - they have left their contact information on the notes left at your unit.

3. The Team Chief left a Movement/Transportation & Instruction Program Evaluation with you. Please complete and return the evaluation form so we can continue to improve this program for you and for other units within the KSARNG.

4. If you have additional questions please contact me at the DMC's office by calling commercial 785-274-1285 or DSN 720-8285, or write to the address above.

TEAM CHIEF SIGNATURE BLOCK

CF:
AGKS-DOL
AGKS-DOL-DMC

Figure C-3. Report of MTAIT Visit

**Appendix D
Program Evaluation**

D-1. At the conclusion of each MTAIT, the Team Chief will provide the visited unit commander with the Program Evaluation Form (Figure D-1). The Team Chief will encourage the visited unit commander to complete and return, to the DMC, this evaluation form.

D-2. The Program Evaluation Forms will be collected, evaluated, and used by the Defense Movement Coordinators Office to improve the quality of the MTAIT Program for the KSARNG.

ORGANIZATIONAL AND COMMMAND INSPECTION GUIDE

UNIT MOVEMENT PLANS	GO	NO GO
1. Does the unit have the required publications to support unit movement planning (FORSCOM/ARNG 55-1, FORSCOM 55-2, TC-ACCIS Handbook, DMC Memo#1; Mobilization Values in HAZMAT Reporting)	_____	_____
2. Has the unit commander appointed in writing an officer or senior NCO (E-6 or above), with an alternate (E-5 or above), to serve as the Unit Movement Officer? (FORSCOM/ARNG Reg 55-1, 2-11, 4-6, and para K-2, RCUCH Task 4-I-6) (3 out of 3)	_____	_____
a. Are these individuals trained and the training properly documented?	_____	_____
b. Do these individuals have at least a SECRET security clearance?	_____	_____
c. Is either of these individuals also a unit hazardous material certifier? (FORSCOM/ARNG 55-1, App K-2, para a-6) Assigned position title; _____	_____	_____
3. Has the commander of a battalion or larger unit appointed in writing an officer or senior NCO (E-6 or above), with an alternate (E-5 or above), to serve as the Intermediate Command – Unit Movement Officer (ICUMO)? (FORSCOM/ARNG Reg 55-1 para 2-11, 4-5, & para K-2, FORSCOM Reg 55-2 para 2-5c) (3 out of 3)	_____	_____
a. Are these individuals trained and the training properly documented?	_____	_____
b. Do these individuals have at least a SECRET security clearance?	_____	_____
c. Is either of these individuals also a unit hazardous material certifier? (FORSCOM/ARNG 55-1, App K-2, para a-6) Assigned position title; _____	_____	_____
4. Does the unit have a clear detailed mobilization movement plan? (RCUCH Task 4-I-6, FORSCOM/ARNG Reg 55-1, chap 5-3) (4out of 4)	_____	_____
a. Has the plan been submitted to, reviewed, and approved by AGKS-DOL-DMC every 2 years? Date of last approval _____	_____	_____
b. Does the unit movement plan identify personnel and equipment to be moved by commercial means and are annotated on FORSCOM Form 285-1-R or memorandum format? (FORSCOM/ARNG 55-1, F-1)	_____	_____
c. Are convoy and/or special hauling permit requirements properly annotated on annotated on DD Forms 1265 and 1266 denoting routes from HS to MS?	_____	_____
d. Does the unit movement plan indicate enroute support requirements? (RCUCH Task 4-I-6)	_____	_____

Figure D-2. Organizational and Command Inspection Guide

UNIT MOVEMENT PLANS	GO	NO GO
5. Does the unit have load plans for all unit equipment? (RCUCH Task 4-I-7) (4 out of 4)	_____	_____
a. Are vehicle load cards prepared IAW FORSCOM/ARNG Reg 55-1, Fig 5-2?	_____	_____
b. Have unit load cards been individually updated and certified as significant changes occur by a unit section SGT or above? (FORSCOM/ARNG 55-1) Last update? _____.	_____	_____
c. Is the data listed on the vehicle load cards (cargo load plans) supported by a detailed packing list, DD Form 1750? (FORSCOM/ARNG 55-1)	_____	_____
d. Have load plans been physically tested and certified within the past two years? (FORSCOM/ARNG Reg 55-1 para 5-3b) Date of last load test and DMC certification _____.	_____	_____
6. Does the unit have accurate AUEL data, which has been updated annually or as significant changes, occur? (RCUCH Task 4-I-8, FORSCOM Reg 55-2 para 2-5a)	_____	_____
7. Is a current DMC certified copy of units AUEL posted within the mobilization file? Printout date? _____.	_____	_____
8. Does the unit have a Unit Retrieval Plan, which addresses responsibilities for pickup, list of equipment and locations, material handling equipment, commercial transportation requirements and other concerns? (RCUCH Task 4-I-9)	_____	_____
TOTALS	_____	_____
UNIT MOVEMENT PLANS	_____	_____

Figure D-2. Organizational and Command Inspection Guide - Continued

