



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG  
2175 REILLY ROAD, STOP A  
FORT BRAGG NORTH CAROLINA 28310-5000

REPLY TO  
ATTENTION OF:

IMSE-BRG-LGT

24 JAN 2011

MEMORANDUM FOR Unit Movement Section Personnel and Customers

SUBJECT: Unit Movement Section (UMS) Standing Operating  
Procedure (SOP)

1. The enclosed UMS SOP establishes unit movement procedures and responsibilities for all Unit Movement Officers and units assigned to Fort Bragg.
2. References:
  - a. AR 55-162, Permits for Oversize, or Other Special Military Movements on Public Highways in the United States, 1 Jan 79.
  - b. AR 385-10, Army Safety Program, 23 Aug 07.
  - c. FM 55-30, Army Motor Transport Units and Operations, 27 Jun 97.
  - d. FM 4-01-30, Movement Control, 1 Sep 03.
  - e. FORSCOM/ARNG Regulation 55-2, Unit Movement Data Reporting and Systems Administration, 1 Oct 93.
  - f. FORSCOM/ARNG Regulation 55-1, Transportation and Travel Unit Movement Guide, 1 Mar 00.
  - g. TB 55-46-1, Equipment Characteristics, 1 Jan 07.
3. The point of contact for this SOP is Gerald Jensen at (910) 396-0068 or e-mail: gerald.jensen@us.army.mil.

Encl

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Director of Logistics

Unit Movement Section (UMS) Standing Operating Procedure (SOP)

1. Purpose. To establish policies and procedures to assist and process a unit's annual Organizational Equipment List (OEL) to ensure it is prepared to plan, coordinate, and execute training exercises and real-world, deployment contingencies in and out of Fort Bragg.
2. Scope. The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the UMS.
3. General. The UMS is located in building W-1335, Hurst Street, Pope Air Force Base, and operates Monday through Friday, excluding weekends and holidays, 0800-1600. The UMS can be reached at (910) 396-5510, FAX: (910) 396-7094.
4. Responsibilities. The UMS is responsible for:
  - a. Assisting the Unit Movement Officers (UMOs) in updating their annual and regular changes to the OEL and the Unit Deployment List (UDL).
  - b. Updating the Unit Movement Deployment Tracking Chart, ensuring it is current.
  - c. Transmitting unit data to the Forces Command (FORSCOM) to develop the unit plan for the Transportation Coordinator's Automated Information for Movement System, Version II (TC AIMS II).
  - d. Receiving the unit plan from FORSCOM and uploading it into the TC AIMS II.
  - e. Transmitting the Computerized Movement Planning and Status System (COMPASS) Report and Joint Force Requirements Generator (JFRG) file electronically to FORSCOM.
  - f. Transmitting the computerized Integrated Booking System (IBS) to the Surface Deployment and Distribution Command (SDDC).
  - g. Distributing port call data to Fort Bragg agencies and units.
  - h. Providing the Advanced Transportation Control and Movement Document (ATCMD) to the Air Force Checkpoint Operations for all contingency and training air missions.

- i. Providing Automated Air Load Planning System (AALPS) data to the units.
- j. Generating Military Shipping Labels (MSLs).
- k. Providing, writing, and activating Radio Frequency Identification (RFI) Tags for in-transit visibility.
- l. Receiving, erasing, and checking batteries for RFI Tags turn-in.
- m. Transmitting Wheels Up and Down Reports to FORSCOM.

5. Procedures.

- a. The UMO reports to the UMS with the unit Deployment Support Team (DST) representative, located in building W-1335, Green Ramp Passenger Terminal 1, Pope Air Force Base.
- b. The Unit Movement Coordinator (UMC) will assist the UMO in updating the OEL or UDL, referring to the unit property book.
- c. The UMC will submit the COMPASS Report to FORSCOM once the XVIII Airborne Corps has received a signed copy of the UDL by the commander.
- d. The UMO will provide the UMC one compact disc (CD) to generate an AALPS disc that is copied from the unit's UDL to create an air load plan.
- e. The UMC will generate MSLs once the UDLs are validated. The MSLs will be produced for equipment listed on the UDL that will be transported either by air, sea, or surface no later than 72 hours prior to the equipment being inspected by the Air Force or the Central Loading Area Control Center (CLACC) Inspection Team. Equipment will then be transported to the port either by trucks or rail for deployment.
- f. For printing MSLs prior to the 72 hours, the UMC will only grant exceptions on a case-by-case basis.
- g. The same rule above applies to units for training exercises.
- h. The UMC will generate the ATCMD.

i. The ATCMD for air movement will be e-mailed to the Air Force representative to be input into the Global Air Transportation Execution System (GATES) once the Air Mobility Command (AMC) has approved the unit's load plan.

j. The ATCMD for sea movement will be e-mailed to the Air Force representative to be input into the Worldwide Port System (WPS).

k. The UMC will assist the UMO in generating RFI Tags for In-Transit Visibility (ITV) 72 hours prior to deployment.

l. The UMC will assist the UMO in generating the ATCMD data disk to be input into the ITV System to activate and test the RFI Tag.

m. The UMC will issue one tag per piece of equipment for containers, pallets, and special equipment designated by the commander. The UMO will sign a hand receipt for the ITV tag(s).

n. When the unit deploys back to home station, it is the UMO's responsibility to turn in the RFI Tags within 2 weeks to the UMS. The UMC will assist the UMO with erasing tags and clearing the hand receipt(s) in accordance with FORSCOM Regulation 55-1, appendix M.

o. Wheels Up or Down Reports are transmitted to FORSCOM within 1 hour of taking off or landing. The report provides the following information: Mission Number, Tail Number of Aircraft, Zulu Time of take off or landing, Unit, Short Tons, Equipment, Unit Line Number (ULN), and a remarks section where the UMC can highlight any problems that may have occurred prior, during, and after the flight.

6. Proponent: The UMC can be reached at (910) 396-5251 or at DSN 236-5251. Any additional information concerning the UMS can be found on the Web site at: <http://www.bragg.army.mil/ito>. The following lists of subject matters are located on the Installation Transportation Web site to assist the UMOs:

- a. Unit Movement External SOP.
- b. Deployment Process Timetable.
- c. Additional Duty UMO Template.

- d. DD 1265, Convoy Request and Example.
- e. DD 1266, Special Hauling Permit.
- f. DD 2777, Request for Convoy Clearance or Special Hauling Permit.
- g. MILVAN and Pallet Request.
- h. DD 1249, SAAM Request Form.
- i. TB 55-46-1, Equipment Characteristics.
- j. FORSCOM Regulation 55-1, Transportation and Travel Unit Movement Guide.
- k. FORSCOM Regulation 55-2, Unit Movement Data Reporting and Systems Administration.
- l. TC AIMS II Cookbook (TC AIMS II User's Guide).