

APPENDIX D

TAB F

OFF-LOAD PREPARATION PARTY CHECKLIST

D.F.1 General

This appendix provides MPF operators and planners with information concerning requirements for the OPP. It addresses OPP tasks in an ideal scenario where the OPP is deployed to meet the MPS prior to the ship's arrival in the AAA. The sequence of events may vary with the situation, however, most of the work associated with the OPP's tasks remains the same.

D.F.2 Off-Load Preparation Party Time Considerations

Critical factors affecting the time required to off-load the ships are:

- a. When the OPP is deployed to meet the MPS
- b. The size of the OPP
- c. Tools, supplies and test equipment for use by the OPP
- d. Training received by personnel assigned to the OPP
- e. Safety considerations

D.F.3 Sequence of Events

The sequence of events for the OPP is as follows:

- a. The OPP OIC is designated by the Commander, Naval Support Element (CNSE).
- b. Off-load priorities are established by the MAGTF Commander and coordinated with the CMPF.
- c. The OIC OPP receives off-load priorities from the MAGTF commander via the AAOG.
- d. The OPP headquarters is collocated with COMPSRON and individual MPS detachments. Each detachment is composed of Navy and MAGTF personnel, each with specific responsibilities.
- e. The OPP OIC will liaison with MPSRON personnel to determine the maximum number of personnel that can be embarked in accordance with each ship's USCG certification of inspection.
- f. The OPP receives equipment operators from all MAGTF elements and the NSE.
- g. OPP ADP equipment, technical publications, test equipment, and required reports are collected, inspected and prepared for embarkation.
- h. OPP equipment and materials prepared for embarkation are moved to the MPS. The OIC OPP coordinates with COMPSRON and the ship's master regarding arrival of the OPP.

- i. The OPP undergoes pre-embarkation and safety training, conducts initial briefs for subordinates, and develops a plan for accomplishment of work while embarked.
- j. The OPP OIC initiates the OPP's security requirements.
- k. The OPP is transported to the MPSRON.
- l. A representative of the OPP with the ship's first mate inspects and accepts berthing areas for OPP personnel.
- m. The OPP OIC will receive direction concerning shipboard activities from COMPSRON and the ship's master.
- n. A representative from the OPP validates the ship's load plan and conducts an inventory of the major MPE/S and NSE equipment. Special attention is given to identify any changes in the ship's load plan that may affect the planned sequence of off-load.
- o. The OPP commences required work. Standard work priority during instream off-load (barring other direction from the MAGTF commander) is:
 - Ship cargo handling systems (e.g. cranes, winches)
 - Lighterage
 - NSE communication equipment
 - NSE equipment for instream and beach off-load
 - MHE to support the off-load
 - Depreservation and preparation of MAGTF equipment
 - Fuel/water discharge systems
- p. OPP members who remain onboard to continue work form the nucleus of the debarkation teams, and problems that may affect the off-load are corrected.
- q. Activation of the ship-to-shore system
- r. Final visual inspection of vehicles, equipment and cargo is conducted. Equipment that must operate during the off-load requires a pre-operation check and service inspection. Cargo and mobile loads are inspected to ensure that neither unsafe situations nor damage occurs during the off-load.
- s. OPP supervisors (CPO/SNCO) of troops ensure that all preparations for space turnover (i.e. cleaning of berthing spaces) are completed.
- t. The OPP establishes communications with the SLRP to identify and recommend corrective action for any problems that may affect the off-load.
- u. The OPP is disestablished after arrival in the AAA. Personnel to be transferred from the OPP to other task organizations involved in the off-load are identified and assigned as early as possible to ensure a smooth, safe, and orderly transfer of personnel.

D.F.4 Tasks

Tasks for the MPF OPP organization include, but are not limited to, the following:

- a. Locate MAGTF equipment to match and validate the ship's load plan.
- b. Identify MPE/S per guidance established by the MAGTF commander and identify the equipment assignment.

NOTE: To speed the identification, assignment, and distribution process for equipment, the Marine expeditionary force responsible for a particular MPSRON will use a tag or marking system to identify MPE/S assignment to the MAGTF major subordinate elements. Ensure permanent damage does not occur when the equipment is tagged or marked. The Marine expeditionary force's major subordinate commands will further distribute equipment down to the battalion and squadron levels in MDSS II.

- c. Conduct pre-operations checks and make adjustments as required by completing the following:

- Visually inspect tires for proper inflation.
- Check for visible oil and brake fluid leaks.
- Visually inspect tracks for excessive cracks.
- Check cooling systems for evidence of leaks.
- Check belt tension.
- Remove sealing material from intake and exhaust openings and remove other protective covers.
- Check fluid levels for engine, transmission, transfers and differentials.
- Ensure that fuel filters are installed and serviceable.
- Inspect lube points on all undercarriages.
- Check/install battery connections (if equipment will be issued).

••Obtain ship's master approval to connect batteries.

••If equipment is being off-loaded for modification or maintenance, use the ship's DC current or portable start carts and cables to start engine.

••If vehicles are stored without batteries, activate the batteries with electrolyte before installation.

CAUTION

If the vehicle is stored with dry charged batteries installed, use extreme caution when activating batteries. Electrolyte can cause injury if spilled or splashed on skin or in eyes. Flush overfills or spilled acid from vehicle surfaces. These instructions also apply to batteries supplying power to auxiliary equipment mounted on vehicles. Prior to connecting battery terminals, ensure all electrical switches and auxiliary power switches are in the off position

••Add fuel additive to fuel tanks as required. If gasohol is available, use it in vehicles or other equipment with gasoline engines; if not, service with gasoline. Preserved gasoline engines are much easier to start and require fewer adjustments when energized with gasohol.

••Remove barrier tape from battery terminals and clamps.

••Connect battery cables to batteries ensuring proper connection.

CAUTION

Extreme caution must be exercised to properly connect batteries in order to avoid damage to the vehicle electrical system.

g. Start equipment when authorized by the ship's first mate. After a warm-up period, accelerate to approximately one-half power. Observe the engine's noise or vibration response. If satisfactory, the vehicle or equipment is ready for off-load.

h. Tag equipment, as determined by the MAGTF commander, and indicate maintenance performed on that item. All tags are attached to the left front near the headlight. An example of a tag system to identify maintenance class is:

- Green Tag: Ready for Issue (RFI)
- Yellow Tag: Minor repairs/adjustments required. Equipment is considered safe to operate. Repairs/adjustments required will be annotated on the tag.
- Red Tag: Major repairs required. Operation of equipment will seriously damage equipment or cause harm to operator or crew. Major repairs required will be annotated on the tag.

i. Install associated weapons systems and SL-3 components as required.

j. Unlash equipment when directed by the ship's master when near the AAA and weather permits.

k. Secure publication binders in their bins.

l. Refuel equipment when approved by the ship's master. If auxiliary containers are used, ensure that they are clearly marked to identify the type of fuel they contain. There are refueling points on the RO/RO decks to provide fuel to vehicles prior to debarkation.

m. Identify MPE/S to be towed off the lighterage/amphibious craft vice driven off under its own power.

- Trailers, gasoline-powered vehicles, and towed artillery pieces will be towed from the ship to the staging/maintenance area.
- Self-propelled assets will be driven off unless precluded by local conditions or special instructions concerning the equipment. If equipment is being off-loaded for maintenance or modification, use portable battery packs.

n. Clean billeting spaces and conduct turnover inspection.