



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
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REPLY TO
ATTENTION OF:

24 MAY 2011

IMSE-BRG-LGT

MEMORANDUM FOR Movement Control Center Personnel and Customers

SUBJECT: Movement Control Center (MCC) Standing Operating Procedure (SOP)

1. The enclosed Movement Control Center SOP establishes movement control procedures and responsibilities for all Unit Movement Officers (UMOs) and units assigned to Fort Bragg.

2. References:

- a. AR 385-10, Army Safety Program, 27 Aug 07.
 - b. FM 55-1, Transportation Operation, 3 Oct 95.
 - c. FM 55-30, Army Motor Transport, 27 Jun 97.
 - d. FM 4-01.30, Movement Control, 1 Sep 03.
 - e. FM 55-19, Composite Risk Management, 21 Aug 06.
 - f. FORSCOM Regulation 55-1, Transportation and Travel Unit Movement Guide, 1 Jun 06.
 - g. FORSCOM Regulation 55-2, Unit Movement Data Reporting and Systems Administration, 1 Jun 06.
 - h. Fort Bragg Regulation 385-10, The Army Safety Program, 7 Nov 05.
 - i. 82D ABN DIV, Airborne Standard Operating Procedures, Jun 06.
3. The point of contact for this SOP is Ms. Bernadette Hardy at (910) 432-2845 or e-mail: bernadette.hardy@us.army.mil.

Encl


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Director of Logistics

Movement Control Center (MCC) Standing Operating Procedure (SOP)

1. Purpose. To establish procedures and responsibilities for all organizations supported by the Fort Bragg MCC.

2. Scope. The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the MCC.

3. General.

a. The MCC hours of operation are 0730-1600, Monday through Friday, excluding federal holidays, severe inclement weather, or any time the Installation Commander closes the Installation. Customers requiring access to the MCC outside of normal duty hours must contact the Directorate of Logistics (DOL), Logistics Coordination Center (LCC), at (910) 396-1156/5240/2893 or (910) 907-3031.

b. The MCC operates with the following formal processes:

- (1) Collecting Deployment/Redeployment Node Information.
- (2) Publishing Snap Shot(s).
- (3) Distributing call forward messages.
- (4) Updating Automated Moving Flow Tracking (AMFT).
- (5) Updating the Installation In-Transit Visibility (ITV) Web site.
- (6) Monitoring Convoy Operations.

c. Daily Functions.

(1) Disseminate node status information in a "Snap Shot" format to allow Installation Planners, Commanders, and Node Leads to plan for current and future operations.

(2) Provide detailed information showing "Real Time" location of assets in the transportation process into the Transportation Web page.

(3) Centralize focal points for the entire Installation movement.

4. Procedures.

a. The MCC Team coordinates directly with unit representatives and node supervisors to control movement of all units assigned or attached to the XVIII Airborne Corps on Fort Bragg and Pope Field to ensure efficient use of available support. The MCC also is a data collection point that provides a daily tracking report (Snap Shot) for the DOL and unit commanders on the DOL Web site.

b. Collection of Deployment/Redeployment Node Information.

(1) Port Operations - The MCC receives a daily report from Charleston, SC, and requests daily reports from other Ports of Embarkation (POEs) and Ports of Debarkation (PODs) when activity there affects the Installation.

(2) XVIII ABN Corps Movement Tracker - This is a daily report received from the XVIII ABN Corps Emergency Operations Center (EOC).

(3) Installation Surface Distribution Hub (SDH), Arrival/Departure Airfield Control Group (A/DACG), and Unit Moves send daily reports for both inbound and outbound unit equipment/materiel for deployments and exercises.

(a) Central Receiving Point (CRP) for inbound.

(b) SDH Freight for outbound.

(c) SDH Container Yard for container operations.

(4) CLACC (Central Loading Area Control Center).

(5) Installation Unit Moves (Tracking Chart).

(6) A/DACG.

(a) Wheels Up Departure Report.

(b) Wheels Down Departure Report.

c. Publishing the MCC Snap Shot.

(1) The Installation MCC provides ITV of unit equipment through the deployment and redeployment process. This information is updated daily and posted as a "Snap Shot" on the Installation Transportation Web site. This site currently provides visibility of deploying equipment from arrival at the CLACC until loaded aboard a ship or aircraft. We are currently expanding the capabilities of this site to include redeployment information.

(2) The Snap Shot currently displays information in an Excel format under the following headings with tabs or links:

- (a) CLACC.
- (b) BLUF (Bottom Line Up Front) Information Page.
- (c) Convoy Request.
- (d) Line Haul/Freight Departures.
- (e) Rail Schedules.
- (f) Inbound Air Missions.
- (g) Outbound Air Missions.
- (h) Projected Air Deployments.
- (i) Projected Sea Deployments.
- (j) Inbound Equipment Tracker.
- (k) Port and Vessel.
- (l) Exercise.
- (m) Links.
- (n) Cargo Manifests.
- (o) Group Moves Bus Schedule.
- (p) Wheels Up Departures.

(q) Wheels Down Arrival.

(r) Fort Bragg Medical Channel Flight Schedule.

d. Call Forward Distribution: The MCC will distribute call forward messages based on the Port Call dates issued for the deploying unit(s). The process includes:

(1) Receiving, publishing, and distributing Port Call messages as required.

(2) Establishing the POE/Aerial Port of Embarkation (APOE) through the Surface Deployment and Distribution Command (SDDC).

(3) Establishing a CLACC time based upon the arrival date and mode of transport arrival.

(4) Based upon the POE and aircraft and vessel arrivals, adjusting CLACC times to allow for transit via rail and line haul.

(5) Monitoring mobilization equipment maintenance status with the National Guard and the Reserves.

(6) Verifying that units have properly attached Military Shipping Labels (MSLs).

e. Updating the Installation ITV Web site. The MCC will update the Installation ITV Web site daily. The following are examples of available information queries:

(1) MCC Snapshot.

(2) Cargo Manifest Page.

(3) Port Call Messages.

(4) Call Forward Messages.

(5) SDDC Customer Advisories.

f. Other functions of the MCC include:

(1) Keeping a status of and advising DOL and Unit Movement Section on:

(a) The location of units, installations, and the pipeline take-off points.

(b) Shipper/receiver capabilities to ship and receive trends of asset use.

(c) Capacity and the general transportation movement situation in areas of responsibility.

(2) Assisting unit commanders and other military installations on transportation matters.

(3) Assisting in carrying out the movement program and directives from higher headquarters.

(4) Enforcing movement priorities.

(5) Investigating delays in moving personnel or materiel.

(6) Providing transportation reference data and intelligence.

(7) Assisting in highway regulation by forwarding movement planning.

(8) Providing ITV of personnel and materiel throughout the transportation system.