

APPENDIX B ORDERS, PLANS, AND SOP FORMATS

This appendix contains formats (Figures B-1 through B-12) that have been condensed for the transportation planner. As a rule, these formats apply only in the initial stages of planning. See AR 380-5 for classification procedures.

(Classification)

Copy ____ of ____ copies
 Issuing headquarters
 Place of issue (may be in code)
 Date-time group of signature
 Message reference number

OPERATION PLAN (ORDER): Type and serial number. (Type is usually indicated for combined or joint operations but omitted for a single service. When required, a code title may also be included.)

References: Maps, charts, and other relevant documents.

Time zone used throughout the order: _____

Task organization: Task subdivisions or tactical components of the command. (When a task organization is not listed, this information is included in paragraph 3 or in an annex. If an annex is used, indicate "Annex A (Task Organization)."

1. SITUATION. General information on the overall situation required to understand current circumstances.

a. Enemy Forces. Composition, disposition, location, movement, estimated strength, identification, and capability.

b. Friendly Forces. Information on forces, other than those covered by this order, that may directly affect actions of subordinates.

c. Attachments and Detachments. Units attached to or detached from the issuing unit (if not shown under task organization) and effective times. (If shown under task organization, appropriate reference is listed here.)

2. MISSION. A clear, concise statement of the task and its purpose.

Figure B-1. Operation plan (order) format

3. EXECUTION.

a. First Subparagraph. The commander's intent. A statement of what the commander wants to accomplish.

b. Second Subparagraph. The operation's concept, including the commander's general plan for developing and phasing the operation, using fire support, instructing on preparatory fires, and designating unit making the main effort.

c. Following Subparagraphs. Specific tasks of each element charged with tactical missions, including the combat organization (if not given under task organization).

d. Final Subparagraph (Coordinating Instructions). Details of coordination and control measures applicable to the command as a whole. Also – to avoid repetition – coordinating and operating instructions that apply to two or more elements.

4. SERVICE SUPPORT. A statement of CSS instructions and arrangements supporting the operation. Also the commander's direction to CSS commanders. If lengthy, details may be included in an annex and referenced here. At higher levels of command, reference may be made to an administrative/ logistics order.

- a. Materiel and Services.
- b. Medical Evacuation and Hospitalization.
- c. Personnel.
- d. Civil-Military Cooperation.
- e. Miscellaneous.

5. COMMAND AND SIGNAL. Command and C-E operation instructions.

a. Command. Command post locations and axis of CP displacement, if not shown on an accompanying overlay. Liaison requirements, designation of alternate CP, and succession of command, if not adequately covered in the SOP.

b. Signal. Rules on use of communications and other electronic equipment (for example, radio silence). May refer to an annex, but, as a minimum, should list the current SIGNAL OPERATING INSTRUCTIONS index.

Acknowledgment Instructions.

/s/ _____
 Commander (name and rank)

Authentication:
 Annexes:
 Distribution:

 (Classification)

Figure B-1. Operation plan (order) format (continued)

(Classification)

(Change from oral orders, if any)

Copy ____ of ____ copies
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ANNEX ____ (SERVICE SUPPORT) to OPERATION ORDER NO _____

References: Maps, charts, and other relevant documents.

Time zone used throughout the order: _____

1. GENERAL
2. MATERIEL AND SERVICES
 - a. Supply.
 - b. Transportation.
 - c. Services.
 - d. Maintenance.
 - e. Other (as necessary).
3. MEDICAL EVACUATION AND HOSPITALIZATION
4. PERSONNEL
5. CIVIL-MILITARY COOPERATION
6. MISCELLANEOUS

Acknowledgment instructions.

Last name of commander
Rank

Authentication:
Appendixes:
Distribution:

(Classification)

Figure B-2. Service support annex format

(Appendix issued with the annex)

(Classification)

APPENDIX 1 (TRAFFIC CIRCULATION AND CONTROL) to ANNEX E (SERVICE SUPPORT) to OPERATION ORDER 14-23d Armd Div

Reference: Map, series V762, UNITED STATES, sheet 4071 (UPTON), edition 3-AMS, 1:50,000.

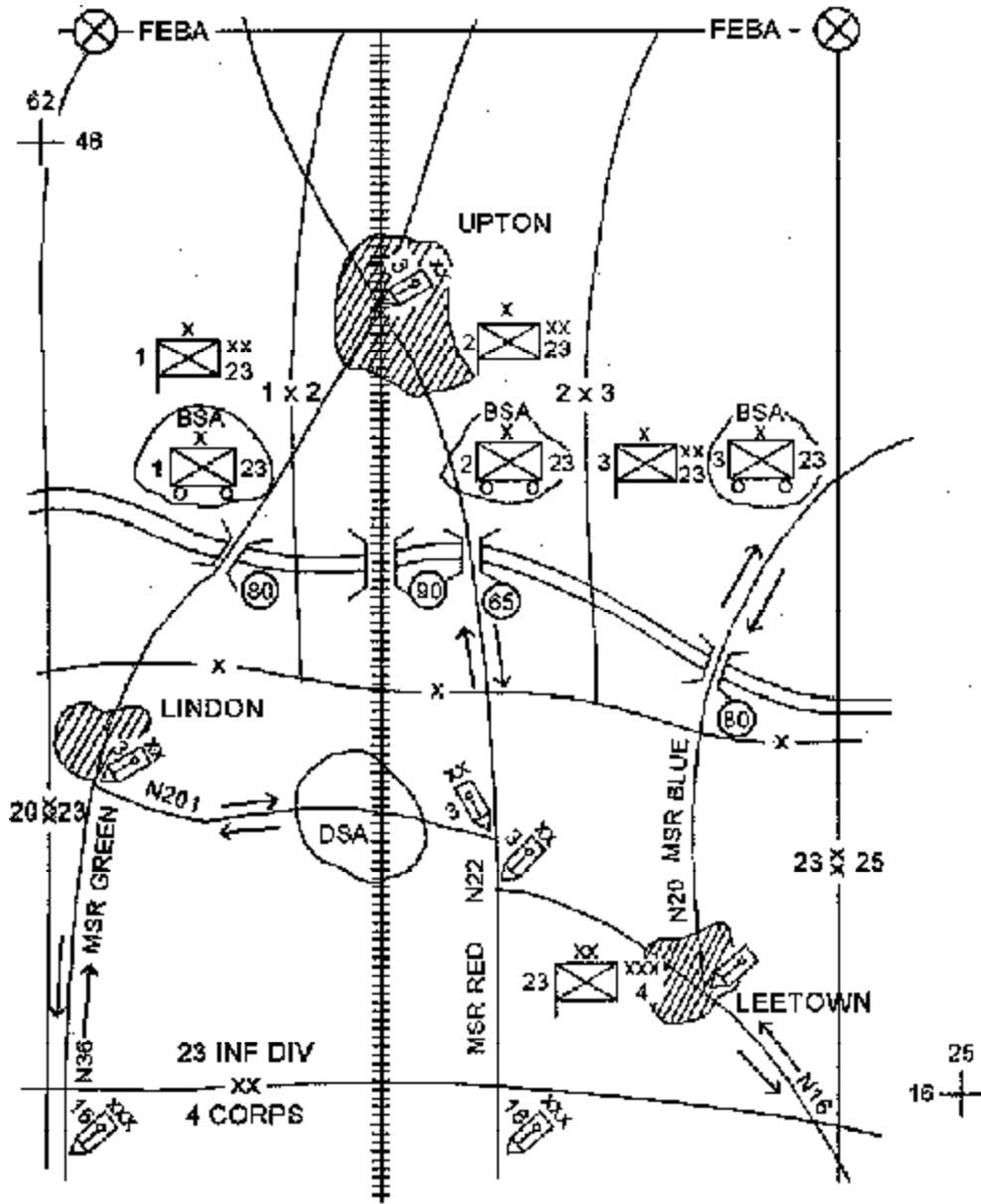


Figure B-3. Sample traffic circulation and control appendix to service support annex, division

(Classification)

(Change from oral orders, if any)¹

Copy ____ of ____ copies
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 time zone suffix)²
 Message reference number

ADMINISTRATIVE/LOGISTICS PLAN (ORDER) NO _____³

RELATED OPERATION PLAN (ORDER) NO _____ (when application).

References: Maps, charts, and other relevant documents.⁴

Time zone used throughout the plan (order): _____

Composition and location of administrative and logistics service units. This information may appear here, in the appropriate paragraph of the order, or in a trace or overlay. If units are not listed here, this heading may be omitted.

Notes appear at end of plan.

1. SITUATION. A general statement of administrative and logistic factors affecting support of the operation. Information from paragraph 1 of the related operation plan or order which is essential to combat service support.

a. enemy Forces. Composition, disposition, location, movements, estimated strength, an identification. (Reference to an operation order or to the intelligence annex to an operation order, if available.) Enemy capabilities that may influence the CSS mission.

b. Friendly Forces. Pertinent information on own forces that may directly influence the CSS mission, if not covered by a referenced operation order or included in subsequent paragraphs.

c. Attachments and Detachments.

d. Assumptions.⁵

2. MISSION. A clear, concise statement of the CSS task and its purpose.

3. GENERAL. An outline of the general plan for CSS and any orders not recovered by succeeding paragraphs (for example, location of the division support area and coordinating agencies, general instructions for movement of installation).

Figure B-4. Administrative/logistics plan (order) format

4. MATERIEL AND SERVICES

- a. Supply. Subparagraphs for each class of supply, maps, water, special supplies, excess materiel, salvage materiel, and captured enemy materiel. When applicable, each subparagraph contains—
- Location of the installations concerned with handling supplies and materiel for supported units.
 - Opening and closing times.
 - Operating units.
 - Supported units.
 - Levels of supply.
 - Methods and schedules of distribution.
 - Instructions for submission of routine reports concerning the supplies listed.
 - Any other pertinent instructions or information needed by supported units.

Instructions and information for two or more classes may be included under one subparagraph if entries are limited and clarity is not sacrificed. For Class V, include designation and location of approving agency, controlled supply rate, prescribed nuclear load, and chemical munitions allocations, as appropriate.

b. Transportation.

- (1) Location of terminals and installations (rail stations, airfields, ports, and beaches).⁶
- (2) Operating units.
- (3) Schedules (march tables, timetables, and entraining tables).
- (4) Area responsibilities of transportation movement officers and movement regulating teams.
- (5) Traffic control and regulation measures (regulations, restrictions, allocation priorities, regulating and control points).
- (6) Designation of main supply route.

c. Services. Information and instructions for supported units – type of service available, designation and location of servicing unit or installation, support unit assignments, and service schedules, if applicable. Service missions for service units not covered in other orders (for example, priority of operating units and assignments to supported units). Special missions not covered in other orders.

- (1) Construction.
- (2) Graves registration. Collection points, evacuation procedures, and personal effects handling. Procedures for isolated burials and contaminated remains, if not contained in the unit SOP.
- (3) Field services. Laundry, bath, clothing renovation and exchange, bakery, and decontamination.
- (4) Health services. Medical, dental, veterinary services; laboratory and spectacle service, whole blood control, preventive medicine, and health and sanitation.
- (5) Installation service. Real estate, repair and utilities, fire protection, sewage and trash disposal, and water supply.
- (6) Other. Aviation, explosive ordnance disposal, photography, and procurement.

d. Labor. Policies and restrictions on using civilians, enemy prisoners of war (EPWs), and civilian internees and detainees; allocation and priorities of available labor; and designation and location of available labor units.

e. Maintenance. Include priority of maintenance, location of facilities, and collecting points.

Figure B-4. Administrative/logistics plan (order) format (continued)

5. MEDICAL EVACUATION AND HOSPITALIZATION. The plan for evacuation and hospitalization of sick, wounded, or injured military personnel.

a. Evacuation. The evacuation or holding policy. Responsibilities; evacuation routes, means, and schedules. Evacuation and en route treatment policies, when applicable. Specific policy for evacuation by air or ground and for evacuation of NBC-contaminated patients. Medical evacuation request procedures and channels, if different from SOP.

b. Hospitalization. List of all appropriate treatment facilities (dispensaries, aid stations, clearing stations, hospitals), their locations, and times of operation. Definitive treatment policies, including treatment of contaminated casualties, if established.

c. Other Services. Pertinent information on any other health services matters (dental, preventive medicine, medical supply, veterinary). Unit locations, support information, policies.

6. PERSONNEL. Information and instructions on personnel matters, including foreign civilian labor used in direct military support functions. Under each of the following subparagraphs are listed, when applicable—

- Installation, location, and times of operation.
- Operating units.
- Units or area served.
- Rest, leave, and rotation criteria; quotas allocated to units.
- Unit responsibility for movement or administration of personnel.
- Reports, requisitions or plans.
- References to previous order, instructions, or SOP.

a. Unit Strength.

(1) Strength reports. Instructions for submission of data required to keep the commander informed. Instructions include requirements for routine reports and special reports following a mass-destruction attack or a natural disaster.

(2) Replacements. A statement establishing validity of existing personnel requisitions. Instructions for submission of requisitions and for processing and moving replacements. Location of replacement units and the units each will support. Type and location of unit replacements under control of the issuing headquarters.

b. Personnel Management.

(1) Military personnel. Instructions on classification, assignment, promotion, transfer, reclassification, reduction, elimination, retirement, separation, training, rotation, and economic personnel use.

(2) Civilian personnel. A list of—

- Sources of civilian labor.
- Locations of civilian personnel offices or other labor administration centers and labor pools.
- Procurement policies and procedures.
- Restrictions on use of civilian labor.
- Administrative and control procedures.
- Pay schedules, allowances, and CSS to be provided.
- Responsibilities of subordinate commanders for administration.

Reference appropriate SOP.⁷

Figure B-4. Administrative/logistics plan (order) format (continued)

(3) EPWs and civilian internees and detainees. Instructions on collection, safeguarding, processing, evacuation, use, treatment, and discipline of EPWs and civilian internees and detainees and all other personnel arrested or captured but not immediately identifiable as POWs. Location of EPW and civilian internee facilities.

c. Morale. Instructions on leaves, rest and recreation facilities, decorations and awards, postal and finance services, chaplain activities, personal hygiene, morale support activities, post exchanges, and legal assistance.

d. Discipline, Law, and Order. Troop conduct and appearance. Control and disposition of stragglers, including location of straggler collecting points and special instruction for augmenting straggler control during mass-destruction attacks. Administration of military justice and relations between military and civilian personnel (fraternization, black marketing, selling government property, and respect for local laws).

e. Headquarters Management. Instructions on movement, spaced arrangement, organization, and operation. Allocation of shelter for the headquarters and for troops in the headquarters area.

f. Miscellaneous. Personnel administrative matters not specifically assigned to another coordinating staff section or included in the preceding subparagraphs.

7. CIVIL-MILITARY COOPERATION. Allocation of civil affairs units, control of refugees, and feeding and treatment of the civilian population.

8. MISCELLANEOUS. Special instructions not covered above.

a. Boundaries. Location of rear boundary and any other boundary needed for CSS purposes.

b. Protection. Measures established for protection of CSS units and installations. Usually, an announcement of the tactical unit providing the protection, CSS units or installations receiving the protection, and any limitations to the protection.⁸ Pertinent instructions from the rear area protection plan or reference to an annex.

c. Special Reports. Reports not included in previous paragraphs and those reports requiring special emphasis.

d. Statement. Include time or conditions under which the plan is to be placed in effect.²

9. COMMAND AND SIGNAL. Headquarters location and movements, liaison arrangement, recognition and identification instructions, and general rules on use of communications and other electronic equipment, if necessary. An annex may be used when considered appropriate.

Acknowledgment instructions.

/s/ _____
 Commander (name and rank)⁹

Authentication:¹⁰

Annexes:

Figure B-4. Administrative/logistics plan (order) format (continued)

Distribution:

- ¹ Applicable only to an order. The phrase “No change from oral orders” or “No change from oral orders except paragraph _____ “ will appear here if oral orders have been issued concerning this operation. In the absence of oral orders, this space is left blank.
- ² This is the time the commander actually signs the plan or order and is the effective time of the order unless stated otherwise in paragraph 8.
- ³ The type of administrative/logistics plan (order) indicates whether it is Navy, Army, Air Force, combined, or joint. For a single service, the type of administrative/logistics order is normally omitted. When required, a code title may also be included.
- ⁴ Reference to a map should include the map series number and, if required, the country or geographic area, sheet number, name, edition, and scale.
- ⁵ Applicable only to a plan.
- ⁶ Items listed in this subparagraph are not limited necessarily to transportation operations and may include ocean, inland waterway, coastal, highway, air, rail, pipeline, and miscellaneous activities.
- ⁷ Or provide specific pay scales and other conditions of employment in an annex.
- ⁸ This announcement is information for CSS units, not an order to the tactical unit involved.
- ⁹ The commander’s last name and rank appear on all copies. The original (copy number 1) must be signed by the commander or a specifically authorized representative. If the chief of staff signs the original, the phrase “FOR THE COMMANDER” is added. The signed copy is the historical copy that remains in the headquarters files.
- ¹⁰ If the commander or his authorized representative signs a master copy which permits automatic reproduction of the signed document, no further authentication is required. If the signature is not reproduced, authentication by the preparing staff officer is required on all subsequent copies. The commander’s last name and rank appear typed in the signature block.

(Classification)

Figure B-4. Administrative/logistics plan (order) format (continued)

(Classification)

(Change from oral orders, if any)

Copy ____ of ____ copies
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Date-time group of signature
Message reference number

ROAD MOVEMENT ORDER NO. _____
(OR: ANNEX ____ (ROAD MOVEMENT) to OPERATION ORDER NO ____)

References: Maps, tables, and other relevant documents.

Time zone used throughout the order: _____

Task organization:

1. SITUATION
 - a. Enemy Forces.
 - b. Friendly Forces.
 - c. Attachments and Detachments.
2. MISSION
3. EXECUTION
 - a. Commander's Intent.
 - b. Concept of Movement.
 - c. Tasks of Subordinate Unit.
 - d. Detailed Timings.
 - e. Coordinating Instructions.
 - (1) Order of march.
 - (2) Routes.
 - (3) Density.
 - (4) Speed.
 - (5) Method of movement.
 - (6) Defense for move.
 - (7) Start, release, or other critical points.
 - (8) Convoy control.
 - (9) Harbor areas. ¹

Figure B-5. Road movement order or annex format

- (10) Halts.
- (11) Lighting.
- (12) Air support.
- f. Other (as necessary).

4. SERVICE SUPPORT

- a. Traffic Control.
- b. Recovery.
- c. Medical.
- d. Petroleum, Oil, and Lubricants.
- e. Water.

5. COMMAND AND SIGNAL

- a. Commanders.
- b. Communications.
- c. Position of Key Vehicles.

Acknowledgment instructions.

 Last name of commander
 Rank

Authentication:
 Appendixes:
 Distribution:

¹ A harbor area is a space set aside for normal halts, traffic control, and emergency congestion relief. Harbor areas are used—

- To hold vehicles at both ends of a crossing or defile.
- To make changes in density, especially at first or last light.
- To contain spillovers in serious delays (likely to be caused by enemy air attack or its results).
- To allow columns to rest and carry out maintenance and decontamination.
- To allow elements to change position in column if there is a change in priorities.

 (Classification)

Figure B-5. Road movement order or annex format (continued)

(Annex issued with the operation order)

(Classification)

APPENDIX 1 (ROAD MOVEMENT TABLE) to ANNEX K (ROAD MOVEMENT) to OPORD 9 – 20th Inf Div

Reference: Map, series M504, AFGAN, sheet 4842 (BHAD-WURST), edition 1-DMG, 1:100,000

Time zone used throughout the order: ZULU.

General Data:

1. Average Speed: 20 KPH.
2. Traffic Density: 20 VPK.
3. Halts: SOP.
4. Routes:
 - a. Route RED. Serials: 1, 3, 4, and 5.
 - b. Route BLUE. Serials: 2 and 6.
5. Critical Points:
 - a. Route RED.
 - (1) Start point: RJ 413 at MB201699.
 - (2) Release point: RJ 211 at QA990628.
 - (3) Other critical points.
 - (a) RJ (VILLERS) at MB 330718.
 - (b) RJ 242 at NB455701.
 - (c) RJ (LAWST) at DA585692.
 - (d) BLUE River bridge at PA683686.
 - (4) Route classification: 6 x 50.
 - (5) Route restrictions: BLUE River bridge – 6 x 50.
 - b. Route BLUE.
 - (1) Start point: RJ 526 at MS229509.
 - (2) Release point: RJ 105 at RS981511.
 - (3) Other critical points.
 - (a) RJ 592 at MS334481.
 - (b) RJ (CHANCE) at NS401490.
 - (c) RJ (VEGAS) at QT790501.
 - (d) BLUE River bridge at RS860495.
 - (4) Route classification: 10 x 50.
 - (5) Route restrictions: BLUE River bridge – 6 x 50.
6. Main Routes to Start Points: ***
7. Main Routes from Release Points: ***

NOTES

1. Only the minimum number of headings should be used. Include any information common to two or more movement numbers under the general data paragraphs.
2. Since the table may be issued to personnel concerned with traffic control, security must be remembered. It may not be desirable to include dates or locations.
3. If the table is issued by itself, not as an annex to a more detailed order, the table must be signed or authenticated in the normal way.
4. Critical point is defined as “a selected point along a route used for reference in giving instructions.” Critical points include start points, release points, and other points along a route where interference with movement may occur or where timing is critical.
5. The movement number identifies a column or element of column during the whole of the movement.

Figure B-6. Sample road movement table appendix to road movement annex, division

MOV NUMBER	DATE	UNIT	NUMBER OF VEHICLES	LOAD CLASS OF HEAVIEST VEHICLE	FROM	TO	ROUTE	ROUTE TO START POINT	CRITICAL POINTS			FROM RELEASE POINT	ROUTE REMARKS	
									REF	DUE	CLEAR			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	
1	...	1st Bde COL Long, Cdr	BHAD area	WURST area	RED	...	SP RJ (VILLERS) RJ242 RJ (LAWST) BLUE River bridge RJ (HAINS) RP	0530 0610 0630 0715 0755 0815 0855	0635 0715 0735 0820 0900 0920 1000	PST 65 min
2	...	2d Bde COL Corley, Cdr	BHAD area	WURST area	BLUE	...	SP RJ592 RJ (CHANCE) RJ (VEGAS) BLUE River bridge RP	0530 0548 0630 0800 0840 0920	0635 0653 0735 0905 0945 1025	PST 65 min
3	...	3d Bde COL Smith, Cdr	BHAD area	WURST area	RED	...	SP RJ (VILLERS) RJ242 RJ (LAWST) BLUE River bridge RJ (HAINS) RP	0650 0730 0750 0835 0915 0935 1015	0755 0835 0755 0940 1020 1040 1120	PST 65 min
4	...	Div Arty COL Stephens, Cdr	BHAD area	WURST area	RED	...	SP RJ (VILLERS) RJ242 RJ (LAWST) BLUE River bridge RJ (HAINS) RP	0810 0850 0910 0955 1035 1055 1135	0920 1000 1020 1105 1145 1205 1245	PST 70 min
5	...	Div Trp LTC Camp, Cdr	BHAD area	WURST area	RED	...	SP RJ (VILLERS) RJ242 RJ (LAWST) BLUE River bridge RJ (HAINS) RP	0935 1015 1035 1120 1200 1220 1300	1131 1211 1231 1316 1356 1416 1456	PST 116 min
6	...	DISCOM COL Norling, Cdr	BHAD area	WURST area	BLUE	...	SP RJ592 RJ (CHANCE) RJ (VEGAS) BLUE River bridge RP	0944 1002 1044 1214 1254 1334	1200 1218 1300 1430 1510 1550	PST 136 min

Figure B-6. Sample road movement table appendix to road movement annex, division (continued)

STANDING OPERATING PROCEDURES

(command)

1. PURPOSE. Outline of purpose.
2. SCOPE. Application and coverage.
3. UNIT PROCEDURES. Action required by subordinate units in preparing unit SOP. A definite statement that SOP of subordinate units will be based on and conform to SOP of the issuing command.
4. REVISIONS. Any publications superseded or rescinded by the SOP, including fragmentary SOPs, orders, memorandums, bulletins, and other directives.
5. REFERENCES. Publications to be used with the SOP.
6. DEFINITIONS. Terms defined, if required to understand and interpret the SOP.
7. TRANSPORTATION ORGANIZATION. Missions, organizations, and functions (unless published elsewhere) of:
 - a. Office of the Transportation Officer.
 - (1) Transportation officer.
 - (2) Deputy transportation officer or executive officer.
 - (3) Staff sections.
 - (4) Liaison officers.
 - b. Field Installations.
 - (1) Water terminals.
 - (2) Transportation supply depots.
 - (3) Transfer points and other special transportation activities.
 - (4) Transportation movements branch and other transportation organizations.
8. ADMINISTRATION.
 - a. General. Command policies and directives.
 - b. Correspondence.
 - (1) Types. Instructions for preparing, forwarding, and handling; paper economy measures.
 - (2) Classified documents. Types of classification and authority to classify; handling, delivery, and receipting methods and procedures; security measures and responsibilities.
 - c. Personnel.
 - (1) General. Command policies and directives.
 - (2) Local civilian labor. Command policies and administrative procedures for procurement, use, and pay; Geneva convention provisions.
 - (3) Prisoners of war. Command policies and administrative procedures for procurement as labor; use, treatment, and security; Geneva convention provisions.
 - (4) Replacements. Responsibilities and procedures for requisitioning transportation replacements, command policies and directives.
 - d. Reports. Types of administrative reports required; method and frequency of submission (samples to be appended); control procedures.

Figure B-7. Transportation SOP format for major commands

9. INTELLIGENCE

- a. General. Transportation intelligence purpose, mission, types; command directives.
- b. Information Collection. Collection agencies, essential elements of information, sources, coordination, collection plan, methods, reporting and disposition of captured enemy material.
- c. Information Processing. Responsibilities and procedures for recording, evaluating, and interpreting information.
- d. Dissemination. Policies, methods, criteria, security classifications, transmissions, time considerations.
- e. Use. General application of intelligence to transportation operations and planning; precautions against enemy counterintelligence.
- f. Counterintelligence. Objectives, responsibilities, and application to the transportation service.
- g. Reconnaissance. Purpose and responsibilities.

10. PLANS

- a. Transportation Requirements. Responsibilities for maintaining current lists of transportation requirements for movement of the unit or its elements by rail, truck, inland waterway, and air.
- b. Transport Availability. Responsibilities for maintaining current lists of available transportation – organic, assigned, or attached to the unit, including local civilian transportation.
- c. Load Plans. Responsibilities of subordinate units for maintaining current load plans; designation of vehicles to transport personnel, supplies, and organizational equipment.
- d. Traffic Circulation Plans. A statement that traffic circulation plans will be coordinated with traffic circulation plan of this headquarters.
- e. Special Operations. A statement that transportation aspects of subordinate troop plans for special operations (for example, river crossing, pursuit, retrograde movement) will be coordinated with this headquarters.
- f. Plans by Units in Reserve. Statements that plans by these units for forward or lateral movement will be coordinated with this headquarters.
- g. Organizational Transportation Pool. Procedures, including availability reports, unit responsibilities for furnishing personnel, maintenance of equipment, and administrative support.
- h. Civil Aid. A statement that services and subordinate units will submit plans in advance for movement of civilians and civil aid supplies and that plans will not be carried out without prior approval.
- i. Main Supply Routes and Supply and Service Installations.

11. TRAINING

- a. Responsibilities and procedures for preparing and supervising training programs of transportation units.
- b. Responsibilities and procedures for exercising technical supervision over transportation training throughout the command.

12. REAR AREA OPERATIONS. Command policies and directives; responsibilities of units for BASE defense; defense against airborne operations, NBC attack, sabotage, infiltration, and guerrilla warfare; procedures for reporting enemy activity.

13. AMPHIBIOUS OPERATIONS

- a. General. A statement that this SOP standardizes normal procedures for preparation and execution of amphibious operations and will apply unless otherwise prescribed.
 - (1) Subordinate units will issue SOPs which conform to this SOP.
 - (2) References.

Figure B-7. Transportation SOP format for major commands (continued)

- b. Planning.
 - (1) Requirements of the tactical plan and the scheme of maneuver.
 - (2) Availability of landing craft and ships by type, size, cargo, and personnel capacity.
 - (3) Establishment of close liaison with the Navy and Air Force and with task force commanders.
 - (4) Landing force embarkation and tonnage; equipment and supplies breakdown from tables submitted by task force commanders.
 - (5) Unit loading and embarkation training arrangements and coordination.
 - (6) Movement of the embarkation areas and delivery of equipment and supplies, including waterproofing, marking, and palletizing.
 - (7) Supervision within the embarkation area.
 - (8) Buildup period for supplies and ship turnaround time.
 - (9) Alternate logistical procedures or an entire alternate plan to support alternate tactical plans being considered.
- c. Movement to Staging Area.
 - (1) Warning orders.
 - (2) Movement method – rail, highway, air, water.
 - (3) Movement control.
- d. Staging Area.
 - (1) Reception.
 - (2) Spot delivery of equipment.
 - (3) Control points which control flow of equipment and personnel to embarkation points or assembly areas.
 - (4) Assembly areas for temporary storage of equipment and supplies to be loaded on transports.
 - (5) Transportation for supplies and equipment from assembly areas to ships.
 - (6) Areas for final waterproofing.
 - (7) Facilities to prepare cargo not already processed for loading.
- e. Embarkation of Troops.
 - (1) Movement to embarkation point or assembly areas.
 - (2) Control of movement to vessels.
- f. Movement to Objective Area. In accordance with naval directives.
- g. Ship-to-Shore Movement.
 - (1) Debarkation of equipment, supplies, and service troops at the proper time to support tactical operation.
 - (2) Control and landing of emergency supplies.
 - (3) Evacuation of casualties by water.
- h. Beach Organization.
 - (1) Transportation unit reconnaissance party.
 - (2) Consolidation of supplies and transportation for subsequent logistical support of the landing force.
 - (3) Control.
 - (a) Vehicular traffic.
 - (b) Transfer operations (buildup area).
 - (4) Communication between beach organization and control vessel and ships.

Figure B-7. Transportation SOP format for major commands (continued)

14. INSPECTIONS

- a. Reference. Higher headquarters SOP on inspections.
- b. Purpose.
- c. Policy.
- d. Types. Vehicle use, transportation training, maintenance and maintenance support quality, operations efficiency, records system.
- e. Frequency.
- f. Before-Inspection Procedures.
- g. After-Inspection Procedures.
- h. Reports. A sample format, number of copies required, and distribution.

15. AIRBORNE OPERATIONS. Command policies and directives; responsibilities and procedures for transportation units participating in airborne operations.

16. COMMUNICATIONS

- a. Communications for coordinating transportation.
- b. Air-ground communications for coordinating airdrops and land transportation.
- c. Reference to communications diagram.

/s/ _____
 Commander (name and rank)

Authentication:
 Annexes:
 Distribution:

Figure B-7. Transportation SOP format for major commands (continued)

STANDING OPERATING PROCEDURES

 Unit

Section I. GENERAL

- 1. APPLICATION. Operations which SOP covers.
- 2. PURPOSE.
- 3. REFERENCES. FMs, TMs, SOPs of higher headquarters, other.
- 4. RESPONSIBILITY FOR PREPARATION, CHANGES, REVISIONS.
- 5. EFFECTIVE DATE.

Figure B-8. Transportation SOP format for units

Section II. COMMAND, STAFF, LIAISON

6. ORGANIZATION.
7. COMMAND POSTS.
 - a. Normal location in relation to next higher headquarters.
 - b. Change of location, – reporting; coordinates and time.
 - c. Forward command posts.
 - (1) Requirement.
 - (2) Organization.
 - (3) Personnel and equipment.
8. STAFF DUTIES.
 - a. Staff officers.
 - b. Special staff officers.
9. LIAISON.
 - a. Duties of liaison officers.
 - b. Unit responsibilities for liaison – higher, lower, and adjacent units.
10. PLANNING. Responsibilities.

Section III. ADMINISTRATION

11. CHAIN OF COMMAND.
12. REPORTS.
 - a. Routine.
 - b. Special.
 - c. Submission.
 - (1) Title and reports-control symbol.
 - (2) Format.
 - (3) Date due.
 - (4) Number of copies.
 - (5) Negative report, if required.
13. PROMOTION POLICIES.
 - a. Officer.
 - b. Enlisted.
 - c. Battlefield.
14. COURTS-MARTIAL.
 - a. Location of jurisdiction.
 - b. Procedure for submitting cases.
15. MAIL.
 - a. Handling official mail.
 - b. Handling personal mail.
16. LEAVES AND PASSES.
 - a. Command policy. Conduct, VD control.
 - b. Authority.

Figure B-8. Transportation SOP format for units (continued)

17. JOURNALS AND HISTORY.
 - a. Unit journal and history.
 - b. Staff section journals.
18. MILITARY PUBLICATIONS. Distribution.
19. PRISONERS OF WAR
 - a. Reference.
 - b. Special instructions for capturing unit.
20. AWARDS AND DECORATIONS.
 - a. Channels.
 - b. Form.
 - c. Presentation.
21. ORDERS.
22. BILLETS AND BIVOUACS.
 - a. Policies. Occupation and clearance.
 - b. Billeting party.

Section IV. MOVEMENT

23. HIGHER HEADQUARTERS SOP. Reference.
24. MOTOR MOVEMENT.
 - a. Vehicles. Preparation for movement.
 - b. Motor marches.
 - (1) Strip maps.
 - (2) Route reconnaissance.
 - (3) Messing and refueling.
 - (4) Night marches.
 - (5) Makeup of march units and serials.
 - (6) Vehicle gap.
 - (7) Speed and rate of march.
 - (a) Column rate of march.
 - (b) Lead vehicle speed.
 - (c) Permissible catch-up speed.
 - (d) March unit or serial time length.
 - (8) Posting traffic guards during halt.
 - c. Infiltration.
 - d. Personnel. Conduct during movement.
 - (1) Passengers.
 - (2) Drivers.
25. VEHICLE AND EQUIPMENT OPERATIONS.
 - a. Motor pool.
 - (1) Dispatch.
 - (2) Service.
 - (3) Maintenance.
 - b. Administrative vehicles. Regulations.

Figure B-8. Transportation SOP format for units (continued)

- 26. RAIL MOVEMENTS.
 - a. S1 Action. Movement policy.
 - b. S2 Action.
 - (1) Reconnaissance report.
 - (2) Security.
 - c. S3 Action.
 - (1) Troop list.
 - (2) Loading plan.
 - (3) Transportation movement teams.
 - d. S4 Action.
 - (1) Transportation request.
 - (2) Troop and guard mess.
 - (3) Blocking and dunnage.
 - (4) Shipping documents.
 - (5) Rolling stock.
 - (6) Loading schedules and area.

- 27. AIR MOVEMENT.
 - a. S1 Action.
 - b. S2 Action.
 - c. S3 Action.
 - (1) Aircraft required.
 - (2) Loading plan.
 - (3) Loading schedule and areas
 - (4) Air-transportability technique.
 - d. S4 Action.
 - (1) Transportation request.
 - (2) Availability of tie-down devices or material.
 - (3) Weight-of-equipment data for loading computation.
 - (4) Shipping documents.
 - (5) Vehicles required to load and unload aircraft.

- 28. WATER MOVEMENT.
 - a. S1 Action. Movement policy.
 - b. S2 Action.
 - (1) Reconnaissance report.
 - (2) Security.
 - c. S3 Action.
 - (1) Troop list.
 - (2) Loading plan.
 - (3) Transportation movement teams.
 - d. S4 Action.
 - (1) Transportation request.
 - (2) Troop mess.
 - (3) Shipping documents.
 - (4) Vessels required.
 - (5) Loading schedule and area.

Figure B-8. Transportation SOP format for units (continued)

Section V. SECURITY

- 29. POLICIES AND RESPONSIBILITIES.
- 30. MOVEMENT SECURITY.
 - a. Air guards.
 - b. Manning of vehicular weapons.
 - c. Camouflage during halts.
 - d. Advance, flank, and rear guards.
 - e. Action to be taken in attack.
- 31. BIVOUAC SECURITY.
 - a. Camouflage.
 - b. Mines and booby traps.
 - c. Defensive positions.
 - d. Joint security.
 - e. Security plans.
 - f. Sentry posts and outposts.
- 32. ATTACK WARNING SIGNALS.
 - a. Air.
 - b. Airborne.
 - c. Mechanized.
 - d. Troops.
 - e. Nuclear, biological, chemical.
- 33. FIRE SAFETY AND FIRE FIGHTING.
 - a. Plans.
 - b. Fire personnel and duties.
 - c. Safety rules (motor pool, kitchen, other).
- 34. ALERT PLANS.
 - a. Unit plan.
 - b. Alert roster.
 - c. Armament and equipment.
 - d. Alert warning phase system.
- 35. EQUIPMENT DESTRUCTION.

Section VI. COMMUNICATIONS

- 36. AVAILABLE COMMUNICATIONS MEANS.
- 37. ESTABLISHMENT OF COMMUNICATIONS.
 - a. Organic communications.
 - b. Area communications support.
 - c. Responsibilities.
- 38. COMMUNICATIONS PROCEDURES.
 - a. Voice radio.
 - b. Radio and wire integration.
 - c. Message.

Figure B-8. Transportation SOP format for units (continued)

- d. Visual and sonic.
- e. Reference to higher headquarters CEOI.

39. SIGNAL MAINTENANCE RESPONSIBILITIES.

- a. Commander.
- b. Signal/communications officer.
- c. Operators.
- d. Users.

Section VII. RECONNAISSANCE, INTELLIGENCE, AND COUNTERINTELLIGENCE

40. RECONNAISSANCE. Essential elements of information.

41. COMBAT INTELLIGENCE.

- a. Definition of "spot reports."
- b. Requirement for spot reports.
 - (1) Initial contact with enemy.
 - (2) Marked change in enemy disposition or situation.
 - (3) Armored, air, or airborne attack.
 - (4) New units identified.
 - (5) Enemy strength, composition, and movement.
 - (6) Location of enemy installations.
 - (7) Use of chemicals or new weapons.
 - (8) New materials or equipment.

42. COUNTERINTELLIGENCE.

- a. Mail censorship.
- b. Blackout discipline.
- c. Information.
 - (1) To enemy captors.
 - (2) To press representatives.
- d. Signs and countersigns.
- e. Classified documents destruction.
- f. Civilian control.
- g. Secrecy discipline.

Section VIII. SUPPLY AND MAINTENANCE

43. CLASS I SUPPLY.

- a. Ration pickup.
- b. Daily ration return and cycle.
- c. Reserve rations.
 - (1) Unit.
 - (2) Individual.

44. WATER.

- a. Authorized source.
- b. Expedient purification methods.
- c. Water economy.

Figure B-8. Transportation SOP format for units (continued)

45. CLASS II AND IV SUPPLY.
 - a. Requisition days for various services.
 - b. Pickup procedure.
 - c. Salvage turn-in procedures.
 - d. Droppage by battle-loss certificate.
46. CLASS III SUPPLY.
 - a. Resupply.
 - b. Fuel reserve.
47. CLASS IIIA SUPPLY.
 - a. Resupply.
 - b. Fuel reserve.
48. CLASS V SUPPLY.
 - a. Requisition method.
 - b. Required forms and certificates.
 - c. Basic load.
 - d. Salvage.
49. VEHICLE AND EQUIPMENT MAINTENANCE.
 - a. Maintenance category.
 - b. Maintenance officer's responsibility.
 - c. Required forms.
 - d. Priorities.
50. REPAIR PARTS.
 - a. Requisition method.
 - b. Stock level maintenance.
 - c. Maintenance inspections.
 - d. Parts and equipment record.
51. VEHICLE AND EQUIPMENT EVACUATION CHANNELS.

/s/ _____
Commander (name and rank)

Authentication:

Annexes: (May include Wearing of the Uniform, Reports Formats, Destruction of Classified Documents, Duties of Staff Officers, Staff Section SOPs, Loading Plans, Alert Plan).

Distribution:

Figure B-8. Transportation SOP format for units (continued)

(Classification)

Issuing unit
Place of issue (may be in code)
Date-time group of signature

File No. _____

Embarkation Plan No. _____

Maps: Those needed for understanding the plan.

References: SOPs, operation order, administrative order, and other relevant material.

1. ORGANIZATION FOR EMBARKATION

- a. Troop list for each embarkation group. May be issued as an annex.
- b. Embarkation schedule. Assignment of each embarkation group to shipping. Schedule shows berthing of ships and date and hour loading will begin. It also includes date and hour embarkation will be completed by each embarkation group. Other information pertinent to the embarkation schedule may be included. May be issued as an annex.
- c. Advance parties.
 - (1) Composition.
 - (2) Functions.
 - (3) Movement to embarkation point. References to SOP if applicable.

2. SUPPLIES AND EQUIPMENT

- a. Amounts and types of supplies and equipment to be embarked.
- b. Preparation of supplies and equipment for embarkation. Reference may be made to appropriate SOP.
- c. Allocation of division supplies and equipment to cargo assembly areas. May be Issued as an annex with appendixes.

3. EMBARKATION POINTS AND CARGO ASSEMBLY AREAS

- a. Assignment of embarkation points and cargo assembly areas for loading. (May be a map, sketch, or overlay issued as an annex.)
- b. Preparation of embarkation points and cargo assembly areas for loading; construction to improve embarkation exits and facilities.
- c. Assignment of mechanical loading devices, such as forklift trucks, cranes, roller conveyors, warehouse pallets.

4. CONTROL

- a. Establishment and functions of embarkation control officer. Functions may be covered in SOP.
- b. Traffic circulation and control system in embarkation area and between embarkation area and base camp.
- c. Establishment of security posts for prevention of fire, sabotage, and pilferage in cargo assembly and deck areas.
- d. Communications for embarkation. References may be made to SIGNAL OPERATING INSTRUCTIONS.

Figure B-9. Division embarkation order format

5. PERSONNEL

- a. Schedule and method of movement from base camp.
- b. Schedule and instruction for embarkation.

6. MISCELLANEOUS

- a. Embarkation responsibilities and tasks. Responsibility of embarkation group commanders and tasks of officers. Supply officer, motor transport officer, unit movement officer, other.
- b. Special loading instructions. Stowage of certain types of cargo, handling of fragile or dangerous items, other.
- c. Miscellaneous instructions not covered elsewhere.

Acknowledgment instructions.

By Command of

/s/ _____
Chief of Staff

Authentication:

Annexes:

- Organization of Embarkation Groups – Assignments of Shipping.
- Supplies and Equipment to be Embarked.
- Embarkation Points and Cargo Assembly Areas.
- Others as necessary.

Distribution:

OFFICIAL _____
G3

Figure B-9. Division embarkation order format (continued)

TRANSPORTATION ESTIMATE

Transportation section (unit)

Location

Date-time group

References: Maps, charts, and other relevant documents.

1. MISSION. Mission of the command; mission of transportation units in support of the command's tactical and logistical mission. May be obtained from higher headquarters orders or deduced from instructions or knowledge of the situation; may be expressed in terms of personnel or tons of cargo to be transported, discharged, or outloaded.

Figure B-10. Transportation estimate format

2. SITUATION AND CONSIDERATIONS

a. Intelligence. Reference to pertinent intelligence estimate.

b. Tactical situation.

(1) Reference to current operation order.

(2) Present and planned disposition of major friendly tactical elements, with emphasis on those units defending lines of communication or transportation units and operations; effect of planned troop moves on transportation operations.

(3) All possible courses of action open to the command to accomplish the mission.

(4) Concept of projecting operations once the immediate mission is accomplished.

c. Logistics.

(1) Reference to current ADMIN/LOG order or overlay.

(2) Status of supplies and equipment in all transportation organizations of the command with any inadequacies highlighted.

(3) Any projected developments likely to affect the ability of transportation units to perform their mission from the logistical standpoint.

(4) Status of supplies and equipment in other logistical support units which might adversely affect accomplishment of the mission.

(5) All possible logistical courses of action and the effects of each on possible friendly tactical courses of action.

d. Personnel.

(1) Reference to current ADMIN/LOG order or overlay.

(2) Status of personnel in all transportation units, including morale and any other considerations likely to affect their performance.

(3) Status of personnel in other support units to be employed in logistical support of transportation operations that might adversely affect accomplishment of mission.

e. Assumptions. Logical assumptions may be made when there are not enough facts available to prepare the estimate.

f. Transportation. All known information, as detailed as possible, on each mode of transportation activity.

(1) Transportation activities. The format shown in (a) below should be modified as required for (b) through (j).

(a) Rail.

Unit	Strength Actual & Location	Facilities Actual & Auth	Equipment Required	Lacking	Capability Actual & Potential
------	----------------------------------	--------------------------------	-----------------------	---------	-------------------------------------

(b) Motor.

(c) Inland waterway.

(d) Air.

(e) Water.

(f) Transportation movements.

(g) Staging areas.

(h) Pipelines (even though not operated by transportation units.)

(i) Troop carrier space.

(2) Transportation units courses of action. All courses of action open to transportation units for each possible logistical course of action set forth in paragraph c(5) above.

Figure B-10. Transportation estimate format (continued)

g. Special Factors. Any other factors that might influence the choice of a course of action or the ability to perform the mission, from both the transportation and overall mission standpoints.

3. ANALYSIS. A statement and analysis of the effects of each logistical course of action on each transportation activity.

a. Course of Action. Use the following format for each course of action mentioned in paragraph 2c(5).

Activity*	Effect on personnel	Effect on equipment	Effect on facilities	Effect on capabilities
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b. Alternate Course of Action. Outline of alternate courses of action, if possible. Use same format as paragraph 3a.

4. COMPARISON

a. Dominant transportation factors and modes most likely to be used.

b. A comparison, based on the information in paragraph 3, of the various logistical courses of action, including their effects on each mode and its capabilities. The comparison will determine the most favorable course of action from a transportation standpoint.

c. Feasibility of the various lines of communications, ports, and beaches as affected by enemy capabilities, weather, terrain, et cetera.

5. CONCLUSIONS

a. Statement indicating whether the mission can be accomplished from the standpoint of transportation support.

b. Statement indicating which of the possible logistical courses of action can best be supported from the transportation standpoint.

c. Statement calling attention to any considerations required should alternate courses of action be chosen.

(1) Number and type of transportation units required over and above those available for each course of action if mission cannot be supported.

(2) Personnel and/or equipment shortages in existing units that would prevent mission accomplishment.

(3) Any repairs or construction work essential to successful mission accomplishment from the transportation standpoint.

(4) Any other transportation considerations which should be brought to the attention of the commander.

/s/ _____
 Transportation officer
 (name and rank)

Authentication:

Annexes:

Distribution:

 *Same as in paragraph 2f(1).

Figure B-10. Transportation estimate format (continued)

<p>TRANSPORTATION PLAN NO ___¹</p> <p style="text-align: right; padding-right: 50px;">Transportation section (unit)</p> <p style="text-align: right; padding-right: 50px;">Location</p> <p style="text-align: right; padding-right: 50px;">Date-time group of signature</p> <p>Maps and references: Sheet name, number, scale, unit of measure, and series for each map. Other references include city plans, navigation charts, and other plans bearing on the transportation plan.</p> <p>Task organization: Annex A, Task Organization.</p> <p>1. SITUATION</p> <p style="padding-left: 20px;">a. Enemy Forces. All capabilities of the enemy to hinder, disrupt, or otherwise affect operations of transportation units and other elements of the command, including damage to lines of communications, and use of mass-destruction weapons (Annex B, Intelligence).</p> <p style="padding-left: 20px;">b. Friendly Forces. Units to be supported, their location and strength. Emphasis on units engaged in protection of lines of communication and transportation units or activities, including higher, adjacent, and supporting units of US and allied forces.</p> <p style="padding-left: 20px;">c. Area of Operations.</p> <p style="padding-left: 40px;">(1) Weather. Temperatures, wind conditions, rainfall, tide and river conditions, aeronautical weather information.</p> <p style="padding-left: 40px;">(2) Terrain and hydrography. Critical terrain features, signal operating instructions, soil trafficability, beach gradients, and any known obstacles; their possible effects on transportation modes.</p> <p style="padding-left: 40px;">(3) Lines of communication. All lines of communication and their physical condition.</p> <p style="padding-left: 20px;">d. Attachments and Detachments.</p> <p style="padding-left: 20px;">e. Assumptions and Policies. Any pertinent policies and logical assumptions needed to prepare the plan – proposed locations of major unit boundaries, troop strengths supported in different phases of the operation, et cetera.</p> <p>2. MISSION. Mission of transportation units in support of the command.</p> <p>3. EXECUTION</p> <p style="padding-left: 20px;">a. Commander's Intent.</p> <p style="padding-left: 20px;">b. Concept of Operation. The transportation officer's overall concept of the operation, including probable increases in supported units and additional territory to be supported. (Annex C, Concept of Operations).</p> <p style="padding-left: 20px;">c. Rail. Specific tasks assigned to rail units.²</p> <p style="padding-left: 20px;">d. Motor.</p> <p style="padding-left: 20px;">e. Air.</p> <p style="padding-left: 20px;">f. Water.</p> <p style="padding-left: 20px;">g. Inland Waterway.</p> <p style="padding-left: 20px;">h. Transportation Movements.</p> <p style="padding-left: 20px;">i. Staging Areas.</p> <p style="padding-left: 20px;">j. Pipelines (even though not operated by transportation units).</p>
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Figure B-11. Transportation plan format

k. Troop Carrier Space. Proposed use of air capacity allocated to the command.^{2, 3} (As indicated in b above, similar information for each mode of transportation is best submitted as an annex, the format of which should parallel that of the plan itself as much as practical.)

l. Coordinating Instructions.

- (1) Defense and security. Reference to appropriate SOP or defense plan.
 - (a) Individual.
 - (b) Facilities.
 - (c) Lines of communication.
 - (d) Shipments.
 - (e) Censorship.
 - (f) Communications.
- (2) Counterintelligence. Annex B, Intelligence.
- (3) Technical intelligence. Annex B, Intelligence.
- (4) Effective time and date.

4. ADMINISTRATION AND LOGISTICS

a. Administration.

- (1) Policies.
- (2) Procedures. SOPs and related guides of higher headquarters not covered elsewhere in the plan.
- (3) Required reports.

b. Logistics.

(1) Transportation supply. The following items are covered by reference to current SOPs when applicable.

- (a) Levels of supply.
 - (b) Replacement factors and consumption rates.
 - (c) Requisition procedures and cycles.
 - (d) Emergency requisition procedures.
 - (e) Local procurement.
 - (f) Controlled items.
 - (g) Surplus material.
 - (h) Captured material.
 - (i) Salvage and scrap.
 - (j) Interservice supply.
 - (k) Class IV equipment.
- (2) Equipment out of commission for parts procedures.
 - (3) Supply support of transportation mission by other services.
 - (4) Transportation maintenance. Maintenance facilities by mode, shop locations, and responsibilities of each maintenance unit.

c. Personnel.

- (1) Policies.
 - (a) Local civilian personnel.
 - (b) Prisoners of war.
 - (c) US civilian personnel.
- (2) Strengths.

Figure B-11. Transportation plan format (continued)

(3) Replacements.
 (4) Procedures.

5. COMMAND AND SIGNAL

a. Command.

(1) Location of major command CPs.
 (2) Location of transportation movements branches.

b. Annex D, Signal.

Acknowledgment instructions.

/s/ _____
 Commander (name and rank)

Authentication:
 Annexes:
 Distribution:

¹ Any paragraph or subparagraph in the plan may consist wholly or in part of references to appropriate annexes. Annexes in turn may be simplified by referring to appendixes. Each transportation mode should have a separate annex.

² Projected loads, schedules, facilities, lines of communication, and similar information are best submitted as annexes to the plan.

³ Transportation organizations do not assign tasks.

Figure B-11. Transportation plan format (continued)

Feasibility Test for Transportation Plan

1. GENERAL

a. This test is prepared to enable transportation staff planners to check the feasibility of a transportation plan (annex to administrative orders, letter of instructions, other) after the plan has been prepared.

b. The test has been prepared in checklist form. Paragraph 2 lists general considerations that apply to all modes of transportation; the remaining paragraphs list items that apply to a specific mode.

c. When using the checklist, consider the items listed in paragraph 2 in addition to the paragraph that applies to the particular mode.

2. GENERAL CHECKLIST ITEMS

a. Calculated risks. Calculated risks involved. Effect on the mission. Governing factors.

b. Weather and terrain. General considerations. Favorable or adverse effect on the mission.

c. Enemy action. Enemy guerrilla action, clandestine action, other.

d. Political and economic situation. Interference with local economy. Friendly or unfriendly attitude of the civilian population.

Figure B-12. Transportation plan feasibility test format

e. Transportation net. Integration of transportation net elements. Portions of the net reserved for civilian use. Emergency procedures for joint civil-military use. Engineer construction support of the present net and future operations.

f. Allocation and use of modes. Optimum use of transport capacity. Use of supporting service's capacities. Allocation to modes of tasks corresponding to their capabilities and equipment. Adequate provisions for retrograde cargo.

g. Logistical support. Support of modes in quantity and time to accomplish the mission (POL products, repair parts, and so forth).

h. Task organization.

(1) Clear definition of command relationships, missions, and functions.

(2) Troop list assignments.

(a) Strength.

(b) Training.

(c) Morale.

(d) Available transport equipment.

i. Local civilian and EPW labor. Availability in the skills required. Requirement for mobile civilian labor units for phase II and phase III operations. Adequate administrative and logistical support.

3. MOTOR TRANSPORT CHECKLIST

a. Requirements versus capabilities.

b. Traffic circulation plan.

(1) Road net support of planned traffic.

(2) Requirement for additional highway regulation personnel.

(3) Adequate road repair and road maintenance support.

(4) Designation of routes (restricted, dispatch, other).

(5) Possible joint use of road net. Can both combat forces (US and allied forces) and civilian traffic use it simultaneously?

(6) Availability of hardstand, maintenance areas, truck parks, relay stations, transfer points.

(7) Marked routes; availability of marking signs.

4. RAIL

a. Requirements versus capabilities.

b. Unusual weather or terrain factors.

(1) Are heavy rains due that may cause washouts, floods, or landslides?

(2) Is extreme subfreezing weather due?

c. Engineer maintenance and construction support for rehabilitation or for major repair of rail line.

d. Yards, roundhouse, repair shops.

e. Suitable water and fuel supplies (if steam locomotives are used).

f. Limiting factors.

(1) Bridge weight and clearance.

(2) Tunnel clearance.

(3) Roadbed and trackage.

(4) Rolling stock – condition, power, gauge.

(5) Locomotives – condition, power, gauge.

(6) Train operations communications.

5. INLAND WATERWAY

Figure B-12. Transportation plan feasibility test format (continued)

- a. Requirements versus capabilities.
 - b. Weather and terrain. Freeze-up or flood period, tidal ranges, currents, fogs.
 - c. Obstructions. Low bridges, types of drawbridges. Natural obstructions, such as heavy weeds, that might foul propellers.
 - d. Locks. Locks controlled by assigned permanent personnel or the individual inland waterway craft. Size of locks; amount of time required to pass through.
 - e. Channels. Required maintenance. Size, depth, and width.
 - f. Navigational aids. Enough fixed or mobile navigational aids for full use, day and night.
 - g. Requirement for intermediate transfers.
 - h. Condition of available watercraft.
 - i. Marine repair and maintenance support.
 - j. Inland waterway facilities, docks, cranes.
6. PORTS AND BEACHES
- a. Requirements versus capabilities.
 - b. Port facilities.
 - (1) Floating cranes for heavy lifts.
 - (2) Piers, docks, warehouses, open ground areas.
 - (3) Road nets and rail nets.
 - (4) Navigational aids.
 - (5) Protected anchorage areas.
 - (6) Utilities (electricity, other).
 - (7) Harbor craft.
 - (8) Berth space, lengths, and depths.
 - c. Beach facilities.
 - (1) Anchorage areas.
 - (2) Ingress and egress routes.
 - (3) Road nets and rail nets.
 - (4) Hardstand and open ground areas.
 - (5) Equipment (forklifts, cranes, other).
 - d. Weather and terrain.
 - (1) Ports.
 - (a) Tides and currents.
 - (b) Underwater obstructions.
 - (2) Beaches.
 - (a) Tides, currents, surf, gradient, tidal range.
 - (b) Underwater obstructions.
7. TRANSPORTATION MOVEMENTS
- a. Sufficient teams to accomplish mission.
 - b. Adequacy (flexibility or rigidity) of transportation movements plan.
 - c. Location of teams for maximum use.
 - d. Documentation procedures.
8. STAGING AREAS

Figure B-12. Transportation plan feasibility test format (continued)

- a. Capability of processing planned work loads.
 - b. Adequate facilities.
9. AIR
- a. Requirements versus capabilities.
 - b. Marginal weather.
 - (1) Low ceilings.
 - (2) Low visibility.
 - (3) Snow and ice.
 - (4) Temperatures.
 - c. Terrain. Altitudes (temperature and altitude affect lift capabilities).
 - d. Navigational aids.
 - (1) Possibility of day and night operations.
 - (2) Ground stations.
 - (a) Ground-controlled approach.
 - (b) Radio range.
 - (c) Instrument-landing systems.
 - (d) Omnidirectional range (omni range).
 - (e) Radar-plotting station.
 - (3) Airborne navigational equipment.
 - e. Communications. Adequacy of unit communications; augmentation required.
 - f. Flight restrictions.
 - (1) Maintenance of established air routes, including fire lanes.
 - (2) Degree of air superiority.
 - (3) Arrangements for weather reports from Air Force.
 - g. Adequacy and location of landing sites or airfields; facilities at these locations.
 - h. Maintenance.
 - (1) Condition of aircraft (hours of previous operation).
 - (2) Maintenance units available.
 - (3) Repair parts available.
 - (4) Location and stock of depot support.
 - i. Degree of training of supported units in use of logistical air support.
10. FLEXIBILITY
- a. Provision for rerouting or diversion.
 - b. Interchange points.
 - c. Transfer points.
 - d. Substitution of one mode for another.
 - e. Capability of handling emergency transportation tasks.

Figure B-12. Transportation plan feasibility test format (continued)