



MCTP 13-10B

Combat Cargo Operations



U.S. Marine Corps

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FOREWORD

Marine Corps Tactical Publication (MCTP) 13-10B, *Combat Cargo Operations*, addresses the tactics, techniques, and procedures for combat cargo personnel, amphibious embarkation planning and execution, ship-to-shore movement, landing force operational reserve material (LFORM), ammunition, well deck and flight deck operations, and maintenance of landing force spaces aboard amphibious warfare ships.

Marine combat cargo officers and combat cargo assistants are assigned with the Navy at Naval Surface Forces, Atlantic and Naval Surface Forces, Pacific staffs, expeditionary strike groups, amphibious squadron staffs, and aboard LFORM-carrying and LFORM-capable amphibious warfare ships. These Marines are the bridge between the landing force and the Navy in preparing for and conducting amphibious operations.

This publication is intended for staff sergeants through lieutenant colonels having military occupational specialty 04XX and assigned combat cargo duties with the Navy. It also provides a broad overview for commanders and their staffs to familiarize them with the duties and responsibilities of combat cargo personnel and the planning and execution of combat cargo operations.

This publication, supersedes Marine Corps Tactical Publication 13-10B, *Combat Cargo Operations Handbook*, dated 27 September 2010.

Reviewed and approved this date.

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COMBAT CARGO OPERATIONS

Table of Contents

Chapter 1. Fundamentals

Combat Cargo Responsibilities	1-1
Duties at Different Command Levels	1-2
Type Commander CCO (Naval Surface Force, Pacific CCO and Naval Surface Forces, Atlantic CCO).....	1-2
Amphibious Readiness CCO	1-3
Expeditionary Strike Group CCO	1-3
Amphibious Squadron CCO	1-5
Ship's CCO	1-5
External CCO Billet Information	1-6
Ship's Command Organization.....	1-7
Commanding Officer	1-7
Executive Officer	1-7
Operations Officer.....	1-8
First Lieutenant	1-8
Ordnance Officer/Air Department	1-8
Chief Engineer	1-8
Combat Systems Officer and Ordnance Officer	1-9
Supply Officer	1-10
Air Officer (Air Boss)	1-10
Medical and Dental Officers	1-10
Landing Force Integration.....	1-10
Naval Search and Rescue Detachment.....	1-10

Chapter 2. Landing Force Operational Reserve Material and Ammunition

Class I, Subsistence	2-2
Class III, Petroleum, Oils, and Lubricants.....	2-3
Class IV, Construction.....	2-4
Class V, Ammunition	2-4
LFORM Class V(W).....	2-4
Mission Load Allowance	2-4
Explosive Ordnance Disposal	2-5

Special Warfare.....	2-5
Shipfill.....	2-5
Noncombatant Expenditure Allowance	2-5
Marine Training Ammunition/MEU Training Package.....	2-5
Standard Training Package	2-6
Allowances and Requisitioning Procedures.....	2-6
Hazardous Class and Security Risk Categories	2-7
Category I.....	2-7
Category II	2-7
Category III.....	2-7
Category IV.....	2-8
Ammunition Compatibility and Load Plans.....	2-8
Inventories, Inspections, and Assist Visits	2-8
Standard LFORM and Ammunition Reports.....	2-9
LFORM and Ammunition Monthly Shortfall Report	2-9
LFORM and Ammunition Loading and/or Off-loading/Change of Status Report.....	2-9
Ammunition Transaction Report.....	2-9
Transaction Item Report.....	2-9
Missing, Lost, Stolen, or Recovered Report	2-10
LFORM Inspection Report	2-10
Contingency Support Package Plans	2-10
On-loads, Cross-Decking, Off-loads, and Backloads.....	2-10

Chapter 3. Amphibious Embarkation Planning and Execution

Embarkation Planning Conferences	3-1
Advance Party Composition.....	3-3
Shipboard Coordination.....	3-5
Cargo Loading Before Embarkation.....	3-6
Final Staging.....	3-6
Hazardous Material.....	3-7
E-Day.....	3-8
Vehicle and Cargo Lashing Material	3-8
Stowing Vehicles on Inclined Decks or Ramps	3-9
Gasoline Can Storage Precautions.....	3-9
International Organization for Standardization Containers.....	3-9
Tank and Tank Retriever Planning.....	3-10
Ship-to-Shore Movement.....	3-11
Noncombatant Evacuation Operation Package	3-11
Project Handclasp Materials.....	3-11

Chapter 4. US Customs and Agricultural Washdown Requirements

US Customs	4-1
Agricultural Washdown Operations	4-2

Appendices

A	Landing Force Space	A-1
B	Embarkation Reports	B-1
C	General Administration	C-1
D	Classes of Supply.....	D-1
E	Compatibility Chart for Ammunition Stowed on Amphibious Warfare Ships	E-1
F	Flight Deck Combat Cargo Operations	F-1
G	Vehicle and Well Deck Operations	G-1
H	Common Nautical Terms.....	H-1

Glossary

Section I. Acronyms and Abbreviations	Glossary-1
Section II. Terms and Definitions.....	Glossary-4
Section III. Nomenclature.....	Glossary-8

References and Related Publications

To Our Reader

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CHAPTER 1

FUNDAMENTALS

A combat cargo officer (CCO) is a “Marine Corps embarkation/mobility officer permanently assigned to amphibious warfare ships or naval staffs, as an adviser to and representative of the naval commander in matters pertaining to embarkation and debarkation of troops, their supplies, and equipment” (*DOD Dictionary of Military and Associated Terms* [referred to as *DOD Dictionary*]). The Marine Corps provides officer and enlisted personnel to fill combat cargo billets at many levels of command within the Navy. As such, the amphibious ready group (ARG)/Marine expeditionary unit (MEU) is used throughout this publication to establish a point of reference for describing the responsibilities, duties, and the inherent documentation requirements associated with these billets.

COMBAT CARGO RESPONSIBILITIES

The duties of CCOs differ based on the Navy commands to which they are assigned. Primary duties for CCOs assigned to the Navy’s type commander (TYCOM) chain of command, otherwise known as the Navy’s administrative chain of command, include ensuring that amphibious warfare ships are staffed, trained, equipped, and maintained to support embarked force requirements. The primary duties of CCOs assigned to amphibious squadrons (PHIBRONs) or ships include coordinating, planning, and obtaining information from the embarking forces before actual embarkation and debarkation. Additionally, a ship’s CCO fulfills the role of inspector and advisor to the commanding officer (CO) in order to ensure the maintenance and modernization of landing force (LF) spaces, habitability standards, and shipboard systems that support LF operations and logistic support requirements are maintained. The combat cargo assistant (CCA) assists the CCO in performing these primary duties. In the absence of the CCO, the CCA—or senior CCA on larger ships—acts as the CCO.

The CCO is a special staff officer to the amphibious warfare ship/unit commander, under the cognizance of the executive officer (XO)/chief staff officer. The CCO may be assigned additional duties. Combat cargo personnel are under the administrative control of Expeditionary Warfare Training Group Pacific on the west coast, Marine Forces Command (MARFORCOM) and Blount Island Command on the east coast, or Marine Corps Air Station, Iwakuni/Marine Corps Bases, Japan, for combat cargo personnel assigned to the forward-deployed naval forces at White Beach Naval Facility (Okinawa, Japan) and Commander Fleet Activities Sasebo, Japan.

Ships with CCO billets include the LHA, LHD, LPD, and LSD (LSD-49 class cargo variant). On the LSD-41 class, a Navy officer, usually the ship's first lieutenant, performs this function.

The ship's CCO is responsible for coordination with embarked units and appropriate department heads/staff officers in preparing and executing plans for embarkation or debarkation of LF personnel, supplies, and equipment. This includes assisting in developing billeting and messing plans. The ship's division officers are generally responsible for LF space maintenance and upkeep. The ship's CCO monitors and tracks the embarked landing force operational reserve material (LFORM) and mission load allowance (MLA) program. The ship's CCO must have access to all ship's cargo, vehicles, ammunition stowage areas, landing craft, cargo handling assets, and associated cargo documents.

DUTIES AT DIFFERENT COMMAND LEVELS

Type Commander CCO (Naval Surface Force, Pacific CCO and Naval Surface Forces, Atlantic CCO)

The TYCOM CCO is assigned as a staff member to either the Atlantic or Pacific surface fleet TYCOM. The CCO assigned to the Pacific surface fleet TYCOM also serves as that fleet's force Marine officer. The TYCOM CCO is responsible for the following:

- . Acts as the TYCOM's staff advisor for all matters pertaining to loading and off-loading LF personnel, supplies, and equipment.
- . Monitors the LFORM program.
- . Monitors amphibious warfare shipbuilding, overhaul, and conversion programs through close liaison and coordination with the appropriate assistant chief of staff.
- . Serves as the TYCOM's principal advisor for information related to the characteristics of amphibious warfare ships, landing craft, amphibious vehicles, and their loading and off-loading capabilities.
- . Exercises staff supervision over all assigned CCOs and their enlisted assistants across the surface warfare enterprise.
- . Maintains liaison with higher, adjacent, and subordinate commands on force plan development and maintenance for expeditionary operations.
- . Maintains liaison with amphibious-type desk managers regarding LF spaces.
- . Conducts review of operational plans and operational orders associated with LF and amphibious matters.
- . Monitors and makes recommendations for preparation for overseas movement and initiatives pertaining to amphibious warfare ships and landing craft.
- . Conducts reviews of the force task organization, missions, tasks, functions, and command relationships of amphibious warfare commands.
- . Represents the TYCOM at amphibious operations planning conferences.
- . Serves as a TYCOM representative for amphibious matters during inspections and crew certifications.

- Coordinates opportune lift requirements as specified in Commander, Naval Surface Force Instruction 4600 Series.
- Maintains a complete file of all ship's loading characteristics pamphlets (SLCPs), LFORM supplements, and troop regulations governing embarked troops.

Amphibious Readiness CCO

A Marine Corps chief warrant officer or limited duty officer is assigned to either the Atlantic or Pacific surface fleet TYCOM amphibious readiness desk to function primarily as an adviser and representative in matters pertaining to amphibious warfare ship advocacy, assault systems, maintenance, and readiness support. Specific responsibilities include—

- Conducting inspections of LF spaces to ensure their material readiness and compliance with specific orders and instructions, and their preparedness for Board of Inspection and Survey inspections, and other midcycle inspections as may occur.
- Collating, evaluating, and distributing pre-embarkation/debarkation shipboard accommodations inspection reports.
- Reviewing proposed changes to publications that prepare LF and Navy support element (NSE) personnel, supplies, and equipment for embarkation.
- Submitting annual consolidated SLCP and troop regulations validation message.
- Assisting with the evaluation of ship practices regarding loading and stowage.
- Providing training to ship CCOs in the performance of their duties, as requested or directed.
- Providing assistance to the TYCOM CCO as applicable/required.
- Maintaining liaison with other TYCOM amphibious readiness CCOs.
- Coordinating ship visits for higher headquarters in support of shipbuilding capabilities development and other requests as required.
- Conducting readiness inspections of PHIBRON and ship combat cargo departments to ensure compliance with applicable instructions.
- Monitoring ship availabilities and programmed ship change documents for installations impacting LF spaces, systems, and capabilities.
- Maintaining access to Navy automated information systems on ship technical manuals, approved ship alterations, and ship drawings in order to provide assistance to expeditionary strike group (ESG) and PHIBRON staffs and ships when needed.

Expeditionary Strike Group CCO

An ESG CCO is normally a Marine Corps limited duty officer assigned to the ESG staff to function primarily as an adviser to and representative of the ESG commander in matters pertaining to embarkation and debarkation of LF personnel and their supplies and equipment.

Specific responsibilities include—

- Advising and assisting the ESG commander or transport group commander in matters concerning the loading and off-loading of all LF personnel, supplies, and equipment.
- Acting as liaison officer between the transport group commander and the embarkation group commander and associated staffs.

- Maintaining a complete file of all SLCPs within the ESG, LFORM supplements, and troop regulations governing embarked troops.
- Coordinating activities of transport group CCOs, to include collecting the load plans of the transport groups and maintaining up-to-date records of loading/off-loading progress.
- Advising, coordinating, and directing the activities of ship and PHIBRON combat cargo personnel relative to automated information systems policy and standardization (specifically Integrated Computerized Deployment System [ICODES] and MDSS II [Marine Air-Ground Task Force Deployment Support System II] or any other system as required).
- Reviewing and recommending updates or changes to existing standing operating procedures (SOPs) relative to amphibious embarkation and preparation of LF and NSE personnel, supplies, and equipment for embarkation.
- Advising, coordinating, and directing the activities of ship and PHIBRON CCOs relative to LFORM program execution (i.e., program policies, procedures, and reporting requirements).
- Maintaining liaison with higher, adjacent, and subordinate commands to monitor and execute requirements in support of the LFORM program.
- Maintaining liaison with higher, adjacent, and subordinate commands to coordinate Marine Corps Systems Command naval integration studies for newly fielded equipment as well as equipment in the test and evaluation phase of development.
- Maintaining access to Navy automated information systems on ship technical manuals, approved ship alterations, and ship drawings to help provide feasibility estimates when ESG ships are assigned to embark equipment that is outside the normal realm of support.
- Acting as the principal advisor to ESG commander regarding characteristics of amphibious warfare ships, landing craft, and amphibious vehicles, and their loading and off-loading procedures.
- Exercising staff supervision over all assigned CCOs and their enlisted CCAs within the ESG.
- Maintaining liaison with higher, adjacent, and subordinate commands relative to force plan development for amphibious and expeditionary operations.
- Reviewing operation plans and operation orders associated with LF and amphibious matters.
- Monitoring and assisting subordinate unit combat cargo personnel in executing opportune lift requirements in support of overseas movement initiatives pertaining to amphibious warfare ships and landing craft (i.e., Project Handclasp or other opportune lift requirements as mandated by higher authority).
- Reviewing force task organization, missions, tasks, functions, and command relationships with expeditionary/amphibious commands.
- Reviewing all on-load and off-load plans, providing recommendations to the task group or task force commander, and maintaining a copy of all load plans for ships in the transport group.
- Maintaining oversight of submission of required embarkation/pre-embarkation reports (i.e., pre-embarkation shipboard accommodations reports, debarkation shipboard accommodations reports, LFORM supplements, LFORM reports, berthing and loading schedules [BALSS], and NSE augmentation messages).

Amphibious Squadron CCO

The PHIBRON CCO is normally a Marine Corps limited duty officer assigned to the PHIBRON staff. The PHIBRON CCO duties include—

- Advising and assisting the commander on all matters pertaining to the loading and off-loading of LF personnel, supplies, and equipment.
- Acting as liaison officer between the commander and the corresponding embarking troop commander.
- Maintaining an SLCP file for those ships within the squadron.
- Advising/coordinating the activities of assigned ship combat cargo personnel as they pertain to operational and embark/debark requirements.
- Assisting in coordinating all on-load/off-load plans.
- Maintaining a copy of all load plans of ships in the PHIBRON or transport unit.
- Compiling and transmitting periodic reports to higher authority during loading and off-loading.
- Assisting in coordinating LFORM loading and off-loading operations.
- Conducting routine inspections of all LF and shared Navy and Marine Corps spaces and systems on assigned amphibious warfare ships.

Ship's CCO

The ship's CCO is a Marine Corps embarkation/mobility officer permanently assigned as a member of the ship's company. The ship's CCO is a department head reporting to the CO via the XO. All amphibious warfare ships, except LSD-41 class, have a ship's CCO. On the LSD-41 class, the ship's first lieutenant performs a number of embarkation functions in lieu of a ship's CCO being assigned. General duties of the ship's CCO include—

- Acting as direct representative of the ship's CO.
- Maintaining liaison with the team embarkation officer (TEO).
- Assisting the TEO in preparation of detailed loading plans for the ship.
- Coordinating and supervising execution of the loading plan.
- Assisting in the planning and execution of the landing plan and rehearsals.
- Monitoring and tracking the LFORM account, which includes submission of required LFORM reports. The ship's CCO, however, is not the ship's responsible officer for LFORM.
- Monitoring LF spaces in order to ensure the ship's force maintains those spaces. Appendix A outlines responsibilities for LF space oversight, maintenance, and compartment checklists.
- Monitoring and tracking all approved ship changes/alterations that affect the LF or LF spaces. All ship changes and alterations must be formally approved.
- Conducting pre-embarkation inspections of supplies and equipment.

Specific duties during an amphibious operation as delineated in Joint Publication (JP) 3-02.1, *Amphibious Embarkation and Debarkation*, include—

Duties during the planning phase:

- Advises ship's CO on plans for loading and off-loading cargo and plans for embarking, billeting, and messing.
- Prepares, corrects, maintains, and distributes the SLCP.
- Establishes and maintains liaison with the TEO.
- Advises/assists TEO in preparation of loading and off-loading plans.
- Provides embarkation team commander with a current inventory of LFORM and MLA.

Duties during the embarkation and rehearsal phases:

- Maintains continuous liaison with embarkation team commander through the TEO.
- Ensures loading plan is being followed.
- Ensures a compartment list or hatch list is maintained at each compartment and hatch (where appropriate).
- Keeps ship's CO informed of progress of loading/embarkation.
- Advises ship's CO and embarkation team commander of problem areas encountered during rehearsal phase and recommends corrective action.
- Coordinates with ship's first lieutenant and weapons officer to ensure LFORM and MLA are not inadvertently off-loaded with other landing force material during training exercises or operations.
- Inspects LFORM and MLA to ensure serviceability and accountability.

Duties during off-loading:

- Conducts inspections to ensure that off-loading is proceeding according to schedule.
- Ensures all items of cargo requested on a priority basis are expeditiously located and off-loaded.
- In cooperation with the TEO, maintains data from which periodic off-loading progress reports are made. Appendix B outlines embarkation reporting requirements.
- Keeps record of boat requirements, by number and type, necessary to complete off-loading.

The ship's CCO is not responsible for cargo or materials handling equipment (MHE) or the cargo's safety and security in the cargo holds. The ship's first lieutenant, assistant first lieutenant, and deck division officers are responsible to the ship's CO for these details.

See appendix C for administrative and reporting requirements for the ship's CCO.

External CCO Billet Information

Deputy Commandant for Plans, Policy, and Operations, Amphibious Ship Programs Section CCO.

The Deputy Commandant for Plans, Policy, and Operations, Amphibious Ship Programs Section CCO is the billet sponsor for all external Marine Corps billets to include CCOs and CCAs.

Per Marine Corps Order 5311.1E, *Total Force Structure Process (TFSP)*, the billet sponsor will maintain continuous contact with the Marines assigned to external billets on an individual level.

Personal correspondence, telephone calls (security concerns permitting), personal visits, or briefing books are examples of how this contact can be maintained. Information exchange items should include Marine Corps policies, positions, and functional guidance to assist them in presenting the Marine Corps position on important/relevant issues. Such contact for the external billet holder provides guidance and insights into expectations from the Headquarters, United States Marine Corps perspective. This CCO, in coordination with staff from the Deputy Commandant for Combat Development and Integration and the Deputy Commandant for Installations and Logistics, liaisons with the Office of the Chief of Naval Operations, Expeditionary Warfare Division (OPNAV N95) and its CCO on Marine Corps equities and green space management aboard amphibious warfare ships and landing craft, and on modernization and maintenance of amphibious warfare ships through the efforts of the Naval Amphibious Baseline.

LHA/LPD/LX(R) CCO Onsite Representative. The LHA/LPD/LX(R) CCO onsite representative supports each amphibious warfare and expeditionary ship program. The LHA/LPD/LX(R) CCO onsite representative provides shipbuilding support under the cognizance of the Commanding Officer, Supervisor of Shipbuilding Gulf Coast from advance procurement prior to construction until the obligation work limiting date when the ship transfers to the fleet. The LHA/LPD/LX(R) CCO onsite representative is embedded with the individual ship production team; the billet supports various programs in various topics of interests to the Commanding Officer, Supervisor of Shipbuilding Gulf Coast and other commands, both Navy and Marine Corps. The LHA/LPD/LX(R) CCO onsite representative assists in the development of multiple products including the weekly program production report to keep Marine Corps commands informed on the progress of construction.

SHIP'S COMMAND ORGANIZATION

Combat cargo personnel should fully integrate themselves into the ship's crew and completely understand the ship's organization and terminology. The following paragraphs highlight typical command organization and general duties of these personnel. Chief of Naval Operations Instructions (OPNAVINST) 3120.32, *Standard Organization and Regulations of the U.S. Navy*, provides detailed information on shipboard internal organization.

Commanding Officer

The CO is the highest authority onboard the ship and is charged with the absolute responsibility for the safety, well-being, and efficiency of the ship and crew until properly relieved by competent authority. All personnel, including embarked personnel, are subject to the CO's orders. All orders from the CO to embarked personnel will be transmitted through the commanding officer of troops (COT).

Executive Officer

The XO is the ship's second in command and direct representative of the CO when executing the ship's routine. The XO shall be primarily responsible to the CO for the organization, performance of duty, training, maintenance, and good order and discipline of the entire command. The XO normally performs the duties of debarkation control officer during shipboard embarkation and debarkation.

Operations Officer

The operations officer is responsible for collecting, evaluating, and disseminating combat and operational information for assigned unit missions and tasks and, except as may be the responsibility of another officer, all other unit operations and designated aviation operations matters. In essence, the operations officer is responsible for all operational aspects of the assigned mission, such as maintaining operational readiness in support of battle plans or other instructions as may be directed by higher authority. The operations officer is normally responsible to the XO for coordinating and developing the daily, weekly, and long-range schedules for the ship and embarked units.

First Lieutenant

The first lieutenant is the deck department head and supervises the employment and maintenance of equipment associated with deck seamanship. If a ship does not have a Weapons or Combat Systems Department, then the first lieutenant also supervises the employment and maintenance of the ordnance equipment. Depending on the class of amphibious warfare ship, the first lieutenant may be required to act as the CCO. In addition to those duties prescribed elsewhere by regulation for the head of a department, the first lieutenant is responsible for ensuring that all ship's authorized vehicles, cargo or MHE, cargo spaces, and lashing equipment are in proper working order. Additionally, the first lieutenant is responsible for the preservation and cleanliness of the exterior of the ship (except that part of the exterior assigned to another department), the operation and care of the ship's boats (except boats machinery), and all other matters pertaining to deck seamanship (including anchoring, mooring, fueling, and replenishment at-sea; ship on-loads/off-loads; and stowage of cargo and vehicles). Lastly, in ships not having an Air, Weapons, or Combat Systems Department, the first lieutenant is in charge of the operation, care, and maintenance of the ship's flight deck, hangar, and all other prescribed flight deck equipment along with the functions of the Weapons Department.

Ordnance Officer/Air Department

On LHA/LHD class ships, the aircraft intermediate maintenance department is responsible for all organic aviation ground support equipment, MHE, and the ship's authorized vehicles. Some LHA/LHD class ships have placed the ordnance officer (air gunner) under the air department, in which case, the air department is responsible for the cargo holds and lashing equipment in those spaces assigned that are used to stow ordnance. On other ships, the ordnance officer may fall under the purview of the combat systems officer, in which case, the combat systems department will be responsible for the cargo holds and lashing equipment.

Chief Engineer

The chief engineer (CHENG) is the head of the engineering department and is responsible for the operation and maintenance of all main propulsion and auxiliary machinery, as well as damage control readiness. The CHENG's electrical and auxiliary division personnel normally perform the maintenance and repair of the ship's conveyor and elevator systems. Upon request from other ship's department heads, the CHENG accomplishes repairs that exceed other departments' capabilities. The CHENG is assisted in his/her responsibilities by his/her principal assistants such as the main propulsion assistant, damage control assistant, auxiliaries officer, and electrical officer in accordance with the Commander, Naval Surface Force, Pacific Instruction (COMNAVSURFPACINST)/Commander, Naval Surface Force, Atlantic Instruction (COMNAVSURFLANTINST) 3540.3, *Engineering Department Organization and Regulations Manual (EDORM)*.

The responsibilities of the damage control assistant include—

- Establishing and maintaining an effective damage control organization.
- Supervising repairs to the hull and machinery, except as specifically assigned to another department or division.
- Training the ship's repair party personnel in damage control, including firefighting; emergency repairs; and nonmedical defense against chemical, biological, radiological, and nuclear warfare.
- Ensuring the maintenance, operation, and repair of the ship's collection, holding, and transfer system.
- Reviewing the ship's detailed load plans and providing the ship's CO with a written assessment on the overall impact of the load on trim, stress, and stability during embarkation planning.
- Supervising ballasting and deballasting operations in ballast control.

The electrical safety officer is responsible for the conduct of an effective ship-wide electrical safety program. Duties include—

- Electrical safety indoctrination of all ship's personnel (to include embarked personnel).
- Spot checks of electrical equipment to ensure compliance with the safety program.
- Safety checks as required on all personal electrical tools, equipment, and devices (e.g., radios, computers) for use aboard ship.

Combat Systems Officer and Ordnance Officer

The combat systems officer is responsible for supervising and directing the employment of the unit's/ship's combat systems, including ordnance equipment. Duties include the—

- Operation, care, maintenance, and inspection of the armament, armament appurtenances, and magazine spaces.
- Procurement, care, handling, accounting, testing, stowage, and use of explosives, propellants, pyrotechnics, and nuclear weapons.

The ordnance officer assists the combat systems officer in these duties. The ordnance officer is responsible, under the CO, for—

- Supervising the employment of ordnance equipment and equipment associated with deck seamanship, except for ordnance or deck equipment specifically assigned to another department.
- Ammunition management, accountability, reporting, and stowage in accordance with the combat cargo developed load plan.

Note: On those classes of ships that do not have a combat systems department, the ship's first lieutenant will be assigned these duties with a weapons officer executing the day-to-day tasks.

Supply Officer

The supply officer (SuppO) is responsible, under the CO, for procuring, receiving, storing, issuing, transferring, selling, accounting for, and, while in their custody, maintaining all stores and equipment for the command. The SuppO's duties include the operation of the general mess, wardroom mess, ship's store, ship's laundry, disbursing, ship's barbershops, vending machines, and supervising postal operations.

Air Officer (Air Boss)

The air officer (air boss) is responsible, under the CO, for supervising aircraft launching/landing operations and servicing and handling of all aircraft and unmanned aircraft. Assistants to the air boss who directly impact combat cargo operations are the flight deck officer, the hangar deck officer, the aviation fuels officer, the aircraft handling officer, and, for some ships, the ordnance officer (air gunner).

Medical and Dental Officers

Most amphibious warfare ships will also have assigned medical and dental officers who are responsible to the CO for the administration of their respective health programs. Normally, the medical officer also assists in the ship's hearing conservation and heat stress programs.

Landing Force Integration

The most significant shipboard challenge is LF integration. The CCO should indoctrinate LF and ship's company personnel on each other's requirements and routines. Indoctrination should start as early as possible, including prior to deployment and during workups. This indoctrination will aid in the seamless transition from two separate Service entities into a cohesive military team.

The ship's CO and the COT may—

- Use ship's personnel and more experienced personnel from the LF with regards to ship and amphibious operations to conduct ship familiarization tours for the LF.
- Use the ship's closed circuit television system for joint CO and COT information briefs.
- Integrate LF personnel into the ship's divisional work force (e.g., have a Marine who is a skilled welder work with the ship's hull technicians).
- Form joint Navy/Marine Corps habitability teams to complete habitability improvement projects in LF spaces.
- Conduct joint meetings, such as planning board for training and 8 o'clock reports. Landing force and ship requirements can be addressed and scheduled during these meetings.

Naval Search and Rescue Detachment

The search and rescue (SAR) detachment is a Navy organization sourced from the helicopter sea combat community and provides day/night SAR support to LHA/LHD class amphibious warfare ships. The SAR detachment is typically composed of two SH-60 Sea Hawk helicopters and their associated aircrews, support personnel, and support equipment.

The principal mission of the SAR detachment is to provide day/night amphibious SAR support to the assigned LF aviation combat element (ACE) and other embarked units, with a particular emphasis on night SAR. Secondary missions may include passengers/mail/cargo (P/M/C)

transfers; general logistical support to the ship; and certain special operations missions that fall within the parameters of crew qualifications and the squadron's required operational capability and projected operational environment.

When attached, the SAR detachment is a member of the ship's company and reports to the ship CO, and in accordance with Commander, Naval Air Forces Instruction (COMNAVAIRFORINST)/ Commander, Naval Surface Forces Instruction (COMNAVSURFORINST) 3130.1, *Deployment of Helicopter SAR Detachments in Support of Amphibious Operations and Training*, will not be considered a part of the NSE. As such, SAR detachment billeting and work spaces are provided by the ship, not the LF.

The SAR detachment will normally consist of 6 aviators, 1 aircraft maintenance officer (such as a limited duty officer/chief warrant officer), and approximately 20 to 25 enlisted personnel.

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CHAPTER 2

LANDING FORCE OPERATIONAL RESERVE MATERIAL AND AMMUNITION

The ship's CCO monitors and tracks embarked LFORM. It should be noted, however, that the ship's SuppO, not the CCO, is typically delegated the LFORM management responsibilities through assignment as the ship's designated responsible officer for LFORM Class I, Class III (packaged items), and Class IV (LFORM stocks). The ship's combat systems officer is typically delegated LFORM management responsibilities as the ship's designated responsible officer for LFORM Class V including signing for/accounting for those stocks. The ship's CCO should have a working knowledge of ammunition categories, allowances, ordering information and timelines, stowage compatibility and load planning, inventory requirements, loading preparations and policies, and required reports. Appendix B outlines embarkation reporting requirements. Given the importance of these sustainment stocks, determined oversight and active involvement is critical to providing timely support to the LF and mission success.

Class I (subsistence items), Class III (bulk and packaged petroleum, oils, and lubricants [POL]), Class IV (field fortification materials), and Class V (ammunition of all types) are prepositioned on assigned ships to sustain a MEU. The notional planning figure used to derive the actual quantities to be embarked is based on 15 days of sustainment within an ARG for about 2,400 personnel. See appendix D for classes of supply.

Although LFORM is not planned for storage aboard LSD-41 and LSD-49 (cargo variant) class ships, these vessels may be required to carry specific quantities as coordinated by the LF and approved by MARFORCOM/Naval Surface Forces, Atlantic and Marine Forces Pacific (MARFORPAC)/Naval Surface Force, Pacific. The LF may request changes to the LFORM if necessary.

Early coordination between combat cargo and MARFORCOM/MARFORPAC representatives will ensure a successful on-load by providing information on funding for cranes, MHE, and stevedore support and the actual weight/configuration of the LFORM Classes I, III, and IV pallets to be loaded.

The ship's CCO does not sign for LFORM. Normally, the ship's SuppO provides receipts for all Class I, Class III (packaged items), and Class IV (LFORM stocks). Class III's bulk motor

gasoline (MOGAS) is normally accepted and signed for by the ship's air department fuels officer or CHENG, depending on the class of ship. The ship's CCO is responsible for—

- Validating LFORM breakout requirements.
- Preparing and distributing the LFORM supplement within 15 working days after completion of the scheduled predeployment top-off loading using ICODES and the logistics automated information system (LOGAIS).
- Validating the proper loading and stowage of all Class V products in accordance with the load plan.
- Reviewing the LFORM transaction item reports and ammunition shortfall messages before their release.
- Conducting periodic reviews/reconciliations of the LFORM supplement.
- Monitoring/reviewing all notices of ammunition reclassification, ammunition information notice, and overhead fire messages for potential impact on LFORM class V stocks.
- Coordinating the on-load/off-load of LFORM stocks with the ship's CO and other department heads as required.
- Generating all LFORM on-load/off-load requests to MARFORCOM/MARFORPAC.
- Accompanying ship's designated responsible officer when conducting joint inventories with the designated MARFORCOM/MARFORPAC representatives at the time of receipt/turn-in.
- Documenting/load planning LFORM stocks using the current LOGAIS
- Coordinating the institution of pest control procedures/inspections for Class I meals, ready to eat with the ship's medical officer.

Guidance on Classes I, III, and IV LFORM administration, requisitioning, loading, and reporting, can be found in Commander, Naval Surface Force, Pacific (COMNAVSURFPAC) and COMNAVSURFLANTINST 4080.1G/Commander, Marine Forces Command (COMMARFORCOM) Order 4000.10J/Commander, Marine Forces Command Pacific (COMMARFORPAC) Order 4080.2E, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets*.

CLASS I, SUBSISTENCE

Class I consists of packaged operational rations, which includes meals, ready to eat. Class I is prepositioned aboard assigned ships to provide the contingency ration support for deployed forces. This requirement is calculated to provide each member of a MEU three meals a day for 15 days. The LFORM rations will not be used to satisfy routine training requirements unless authorized by COMMARFORCOM or COMMARFORPAC.

CLASS III, PETROLEUM, OILS, AND LUBRICANTS

Class III items consist of drummed/packaged MOGAS, packaged POL products, and bulk JP-5 jet fuel. The total POL requirements are based upon providing 15 days of supply and training stocks to support a MEU and the NSE. The LFORM POL is designated dual-use due to funding sources and the ship's inability to rotate or have separate tanks for Navy and Marine Corps fuel. The Navy has the responsibility to provide prepositioned wartime reserves bulk fuel except MOGAS (see Marine Corps Order 4400.39, *War Reserve Materiel Policy*). The LF is responsible for reimbursement of any bulk JP-5 jet fuel used for predeployment workups, exercises, or training/contingency operations while on deployment.

Amphibious warfare ships are not required to purchase and stow bulk MOGAS for the LF. It is the responsibility of COMMARFORCOM or the appropriate Marine expeditionary force (MEF) as executive agent for COMMARFORPAC to plan, budget, requisition, procure, load/off-load, test, and/or dispose (by the most economical means) of Class III Packaged LFORM MOGAS, in the same manner as they do for all other classes of LFORM supplies.

Per COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, the approved MOGAS requirement to support the MEU for 15 days is 990 gallons. Each ship in the ARG is required to embark 330 gallons of MOGAS to facilitate split operations. Packaging of MOGAS will be accomplished using approved 55-gallon drums and stowed in approved ship installed racks. Each amphibious warfare ship should be equipped with a jettison rack capable of accommodating not less than six 55-gallon drums of MOGAS (330 gallons). In cases where racks have not yet been installed, packaged MOGAS is stored in 18 gallon fuel bladders and stored in approved ship installed racks. In the event a ship cannot accommodate the requirement to embark 330 gallons of packaged MOGAS, the remainder can be spread loaded throughout the ARG. Regardless, the requirement for 990 gallons of embarked MOGAS per MEU/ARG shall not be waived or go unfilled. Additionally, any MOGAS requirements, beyond the above required quantities, may be embarked and spread loaded across the ARG as agreed upon between the commander, amphibious task force (CATF) and the commander, landing force (CLF) in keeping with the ships certified MOGAS capacity.

Due to its relatively short shelf life and to prevent contamination to the fuel, MOGAS is not normally loaded earlier than 30 days before each deployment or the advanced training phase. Landing force elements are required to support MOGAS requirements for short duration workup periods prior to the loading of LFORM packaged MOGAS. The LF should coordinate the loading and stowage of MOGAS bladders or drums with the ship's CCO or ship's first lieutenant. Landing force/embarked units are responsible for embarking sufficient quantities of flex-cells or fuel bladders to transport the fuel from ship-to-shore. Consumption of drummed MOGAS is normally authorized in support of training, exercise evolutions, or contingency operations. The CLF must have a plan to replenish any MOGAS used during predeployment workups or while on deployment to ensure adequate quantities are available to support contingencies. Replenishment for any packaged MOGAS used while on deployment will be accomplished at the first port of call where MOGAS (unleaded) is available. This plan must be coordinated with the ship for loading

and identified on the shortfall report. Coordination between the ship and CLF is necessary, as with any another LFORM assets, for the loading, off-loading, or consumption of MOGAS in accordance with the LFORM Shortfall Report. LFORM packaged MOGAS is off-loaded within 60 days of returning from deployment. The ship is required to report any change of status in the LFORM and Ammunition Loading and/or Off-loading/Change of Status Report.

Consumption of any packaged POL product, except for MOGAS, is restricted to contingency operations. Exercise or training requirements must be provided from embarked LF supplies.

CLASS IV, CONSTRUCTION

Class IV consists of construction/field fortification material that is limited to barbed wire, concertina wire, fence posts, and sandbags. The quantity of embarked assets has been derived from the equipment allowance file and tailored to the projected MEU requirements for 15 days.

CLASS V, AMMUNITION

Naval Supply Systems Command Publication (NAVSUPPUB) P-724, *Conventional Ordnance Stockpile Management Policies and Procedures*, describes the ammunition accounts maintained aboard amphibious warfare ships.

LFORM Class V(W)

The LFORM Class V(W), designated the “November” account, is Marine Corps-owned, ground ammunition designated to support the LF during an actual contingency or unscheduled training for a possible contingency. The LFORM allowances are controlled by the COMMARFORCOM/COMMARFORPAC, and they are requisitioned by the MEF. The current allowance is for 10 days of supply aboard LHAs and LHDs and 5 days of supply aboard LPDs; LSDs are not routine LFORM carriers, but may carry a small amount in support of independent deployments such as a special purpose Marine air-ground task force or certain allied exercises. Tailoring of the LFORM account may be coordinated with COMMARFORCOM/COMMARFORPAC, via the TYCOM, as required to support LF/embarked force organization for embarkation and assignment to ships (OE&AS). With the exception of requisitioning LFORM, the ship is responsible for all aspects of LFORM and its accountability. It is important to remember that LFORM is a COMMARFORCOM/COMMARFORPAC asset and the respective command should be consulted before its use. Although not yet fully codified, Class V(W) requirements for Marine Forces Special Operations Command companies should be considered.

Mission Load Allowance

The MLA, designated the “Hotel” account, is Class V(A) aviation ammunition to support the embarked Marine ACE. Allowances are controlled by Commander, United States Fleet Forces Command/Commander, United States Pacific Fleet. The ship requisitions MLA, normally via an ammunition transaction report to the Naval Ammunition Logistics Center, Mechanicsburg, PA.

Tailoring of the aviation MLA must be coordinated with the appropriate fleet commander via the ship's chain of command. The ship's ammunition administrator, typically the ship's combat systems officer, is responsible for all aspects of MLA account management.

Explosive Ordnance Disposal

The explosive ordnance disposal (EOD), or "Lima" account, is Navy ammunition to support the requirements of an embarked Navy or LF EOD team. The EOD account allowance is controlled by Commander, Naval Surface Forces (COMNAVSURFOR), with any change requests or recommendations requiring COMNAVSURFOR approval. The ship requisitions EOD ammunition via an ammunition transaction report to the Naval Ammunition Logistics Center. The ship's ammunition administrator, typically the ship's combat systems officer, is responsible for the requisition and all aspects of the EOD account.

Special Warfare

The special warfare (SPECWAR), or "Quebec" account, is Naval Special Warfare Command (NAVSPECWARCOM) ammunition to support the requirements of embarked Navy SEAL teams and special boat units. The SPECWAR account allowance is controlled by NAVSPECWARCOM, and any requests for tailoring or modification changes must be submitted to NAVSPECWARCOM via COMNAVSURFOR. The ship requisitions SPECWAR munitions via an ammunition transaction report to the Naval Ammunition Logistics Center. The ship's ammunition administrator, typically the ship's combat systems officer, is responsible for all aspects of the account.

Shipfill

The shipfill, or "Alpha" account, is Navy ammunition embarked to support the ship's own permanently installed weapons systems, embarked naval beach group units, and authorized small arms and pyrotechnics. The allowance is established by COMNAVSURFOR, and any request for changes or tailoring must be submitted to them. The ship requisitions its shipfill via an ammunition transaction report to the Naval Ammunition Logistics Center. The ship's ammunition administrator, typically the ship's combat systems officer, is responsible for all aspects of account management.

Noncombatant Expenditure Allowance

Noncombatant expenditure allowance (NCEA) is ammunition allocated to the ship for its training, noncombat, and/or exercise expenditures. The allowance is established by COMNAVSURFOR. The ship's ammunition administrator, typically the ship's combat systems officer, is responsible for all aspects of the account.

Marine Training Ammunition/MEU Training Package

Marine training ammunition, or "X-ray" account, is Marine Corps-owned, Class V(W) ammunition embarked to support the LF's training exercises during a deployment. The MEU commander identifies the size and composition of the Marine training ammunition package for each deployment, establishes major subordinate element allowances, and generates a spread-load plan (how the munitions will be divided between the ships of the ARG). The MEU then submits its plan to the appropriate MEF command element, which submits the ammunition requisitions on behalf of the MEU. Local procedures differ relative to Marine training ammunition reporting and accountability.

Most ships perform the normal receipt; stowage; and Ordnance Information System-Marine Corps induction, management, and reporting procedures associated with Marine training ammunition, while others rely on the embarked unit's ammunition representatives to accomplish Marine training ammunition administrative reporting. Detailed guidance on local procedures can be obtained from COMNAVSURFOR staffs.

It is recommended that all issue and receipt transactions be accomplished and documented in writing and that a record of all transactions be maintained for 6 months after the deployment. The MEU's ammunition representatives will require routine, escorted access to the ship's magazines for inspection and inventory of the Marine training ammunition stocks.

Standard Training Package

The standard training package is aviation ammunition embarked to support the training requirements of an embarked Marine Corps ACE. Previously, the ACE was authorized to expend up to 10 percent of certain Navy ammunition logistics codes (NALCs) for training purposes. This policy made it difficult for a ship's ammunition administrator, typically the ship's combat systems officer, to accurately track authorized expenditures and contingency stock levels, given that both were consumed from the same account. Standard training package allowances, tailoring, and ordering procedures are the same as those listed for MLA.

Allowances and Requisitioning Procedures

Requisitioning ammunition requires forethought and an assessment of the ship's long-range schedule. Anticipated expenditures should be taken into account when ordering ammunition for on-load or top-off. The goal for deploying ships is 100 percent of allowance in all ammunition accounts. When the ship falls below 90 percent of its allowances, it must reorder mission fill ammunition. This does not apply to NCEA.

With the fleet combatant commander's approval, the COMNAVSURFOR assigns allowances for shipfill, MLA, EOD, and SPECWAR, while COMMARFORCOM/COMMARFORPAC assigns LFORM allowances. Final allowances and tailored allowances are disseminated, via a serialized letter or naval message, from the assigning authority to each ship class, with special revisions added for any ship specific circumstances (e.g., squadron or MEU flag ship, SPECWAR, EOD, SEAL team detachments). Although the fleet commander authorizes changes to allowances, the actual tailoring of allowances must be coordinated through the assigning authority and the ARG.

Approximately 60 days prior to the scheduled on-load, the ship shall send an ammunition transaction report to Ammunition Management Office, Atlantic/Ammunition Management Office, Pacific for all shortfalls and anticipated shortfalls per NAVSUPPUB P-724. When determining the required delivery date, the ship should request that ammunition arrive at the on-load site approximately 5 to 7 days before the first day of the scheduled on-load. This allows the issuing facility adequate time to inventory, document, and stage the munitions.

Follow-up ammunition transaction reports, for unexpected requirements, may be submitted. Detailed requisitioning instructions and required lead times can be found in NAVSUPPUB P-724.

HAZARDOUS CLASS AND SECURITY RISK CATEGORIES

Ammunition is classified by the method by which it detonates. Naval Sea Systems Command Ordnance Pamphlet (NAVSEA OP) 4, *Ammunition and Explosives Safety Afloat*, delineates the types of hazards and addresses compatibility with other classes of ammunition. During ammunition movements, the net explosive weight is based on the total net explosive weight, using the highest hazard class being handled. For example, 100 pounds net explosive weight of 1.4 ammunition being handled at the same time as 35 pounds net explosive weight of 1.2 ammunition would be considered 135 pounds net explosive weight of 1.2 explosives. The net explosive weight restrictions are based on the total net explosive weight allowed for the more hazardous 1.2 ordnance. Early identification of hazard classes, total net explosive weight, and restrictions for the on-load/off-load location will prevent problems during ordnance handling.

Most naval weapons stations or other ordnance activities base their munitions delivery schedules on security risk categories. Some munitions products are far more sensitive and subject to pilferage than other types of ammunition. Therefore, these activities limit accessibility and the amount of time these items are not in a secure storage environment. The CCO and the ship's weapons/ordnance officer, who work for the combat systems officer, should address the on-load/off-load sequence during joint planning sessions with the supporting naval weapons station/ordnance activity. The four security risk categories are discussed in the following subparagraphs.

Category I

Category (CAT) I is nonnuclear missiles and rockets in a ready-to-fire configuration or stored or transported together with the launcher tube and/or grip stock and the explosive round (e.g., Javelin, LAW [66 mm], SMAW [83 mm rocket], M136 (AT4) [84 mm], Stinger).

Category II

Category II is missiles and rockets not in a ready-to-fire configuration that are crew-served or require platform-mounted launchers and other equipment to function. Included are rounds of the TOW; hand or rifle-launched grenades; high explosives and white phosphorus; antitank or antipersonnel mines (unpacked weight of 50 pounds or less each); explosives used in demolition; communications systems; military dynamite and TNT [trinitrotoluene] with an unpacked weight of 100 pounds or less; and warheads for sensitive missiles and rockets weighing less than 50 pounds.

Category III

Category III is missiles and rockets that require platform-mounted launchers and complex hardware and software equipment to function. Category III can include the Hellfire missile ammunition (.50 caliber and larger) with explosive-filled projectile (unpacked weight of 100 pounds or less each); incendiary grenades and fuzes for high explosive grenades; blasting caps and supplementary charges; bulk explosives; detonating cord; and warheads for sensitive missiles and rockets (weighing more than 50 pounds but less than 100 pounds each).

Category IV

Category IV consists of ammunition with a nonexplosive projectile (unpacked weight of 100 pounds or less each), fuzes (except for those listed in CAT III above), grenades (illumination, smoke, and tear gas), incendiary destroyers and riot control agents (100 pound package or less), explosive compounds of sensitive missiles and rockets (except warheads), and warheads for precision guided munitions weighing more than 50 pounds (unpacked weight).

AMMUNITION COMPATIBILITY AND LOAD PLANS

The NAVSEA OP 4 provides detailed guidance on amphibious warfare ship ammunition compatibility. Appendix E contains a sample ammunition compatibility chart extracted from NAVSEA OP 4 that would be used to generate load plans for the ammunition holds according to the individual ship's planned ammunition load.

INVENTORIES, INSPECTIONS, AND ASSIST VISITS

Inventories are required upon relief of the ship's CO, upon relief of the department head responsible for the items, and upon commissioning or deactivation. Security Risk Category II, III, and IV ammunition and explosives must be inventoried annually with all records retained by the command for at least 2 years. Sealed boxes need not be opened if there is no evidence of tampering. Any documentation pertaining to an inventory adjustment—to include missing, lost, stolen, or recovered—will be retained for at least 4 years.

The explosive handling safety assistance program monitors explosive safety practices and materiel conditions incidents relative to the handling, storage, and use of conventional weapons and explosives. An ordnance handling safety and assistance team visit is normally conducted at least once during each deployment cycle and prior to on-loading ammunition. Ordnance handling safety and assistance team visits are scheduled when requested by the command and are conducted on a not-to-interfere basis. Upon completion of each assist visit, the ordnance handling safety and assistance team will provide an oral out-brief to the ship's CO and a written report.

The mobile ordnance training team provides ship's ordnance personnel with training on the receipt, storage, issue, and segregation of ordnance, known as fleet sentencing. (For more information on fleet sentencing, see Naval Supply Systems Command [NAVSUP] P-805.) The ship will have personnel trained in sentencing since this provides the necessary qualifications for inspecting ammunition for proper packaging, documentation, and segregation. These are necessary skills for conducting on-loads, off-loads, or backloads of ammunition products and maintaining accurate inventories. Normally this training is offered/scheduled by Commander, Naval Air Force, United States Atlantic Fleet/Commander, Naval Air Force, United States Pacific Fleet once a naval message request has been submitted by the ship, via COMNAVSURFOR.

STANDARD LFORM AND AMMUNITION REPORTS

The following reports are submitted in accordance with COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E.

LFORM and Ammunition Monthly Shortfall Report

This report is submitted upon initial loading of any class of LFORM, Class V(A) MLA, or other munitions products (e.g., special warfare, EOD, shipfill), and by the 10th of the month thereafter until the shortfall is eliminated. When a portion of any LFORM commodity is not loaded during the initial on-load, it will be identified in this report. The report provides a monthly notification to all concerned of shortages in required LFORM. Responsibility for submission of this report lies with the ship's CO.

LFORM and Ammunition Loading and/or Off-loading/Change of Status Report

This report is used when a status change has taken place, when LFORM is discovered missing, or when the exchange/removal of reclassified ammunition occurs. It is submitted within 72 hours after the completion of a partial or complete LFORM loading, off-loading, and/or any change of status. Responsibility for submission of this report lies with the ship's CO.

Ammunition Transaction Report

The report is submitted when the receipt, loss, expenditure, issue, reconfiguration (change in Department of Defense identification code [DODIC]/NALC), reclassification, gain or loss of Class V(A) ammunition occurs due to maintenance, renovation, inventory, assembly or disassembly of reportable materiel. The ammunition transaction report is the automated process in which a message is generated by the ship's Ordnance Information System-Marine Corps computer and is transmitted via defense messaging system to the Naval Ammunition Logistics Center to update the Conventional Ammunition Integrated Management System database. Per NAVSUPPUB P-724, an ammunition transaction report must include receipts, issues, expenditures, and reclassifications affecting the ship's Navy ammunition account. Responsibility for submission of this report lies with the ship's CO.

Transaction Item Report

This report is used for Class V(W) receipt, expenditure, issue, reconfiguration, gain, or loss action. The transaction item report is a computer file generated by the ship's Ordnance Information System-Marine Corps computer and transmitted via Streamlined Automated Logistics Transmission System to Marine Corps Systems Command to update the Marine Corps Ammunition Accounting and Reporting System database. Per NAVSUPPUB P-485, *NAVSUP Supply Procedures*, transaction item reports are submitted by the ships and include receipts, issues, expenditures, and reclassifications affecting the ship's LFORM account. Responsibility for submission of this report lies with the ship's CO.

Missing, Lost, Stolen, or Recovered Report

In the case of missing, lost, stolen, or recovered LFORM Classes I, III, and IV materiel or items, the processes and reports required in the appropriate directives will be completed. In instances where missing, damaged, lost, or stolen LFORM ammunition, explosives, and/or destructive devices/assets have been discovered, the ship's CO will initiate an investigation within 10 days and submit an Operational Report 3 Navy Blue message. Upon completion of the investigation, the results will be forwarded by naval message to the appropriate commander, amphibious squadron (COMPHIBRON) with information copies to COMNAVSURFPAC or COMNAVSURFLANT, COMMARFORCOM or COMMARFORPAC, and the appropriate MEF. Additional information on ammunition reporting is contained in OPNAVINST 5530.13, *Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)*.

LFORM Inspection Report

Within 48 hours of embarkation, the COT will conduct a visual inspection of the overall general condition of embarked LFORM and Class V(A) assets. This inspection does not require a wall-to-wall inventory. Under no circumstances will any seals be broken or tampered with to inspect the LFORM. Upon completion of the visual inspection, if discrepancies are noted, the COT will submit an LFORM Inspection Report.

CONTINGENCY SUPPORT PACKAGE PLANS

A contingency support package is a self-contained package of ordnance designed to support a specific mission. The composition of a contingency support package is identified in the MEU combat instructions. At the confirmation briefings for an operation, a contingency package will be chosen. Due to the short lead-time required to assemble contingency packages, it is necessary to sort various packages within the magazines to allow expeditious issue of ordnance. Once the MEU combat instructions are published, the ship's ordnance handling personnel should arrange the ordnance in the magazines to permit quick retrieval of the basic package so that LF personnel can efficiently package the materiel and effect issue within 12 hours. In most cases, the basic contingency packages will contain similar items with varying quantities. Due to the rapid response sometimes required—especially for the Marine aircraft squadron—standard airborne packages should be readily accessible in 2 to 3 hours.

ON-LOADS, CROSS-DECKING, OFF-LOADS, AND BACKLOADS

A ship should plan only two loads per interdeployment cycle. The initial load should include all shipfill, NCEA, SPECWAR, EOD, MLA, LFORM, and Marine training ammunition. The goal is to minimize further load requirements and maximize range and depth with the initial on-loads. The second on-load, or "top-off," includes any items that were not physically available during the initial on-load and replenishment of NCEA and munitions that may have been affected by a notice

of ammunition reclassification after the initial on-load and prior to the top-off. The top-off may also include the off-load of items affected by notices of ammunition reclassification.

It may become necessary to cross-deck munitions during turnover with incoming ARG/MEU units. In this case, particular care must be taken to ensure that all those affected maintain accountability during the transfer.

After completing a major deployment and before entering a shipyard maintenance period, but not earlier than 30 days after returning from deployment, ships are required to perform a complete ammunition off-load, except for a limited quantity of security munitions.

During deployment and upon completion of a training exercise, it may be necessary to backload unexpended ammunition. If this occurs, it is paramount that all munitions are properly accounted for, completely cleaned, certified clean by a preventive medicine technician, repackaged in their original packaging materials, sealed with traceable lead wire seals, and tagged with the appropriate condition code tags prior to returning them to any ship's magazine. Lack of proper cleaning and certification before returning munitions to a magazine could result in agriculture certification problems upon return to the continental United States (CONUS). See chapter 4 for US Customs and Border Protection (CBP) washdown requirements.

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CHAPTER 3

AMPHIBIOUS EMBARKATION PLANNING AND EXECUTION

It is essential that the LF embarkation officer and amphibious task force (ATF) CCO develop coordinated embarkation milestones to be included in the amphibious force's deployment plan of action and milestones. Embarkation milestones provide the baseline for all embarkation. Any change to the published milestones must be coordinated through the CATF and CLF. (See app. B for embarkation reports.)

EMBARKATION PLANNING CONFERENCES

Embarkation planning conferences are announced and jointly run by the ATF CCO and the LF embarkation officer. For the typical ARG, this is the PHIBRON CCO and the MEU embarkation officer. When a ship deploys independently, the ship's CCO and the TEO perform these duties. Planners should conduct an initial, mid-, and final embarkation conference. Recommended topics include—

- Embarkation and ammunition reporting requirements.
- Load plan preparation and submission requirements.
- Container loading policy, constraints, and criteria (based on International Organization for Standardization [ISO]).
- NSE lift/footprint and assignment to ships.
- LFORM/MLA loading status and forecasted top-off dates (Classes I, III, IV, and V [A/W]).
- Marine training allowance/MEU training package spread loading.
- Port of embarkation joint inspections.
- MOGAS storage capacities, retrograde capabilities, and safety considerations.
- The requirement for personnel working on the flight deck to be Shipboard Aircraft Firefighting School trained and qualified.
- Aviation ground support equipment embarkation requirements.
- LF accommodations inspection timeline, reporting requirements, and methodology.
- M1A1 tank and M88A2 tank retriever planning.
- US CBP custom and washdown requirements.
- Landing craft mix and landing craft availability table (LCAT) development.
- Shipboard policies relative to planning, coordinating, and scheduling training.

- . Contents and importance of the embarked troop regulations.
- . Schedule of event development, submission, and modifications.
- . Loading LF personnel, supplies, and equipment while in port.
- . Compilation and distribution of command points of contact listings.
- . Munitions cross-decking and retrograde policy development.
- . Hazardous material embarkation requirements (e.g., lithium battery, MOGAS, sulfuric acid, calcium hypochlorite).

There is one CCO/first lieutenant and one TEO per ship. All LF embarkation/debarkation matters should be directed to the CCO or first lieutenant via the TEO. Before the planning conference, the CCO/first lieutenant should—

- . Provide the TEO with a copy of the ship's current SLCP, including ICODES diagrams/files. The CCO/first lieutenant should have a personal SLCP copy, with key points of interest highlighted, on-hand and plan time with the TEO for discussion.
- . Walk the ship with the TEO, allowing the TEO to make notes on printed deck diagrams of low overheads, monorail stowage areas, no stow areas, sounding tubes that require access, etc.
- . Emphasize restrictions that must be considered when developing the load plan.
- . Provide a detailed review of the diagrams with embarked elements followed by a ship's tour. This will facilitate planning and aid in resolving questions regarding ship's capabilities.
- . Provide the TEO with a copy of the ship's schedule.
- . Provide copies of embarked troop regulations, digitized and/or hardcopy.
- . Review troop regulations.
- . Review previous load plans.
- . Review ship's policies and regulations.
- . Review ship orientation brief/welcome aboard brief.

During the initial embarkation conference, the TEO should provide an initial listing of anticipated personnel, supplies, and equipment to the CCO/first lieutenant. This list and other information inform the command of the status of embarkation planning and allow command input and guidance.

The scheduled final embarkation planning conference should not interfere with the required shipboard inspection of LF spaces, which occurs at about the same time. During the final embarkation planning conference, the final load plan is presented for review and signature by the ship's CO. Prior to submitting the load plan to the ship's CO, the team embarkation commander/COT should have already signed the load plan. The TEO is responsible for the development of the detailed load plan. The CCO's/first lieutenant's function is to review the load plan and to ensure that all of the appropriate department heads have had an opportunity to review and concur with its contents prior to the ship's CO's review and signature. It is important to note that changes to the signed/approved load plan require the concurrence of both the ship's CO and embarkation team commander.

When the ship deploys independently, the ship's CCO/first lieutenant provides copies of signed/approved detailed load plans and all associated load plan documentation to the Navy chain of command. When ships are under the operational control of an ATF, the ATF CCO obtains copies of each ship's signed/approved detailed load plan and distributes copies to the Navy chain of command. In addition to the load plan concerns, the TEO should address important topics such as lifeboat assignments, berthing, shipboard orientation, etc., for Marines preparing to embark.

ADVANCE PARTY COMPOSITION

Embarking units should plan for advance parties to embark the ship 48 to 96 hours before loading. This provides time for training and familiarization with the ship before embarking the main body.

The billeting officer should receipt for troop linen and inspect and sign for all required troop spaces. Once the LF space turnover process is complete, the billeting officer assumes responsibility for maintaining these spaces. Generally, he/she will also have a representative from each unit or the senior person in each compartment sign for their respective spaces. Appendix A outlines responsibilities of the LF representative for the signing over of linens and turnover.

Food service attendants and cooks should be embarked and integrated into their designated work areas. Food service attendants should be assigned for a minimum period of 30 days or the duration of the at-sea period, whichever is shorter. Mess physicals should be completed prior to embarking and presented to the ship's food service officer upon arrival of the advance party. It is highly recommended that all mess personnel be berthed in the same compartment when possible.

Each embarking unit should provide at least one Marine to act as a berthing guide. These guides are the key to all personnel settling in smoothly during the first days of embarkation. Berthing guides should—

- . Berth personnel in their unit's area.
- . Take personnel on at least three ship tours prior to embarkation of the main body.
- . Issue apparel to readily distinguish them as a berthing guide (e.g., tape on cover, vest).
- . Provide a diagram (ship SLCP) of the ship with unit berthing assignments indicated.
- . Accomplish bunk assignments as required by their unit.
- . Assign additional billeting guides for 48 hours after the main body is embarked.
- . Assist in the issue/turnover/turn-in of linen.

The LF may be required to embark a portion or all of the guard force if supplies/equipment are loaded before the ship's scheduled arrival at the port of embarkation. This requirement should be addressed at the load planning conferences and documented in conference wrap-up messages.

During embarkation and loading, the ship's platoon functions as a separate entity normally under the operational control of the CCO/first lieutenant, as assisted by the TEO. Once organized, it should remain intact during the entire period the embarkation team is deployed due to required

investments in safety equipment (e.g., safety boots), training, and certifications. When a ship carries equipment and supplies that belong only to LF units embarked on that ship, the ship's platoon is sourced from the ship's embarked troops at the direction of the COT. It should be noted, however, that during landing support operations within the landing area, the ship's platoon falls under the landing force support party commander.

For the first at-sea period during rehearsals, the ship's platoon should embark in advance of the LF in order to allow sufficient time for training and required certifications. After the first at-sea period, the ship's platoon should embark at least 24 to 48 hours before loading or receiving any cargo. Portions of the ship's platoon will embark before the advance party (e.g., when cargo and equipment are loaded pier side before the remainder of the advance party arrives). The ship's platoon is not a substitute for the ship's deck or Condition 1 Alpha personnel. The ship's platoon is an augmentation force whose mission is to assist ship's company personnel during LF cargo and equipment stowage, embarkation/debarkation, and administrative movement operations. Upon arrival, the ship's platoon will receive detailed training and instruction in their respective duties. Normally, the ship provides nearly all of the safety/protective equipment while the LF provides steel-toed safety boots. Ship's platoon personnel will perform duties on the flight and well decks.

Ship's platoon personnel will be assigned to the well deck in accordance with the ship's troop regulations. See appendix F for details on well deck combat cargo operations and procedures. Examples of the duties and responsibilities performed by the CCO, CCA, and the well deck ship's platoon personnel are listed as follows:

- Verifying passenger manifests for landing craft transport.
- Supervising on-load operations to ensure vehicles and cargo are placed aboard ship in accordance with the approved load plan.
- Assisting deck department/ship's first lieutenant with ensuring that all vehicles and cargo are properly lashed and secured for sea.
- Validating vehicles and cargo have been loaded in accordance with the approved load plan.
- Inspecting vehicles to ensure mobile loads, tarps, etc., are properly secured on landing craft prior to ship-to-shore movement. This is especially important prior to LCAC transport.
- Ensuring all cargo and equipment arriving/departing is accounted for and ensuring that the responsible unit has properly prepared the cargo for movement.
- Observing activities in the vehicle and cargo stowage areas and ensuring that vehicles and cargo are properly secured during and after daily operations.
- Coordinating with the TEO, who will contact the unit representatives to correct equipment discrepancies.
- Operating shipboard forklifts, but only if required; requires the approval of the ship's CO and operators must be properly licensed before operating shipboard forklifts.

Ship's platoon personnel will be assigned to the flight deck in accordance with the ship's troop regulations. See appendix G for details on flight deck combat cargo operations and procedures.

Examples of the duties and responsibilities performed by the CCO, CCA, and flight deck ship's platoon personnel include—

- . Verifying passenger manifests for helicopter and tiltrotor aircraft transport.
- . Acting as passenger guides for assault support teams to and from helicopters and tiltrotor aircraft.
- . Assisting passengers with baggage/cargo.
- . Recovering head protection equipment (helmets)/life preservers from helicopters and delivering to passengers.
- . Briefing passengers on boarding sequence and aircraft safety procedures.
- . Accounting for all arriving/departing cargo and equipment.
- . Ensuring that the owning unit has properly prepared the cargo for movement.
- . Integrating with ship's crew and fighting fires on the flight deck.
- . Operating shipboard forklifts, but only if required; requires the approval of the ship's CO; operators must be properly licensed prior to operating shipboard forklifts.

SHIPBOARD COORDINATION

A joint meeting between the ship and embarking LF elements should be conducted before cargo loading/off-loading to discuss areas of concern and to address areas of support.

Recommended topics include—

- . **Safety: every person is a safety officer and should stop operations immediately if any unsafe condition is sighted.**
- . Personnel augmentation requirements.
- . Communications.
- . MHE readiness, availability, and current locations.
- . Cargo handling systems.
- . Securing of cargo/vehicles.
- . Traffic routes.
- . Loading/off-loading points.
- . Types and amount of cargo/vehicles with an emphasis on those requiring special handling/stowage considerations.
- . Operational checks of cargo handling equipment/systems 24 hours prior to load/off-load.

CARGO LOADING BEFORE EMBARKATION

Units may desire to load palletized cargo and maintenance vans prior to the scheduled embarkation date. If so, some key points to coordinate include—

- . An advance echelon to assist in stowage of material.
- . Delivery date and time.
- . Delivery location.
- . Coordination with base security for clearance and routing of vehicles on base.
- . Crane and MHE support. (The Fleet and Industrial Supply Center, Norfolk, VA; Fleet Logistics Center, San Diego, CA; and Commander, Fleet Activities, Okinawa, Port Operations, White Beach, should be included in all discussions and message traffic relative to on-load support and requirements.)

FINAL STAGING

A pre-embarkation inspection in the staging area at the port of embarkation is the final chance to fix equipment/vehicle preparation issues to prevent problems during embarkation. Combat cargo and LF embarkation personnel should inspect equipment preparation, condition, and hazardous material identification/verification at least 24 hours before loading. See figure 3-1, on page 3-7, for a sample vehicle inspection checklist.

Vehicle fuel tanks should not exceed three-fourths full. Trailer-mounted (towed-load) equipment with engines should not exceed one-half tank; however, there may be items that must be empty due to stowage location (stowed on ramp) or under-stowed (tongue on deck) in which fuel can leak or slosh out. Each vehicle must have its own installed lifting devices for helicopter or tiltrotor aircraft external sling lifts. Additionally, each vehicle must have its own installed tie down points and, as necessary, corresponding shackles.

Pallets must have four-way access, be clean, serviceable with pallet wings for sling hoisting, and be properly banded. Quadruple containers (QUADCONs), joint modular intermodal containers, and any other containers should be serviceable and with no hazardous material inside. The weight markings must be accurate. If pallets have to be moved aboard ship, the ship's forklifts normally have a 4,000 pound maximum capacity. All cargo must be free of fuel unless designated as POL; for example, field cooking ranges are known to have some residual fuel in their tanks. No QUADCONs or 20-foot ISO containers will be embarked unless they are certified with current Department of Defense Form 2282, *Re-inspection Decal Convention for Safe Container*, and a decal is attached to the International Convention for Safe Container (CSC) safety approval plate.

SHIP: _____ EVENT: _____ DATE: _____

Nomenclature	
Serial Number	
Placard: Contains landing serial, priority number, driver name, and owning unit.	
Fluid Leaks: No leaks.	
Tire Pressure: Within prescribed limits.	
Vehicle Start-Up: Starts without external support or aid.	
Brakes: Operational.	
Emergency Brake: Operational.	
Fuel Level: 3/4 prime mover, 1/2 trailer-mounted equipment. Some items with fuel tank cap in front must be empty. Fuel trucks/SIXCONs empty.	
Height: Does not exceed the maximum height of its intended stowage location.	
Lashing Points: Ensure all shackles/cotter pins are in place and serviceable.	
Cargo/Mobile Loads: Lashed with minimum 1/2-inch rope or cargo straps.	
Pintle Hook: Operational with cotter pin and chain attached.	
Vehicle Doors are Secured: Removable doors must not come off during LCAC operations.	
Tarp/Canvas Lashing: Secured at all prescribed points.	
Vehicle Cleanliness: Free of dirt, mud, insects, and trash.	
Fuel Cans: Stored in approved racks permanently installed on vehicle.	
Towed Loads: Within the prescribed weight rating for the prime mover.	
Shoring: On-hand for all tracked vehicles, trailer tongues, and other special equipment.	
Hazardous Cargo: Secured, authorized, and identified on signed load plan.	
Fire Extinguishers: Stored in approved vehicle-mounted racks.	
Vehicle Lights and Horn: Operational.	
Water Trailers: Empty.	
Windshield/Side Mirrors: Serviceable.	
Vehicle Weight: Vehicle does not exceed rated cross-country weight.	

SIXCON= 6 containers together or 1/6 of a 20-foot equivalent.

Figure 3-1. Sample Vehicle Inspection Checklist.

HAZARDOUS MATERIAL

The four hazardous materials embarked by the LF that cause the greatest concern are—

- . Lithium batteries.
- . Sulfuric acid.
- . Fuel (kerosene, white gas, MOGAS).
- . Calcium hypochlorite.

Hazardous materials must be properly identified, as problems occur when embarking units do not advise the ship of what hazards they are embarking.

E-DAY

The day that LF personnel, supplies, and equipment begin to be embarked is known as E-day. The CCOs/CCAs and ship's first lieutenants are advisors and are responsible to ensure the ship is loaded per the approved ship's loading plan signed by ship's CO. The deck department, assisted by the ship's platoon, is responsible for—

- Moving, placing, and securing cargo in accordance with the load plan.
- Guiding and stowing all vehicles in accordance with the approved load plan using vehicle guides; no vehicles move without the guides.
- Ensuring assistant drivers will be in the vehicle during loading or unloading operations.

The CCO/first lieutenant keeps the ship's CO/XO informed of the on-load/off-load status of the ship. This normally includes the personnel, cargo, vehicle, and time of completion (commonly referred to as PCVT) report.

The TEO/team embarkation assistants, CCO/CCA, and first lieutenant should be in the area of cargo/vehicle loading to resolve any issues that may arise. Only those items that have been inspected and are included in the signed and approved load plan are loaded.

During the on-load, problems may occur and slight adjustments to the load plan may be needed. The CCO/first lieutenant and TEO must approve deviations to the plan. Once the on-load is complete, the TEO is responsible for providing the updated load plan to the CCO/first lieutenant. The CCO/first lieutenant will then give the final load plan (as loaded) to the ship's CO with annotations of any changes to the original approved plan for re-approval, as necessary.

Knowledge of embarkation and proper preparation of the embarking unit's supplies, equipment, and familiarization of the ship are paramount.

VEHICLE AND CARGO LASHING MATERIAL

Vehicles and cargo are lashed to protect the ship, cargo, and personnel. This requires that the ship's lashing equipment be in proper working condition. Ensuring this material is in good repair is a responsibility of the ship's deck department. Ensuring the correct number of lashings is aboard and in serviceable condition is required prior to deployment. This information is critical when evaluating load plan supportability. Any issues or concerns with shipboard stowage or lashing requirements for securing Marine Corps equipment for air or surface transport can be directed to the Marine Corps Systems Command's Transportability/Naval Integration Branch.

STOWING VEHICLES ON INCLINED DECKS OR RAMPS

For planning purposes, in general, vehicles should not be stowed on ramps; however, the LPD-17 class ships have ramps specifically designed to allow for the stowing of vehicles on them while the ramp is in the stowed position and the ship is underway. Planners should refer to the individual SLCP for specific information, restrictions, and limitations for stowing vehicles on ramps.

GASOLINE CAN STORAGE PRECAUTIONS

The following storage precautions must be followed for auxiliary, 20-liter MOGAS cans:

- Auxiliary cans must be stowed in the ship's permanently attached jettisonable MOGAS storage racks. During predeployment workups, the on-load of MOGAS is normally coordinated with the ship's CCO/first lieutenant.
- Auxiliary, 20-liter MOGAS cans must be certified and comply with Commercial Item Description A-A-59592.
- After filling with MOGAS, cans are inspected to ensure there are no leaks. Seals are applied to cans to aid in detecting loosened caps or tampering.
- After operations ashore, used fuel cans shall be refilled (when possible), inspected, and sealed before embarking. Empty fuel cans must be certified gas-free. Partially-filled cans will not be embarked.
- MOGAS shall not be transferred to or from auxiliary 20-liter cans while aboard ship, unless in an area specifically authorized in the SLCP and only after coordination with the ship. Coordination should be made directly with the ship's CCO/first lieutenant, who will then coordinate with the appropriate ship's department heads and the XO as necessary.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION CONTAINERS

The International Safe Container Act of 1977, outlined in Public Law 95-208, requires that new and existing ISO-configured equipment and containers meet CSC certification requirements. This means that all ISO equipment and containers, military van containers, QUADCONs, mobile maintenance facility vans, and shelters must meet the mandated CSC certification requirements or they will not be loaded aboard ship.

The CSC safety approval plate, located on each item, indicates compliance with this requirement. Placement of a valid Department of Defense Form 2282 on the approval plate confirms its structural serviceability. Specific inspection and certification criteria are contained in Military

Handbook 138B, *Guide to Container Inspection for Commercial and Military Intermodal Containers*. The following prohibitions also apply:

- A pair of double-stacked QUADCONs shall be secured to the deck using four 70K lashings.
- All lashings shall be crossed at 45 degrees to the deck.
- Side-by-side stacks of double-stacked QUADCONs shall be joined together with Peck and Hale container conlinks (model no. CTC1012) or the standard ISO horizontal/vertical connectors (commonly referred to as “pineapples”). These connectors are normally fielded as a component of the QUADCON. The 70K and 35K lashings should be connected to the QUADCONs using Peck and Hale plug hooks (model no. H159) or an equivalent hook. Another alternative is to run the chain through the ISO corner fitting.
- Commercial ISO containers, which are not part of embarking unit’s organic assets, will not be loaded. This prohibition includes all containers, especially those 20-foot in length or greater.
- Embarking units, which have organic specialized maintenance containers, and field logistic systems modules (e.g., six containers together or 1/6 of a twenty-foot equivalent unit [TEU], commonly referred to as SIXCONs; military van containers), may load these assets aboard assigned ships; however, the preferred method for embarking these assets is mobile loaded on vehicles or trailers.
- Certified/approved containers may be deck loaded, provided they do not exceed 10,000 pounds and the LF embarks organic MHE capable of loading and off-loading these assets.
- When stacking QUADCONs, joint modular intermodal containers, and any other containers approved to be stacked aboard amphibious warfare ships, the embarking units must ensure that the containers are secured/lashed properly. Embarking units must observe minimum clearance restrictions and maintain the prescribed distances between the top of the containers and the installed firefighting sprinkler systems as defined in the SLCP.
- Individual QUADCONs shall be secured to the deck with four 35K lashings.
- On the LPD-17 class, QUADCONs may be configured into TEUs using Peck and Hale conlinks and deck loaded where permanently installed TEU provisions exist in the deck of the ship. The TEUs may be secured to the deck at these specific points using Peck and Hale conlinks, eliminating the requirement for chains.

TANK AND TANK RETRIEVER PLANNING

Prior to loading and planning for the M1A1 tank or the M88A2 tank retriever on amphibious warfare ships, embarkation planners should review the individual ship’s SLCPs to ensure there are no ramp/deck traversing or point loading/deck strength restrictions.

Consult NAVSEA’s *Safe Engineering and Operations (SEAOPS) Manual for Landing Craft Air Cushion (LCAC)*, Vol. III, (*Well Deck Operations*), to determine M1A1 tank loading procedures for LCAC. This same instruction will also outline the lashing procedures and restrictions imposed when parking an LCAC on its fly-over blocks.

Currently, the LCU is restricted from carrying more than one M1A1 tank. The constraints and load limitations also apply to the M88A2 tank retriever.

SHIP-TO-SHORE MOVEMENT

Ship-to-shore movement is the landing of personnel, supplies, and equipment by surface and air at the prescribed time and place and in the formation required by the LF to support the scheme of maneuver ashore. See Marine Corps Tactical Publication (MCTP) 13-10E, *Ship-to-Shore Movement*, as a guide for Navy and Marine Corps commanders and staffs for executing ship-to-shore movement during amphibious operations. Also see JP 3-02, *Amphibious Operations*, and Allied Tactical Publication 8, Volume I, *Doctrine for Amphibious Operations*, and Volume II, *Tactics Techniques and Procedures (TTP) for Amphibious Operations* for additional information. These publications provide detailed discussions on doctrine; command relationships; and tactics, techniques, and procedures used in planning and executing ship-to-shore movement. Specifically,—

- The organization of ATF and LF units to conduct the ship-to-shore movement.
- Command relationships.
- The phases of amphibious operations.
- The planning process to develop the landing plan.
- The conduct of surfaceborne and airborne ship-to-shore movement.

NONCOMBATANT EVACUATION OPERATION PACKAGE

On occasion, ships may embark a noncombatant evacuation operation (NEO) package. Normally, the ship's SuppO controls the ordering, receipt, and storage of this package and its distribution. The ship's CCO/first lieutenant should contact the SuppO early in the planning stages to determine if such a package will be embarked and gauge the potential impact on the load plan. At a minimum, the CCO/first lieutenant should provide the TEO with a detailed list that defines the NEO package composition and storage location, thus aiding in LF operational planning.

PROJECT HANDCLASP MATERIALS

Project Handclasp is a people-to-people program administered by a San Diego-based project office. Material used by this program is obtained from a variety of private sector sources (industrial, civic, religious, and individuals). It is then carried overseas on Navy ships on a space-available basis. Material donated to Project Handclasp includes paint and painting supplies; educational materials (books and school supplies); medical equipment, medical supplies, and nonnarcotic medicines; food; clothing; and sewing machines.

These materials have stowage requirements that are not normally included during load plan development. All Project Handclasp materials must be stowed in covered/secured areas. They cannot be stowed on the weather decks, tied down to the main deck, or stowed in any open area. These restrictions may limit the amount of material requested. If the ship initiates the request for Project Handclasp materials, the CCO can coordinate with the ship's SuppO, chaplain, and XO with regards to space/storage limitations. If the material is requested by an external organization/agency, the ship will have to inform the Director, Project Handclasp and the requesting activity of the space limitations. This allows the package to be tailored and precludes unnecessary expenses for possible return of material that cannot be stored onboard ship.

The director's office will forward a letter or naval message before sending the materials. The letter/message will provide detailed information as to the quantity and types of material being shipped and its delivery configuration. This data provides the necessary physical characteristics (length, width, height, and weight) of each pallet, which will affect load planning. This correspondence will also include a copy of the appropriate transportation control and movement document for each shipment. The transportation control and movement document also provides the details on transportation modes and container/seal numbers for the materials. Normally, this material is shipped to the Fleet and Industrial Supply Center at the respective naval base for further transfer to the ship.

CHAPTER 4

US CUSTOMS AND

AGRICULTURAL WASHDOWN REQUIREMENTS

US CUSTOMS

When a US Navy ship departs US territorial waters, the Department of Defense (DOD) requires that each individual embarked on that vessel complete a CBP Form 6059B, *US Customs and Border Protection Declaration*, prior to re-entry into the United States. A thorough inspection of every shipboard space must be performed to verify that no contraband or undeclared items are on the ship. A review of Judge Advocate General Instruction 5800.7, *Manual of the Judge Advocate General*, chapter 11, should be made before developing and promulgating the ship's or ATF's CBP guidance.

Each ship should have a minimum of two personnel who are school-trained, military customs inspectors. Normally, the ship's master-at-arms personnel perform this function. Embarked LF personnel are responsible for providing their own trained/qualified personnel.

The ship is required to maintain enough blank copies of the CBP Form 6059B to provide two copies for each member of the ship's company and the embarked LF. Advance coordination with the ship's master-at-arms office should be made to ensure that ample quantities are being maintained.

A thorough, ship-wide inspection must also be accomplished. The US border clearance laws and regulations prohibit the import of certain items or restrict import by placing specific conditions or prescribing quantity limitations. Inspectors should be looking for those items that are restricted or prohibited. For detailed information and a list of restricted/prohibited items, refer to Defense Travel Regulation 4500.9-R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*.

Preparations for conducting CBP declarations and inspections should be based on overarching procedures/guidance provided by the CATF. Once CBP Form 6059B is promulgated, each ship is responsible for publishing a ship's notice or bulletin that directs department heads and embarked LF commanders with very specific actions. It is imperative that ships engage the COT and the staff in the development of the notice/bulletin and in the execution of the actual inspection.

Once all customs forms are completed, they must be reviewed, stamped, and segregated by the military customs inspectors. The final customs forms are normally hand carried by a designated ATF/ LF customs representative to the CBP representatives in the CONUS port

of entry. This requires the designated customs representatives to return to CONUS from the ship's last overseas port. The delivery of these forms should be accomplished prior to the ship's return to CONUS to expedite CBP clearance. Customs personnel will normally identify the assessed fees in two categories: one for the Navy and one for the embarked LF. The ship's SuppO normally prepares a single United States Department of the Treasury check for the sum of both of these categories and presents the check to the customs agent upon arrival at the first CONUS port of entry. The ship's SuppO coordinates with the LF SuppO for reimbursement of LF customs duty fees. There are different tariff (duty) exemptions for different situations. The US Armed Forces are given some unique exemptions not given to a US citizen tourist returning to the customs territory of the United States. If military members return with items acquired abroad that exceed their personal exemption, they must pay the appropriate tariff (duty). Tariffs may range from 2 to 35 percent and are subject to change.

The CBP agents will provide the ship a by name roster that indicates each individual's fees so that the ship and LF can conduct their own independent collections efforts prior to the ship's arrival. The customs agent will also be given a formal vessel declaration letter from the ship, signed by the CO, which states that a ship-wide inspection was completed and that no restricted or prohibited items are aboard. Any delays in presenting the check or vessel declaration letter will delay the execution of the off-load. The role of the CCO/first lieutenant in this process is as a facilitator. It is very important that both the ship's XO and the COT understand the requirement to have at least two trained military customs inspectors aboard prior to the actual deployment. This issue must be repeatedly addressed during each of the predeployment planning meetings and conference wrap-up messages. The CCO/first lieutenant must also ensure that all parties agree to the inspection policies and procedures. This is best accomplished through a joint meeting where a ship's notice or bulletin is developed and promulgated.

AGRICULTURAL WASHDOWN OPERATIONS

Special precautions prevent introducing harmful public health or agricultural agents from entering the United States on military equipment. OPNAVINST 6210.2, *Quarantine Regulations of the Navy*, contains the guidance for preventing the introduction of diseases affecting humans, plants, and animals, etc., to US ports. This important instruction is applicable throughout the Department of the Navy. The Navy must comply with all applicable regulations published by other Federal agencies including Departments of Health and Human Services, Agriculture, Treasury, Homeland Security, Interior, and Commerce.

Armed Forces Pest Management Board Technical Guide No. 31, *Guide for Agricultural and Public Health Preparation of Military Gear and Equipment for Deployment and Redeployment*, describes procedures, outlines responsibilities, and defines requirements for conducting retrograde washdowns to satisfy agriculture and public health requirements for deploying ships, aircraft, and equipment returning from overseas. Much forethought must be given to the issue of washdown supply procurement and receipt by both LF and ship personnel. Sufficient quantities of cleaning solvents, brooms, rags, brushes, wet-and-dry vacuums, high pressure hoses, and other cleaning materials must be available. A joint CATF-CLF/ship's CO-COT approach for developing letters

of instruction is highly recommended. Such plans should include the purpose, sequence of events, and a detailed assignment of responsibilities for all parties. Details must be presented in a forum where all ship's department heads, required division officers, and embarked LF unit commanders are required to attend. Another useful tool for disseminating information is the plan of the day notes or the ship's closed circuit television system, if available.

Agricultural washdown operations also require documentation. Additional information can be found in COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC Order 4621.1B, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*, and in MCTP 13-10C, *Unit Embarkation Handbook*. The COT must provide the ship's CO with a detailed list of noncontaminated supplies and equipment. This list should be in the form of an official letter and identify by compartment number, box, pallet, or container number; identify by vehicle serial number; or other identifying number for all noncontaminated items. This letter forms the basis for the preparation of a joint Certification of Noncontaminated Spaces/Cargo letter to the medical entomologist. The medical entomologist will be conducting the agricultural inspection for the washdown on behalf of the CBP. The ship must also identify ship-specific spaces and equipment that are included in the noncontaminated spaces/cargo letter. Figure 4-1, on page 4-4, is an example of this letter. A copy of this letter must be retained and presented to CBP officials at the CONUS port of entry as part of the clearance process.

Once the agricultural inspection is complete, the senior medical entomologist will present the ship with a letter indicating compliance with CBP inspection and entry requirements. This letter, accompanied by the noncontaminated spaces/cargo letter, must be presented to the CBP officials who will embark the ship at its first CONUS entry point. Figure 4-2, on 4-5, provides an example of an agricultural inspection compliance letter. It is important that all commanders understand that the CBP will not board a vessel that is anchored outside a port. Inspectors will only board the ship if it moors pier side. A copy of the letters must be made available to conduct the discharge of cargo, supplies, and equipment, even if the ship does not moor pier side. This requirement is driven by the need to validate compliance with agricultural washdown requirements. Coordination with CBP and medical entomologist personnel must occur prior to deployment and continue through the planning and execution processes. Typically, the ship's CCO/first lieutenant will oversee and coordinate shipboard washdown preparations and execution.

DEPARTMENT OF THE NAVY
USS GATOR (LHX 1)
UNIT 100235 BOX 1
FPO AE 09582

4000
LHX
2 June 09

From: Commanding Officer, USS *Gator* (LHX 1)
Commanding Officer of Troops, USS *Gator* (LHX 1)

To: Senior Medical Entomologist, 2d Medical Battalion, 2d Marine Logistics Group, PSC 20129, Camp Lejeune,
NC 28542-0129

Subj: CERTIFICATION OF NONCONTAMINATED SPACES/CARGO

Ref: (a) MCTP 13-10B

Encl: (1) Commanding Officer of Troops ltr 4620 COT dtd 1 June 09

1. Per reference (a) and as supported by enclosure (1), the following list of noncontaminated spaces/cargo aboard USS *Gator* (LHX 1) is submitted.

SPACE/CARGO COMPARTMENT

Second Platform: Ammunition/Cargo Holds	Upper 4 and Upper 5
Inner Bottom: Ammunition/Cargo	Holds Lower 4 and Lower 5
Second Platform: Ammunition	Holds and 9 and 10
Small Arms Magazine: Ammunition	6-47-0-M
Fuze Magazine: Ammunition	6-47-4-M
Thermite Grenade Lockers	02 Level Starboard

Upper Vehicle Stowage: 28 QUADCONs; 3, 20-foot shelters; 35 pallets; and 74 miscellaneous boxes (forward of hinged ramp).

Lower Vehicle Stowage: 165 miscellaneous size boxes and 150 pallets (portside aft).

Hangar/Flight Deck: All aviation support equipment and material handling equipment located on the hangar and flight decks.

2. The command points of contact are Captain I. M. Washing, CCO, USS *Gator* (LHX 1) and Captain I. B. Cleaning, Team Embarkation Officer, 22d Marine Expeditionary Unit.

I. M. SAILOR
Commanding Officer
USS *Gator* (LHX 1)

I. M. INCHARGE
Commanding Officer of Troops
USS *Gator* (LHX 1)

Copy to:

COMNAVSURFLANT/PAC
COMMARFORCOM/PAC (G-4/SMO)
LANTNAVFACENCOM (10A)
CG, SECOND MLG (G-3)
COMPHIBRON EIGHT
TWO FOUR MEU
COT, USS *GATOR* (LHX 1)

Figure 4-1. Example of a Noncontaminated Spaces/Cargo Certification Letter.

UNITED STATES MARINE CORPS
2D MEDICAL BATTALION
2D MARINE LOGISTICS GROUP
CAMP LEJEUNE, NC 28547

6250
PM
10 June 09

From: Senior Medical Entomologist, Logistics Support Element, 2d Medical Battalion, 2d Marine Logistics Group, Camp Lejeune, NC 28547

To: Commanding Officer, USS *Gator* (LHX 1)

Subj: AGRICULTURAL WASHDOWN OF USS *Gator* (LHX 1)

Ref: (a) Armed Forces Pest Management Board Technical Guide 31

An agricultural washdown has been completed on BATAAN ARG/22 MEU per reference (a). Each piece of rolling stock, airframe, and all storage areas aboard USS *Gator* (LHX 1) have been certified and found to meet U.S. entrance requirements in accordance with published U.S. Department of Agriculture bylaws.

The agricultural washdown was completed at NAVSTA Rota, Spain on 10 June 09. A three-member Preventative Medicine Team from Camp Lejeune, NC served as reviewing inspectors prior to each vehicle or aircraft certification.

The point of contact for questions regarding this washdown is LT Gritgetter or HMC Soapsuds at (###) ###-#### or DSN ###-####.

I. M. GRITGETTER
LT, MSC, USNR

Copy to:

USDA, Morehead City, NC
COMPHIBRON EIGHT
22 MEU
COT, USS *GATOR* (LHX 1)

Figure 4-2. Example of an Agricultural Inspection Compliance Letter.

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APPENDIX A

LANDING FORCE SPACES

MAINTENANCE

Shipboard manning constraints, funding concerns, and operational/training requirements impact maintenance on every ship. Responsibility for the maintenance, upkeep, and cleanliness of LF spaces belongs to the division officer, with oversight provided by the department head. The CCO has two responsibilities with regard to LF spaces: oversight and support.

Oversight

The CCO performs an oversight function similar to that performed by the ship's XO. The messing and berthing inspection performed by the XO provides an opportunity to evaluate the current state of maintenance and quality of life (QOL) conditions in the ship's crew areas. Due to the vast number of shipboard spaces, the XO cannot always perform a like inspection of LF spaces. Instead, the XO uses the CCO as his/her executive agent for conducting routine inspections of the LF spaces. This assessment, using the checklist found in figure A-1, on pages A-7 through A-9, is designed to evaluate the current maintenance, upkeep, and cleanliness status. The CCO should schedule monthly inspections of the LF spaces. Once a space has been evaluated, the CCO presents the results to the XO for comments and provides a copy of the results to the department head responsible for the space. The inspection checklist includes the quantities of items required to be maintained and/or the space and the quantity on-hand in accordance with the original design or as modified by approved ship alterations. The minimum data the CCO should record and track includes—

- . Compartment name.
- . Compartment number.
- . Department/division.
- . Discrepancy.
- . Date identified.
- . Date corrected.
- . Ship's force work list action complete.
- . Parts ordered.
- . OPNAV 4790/2K, *Ship's Maintenance Action Form*, form (commonly referred to as 2K) work request number.
- . Date OPNAV 4790 form submitted.
- . Preventive maintenance-annual screening required.
- . Preventive maintenance-annual screening completed.

Support

The second responsibility is one of support to the department heads and division officers. The support provided includes assistance in sourcing repair parts, technical assistance, and as an advocate for soliciting LF support of habitability upgrades when troops are embarked. Normally, the LF is amenable to providing personnel to support QOL support initiatives. Detailed planning is essential to ensure that the required materials are available and on-hand prior to the ship departing homeport. A monthly zone inspection is also a way to identify discrepancies previously unidentified.

Each ship should have a phased replacement program for procurement of consumable materials such as bedding, maintenance parts, tile, paint, lockers, mattresses, and other material requirements without depleting a large amount of the ship's operating budget at one time. Coordination with the ship's SuppO and XO can be beneficial in making this program a viable means by which to maintain and upgrade these spaces. To affect a phased replacement, it is recommended that the date be neatly stamped or marked on the item—to be received or put into service—with indelible ink.

The following replacement planning factors are provided as a guide. Some items may require earlier replacement:

- . Mattresses—5 years.
- . Mattress covers—5 years with mattress (assumes proper care).
- . Pillows—7 years.
- . Sheets—2 deployments (mandatory weekly washings increase wear).
- . Blankets—10 years.

Funding deficiencies will always pose a significant challenge to QOL initiatives. The CCO, in concert with the ship's department heads, should maintain a comprehensive list of unfunded requirements. The CCO should be prepared to provide a detailed spending plan that identifies the unit and total costs by item (e.g., mattress, pillows, blankets). Supporting documentation that reflects the distribution of the required assets, by compartment, will make it easier to distribute assets once they are received. The COMNAVSURFOR routinely solicits inputs from the afloat commands for unfunded requirements.

NAVAL SEA SYSTEMS COMMAND HABITABILITY SELF-HELP PROGRAM

This is a Chief of Naval Operations-sponsored, highly cost-effective program for TYCOMs and ship COs in order to make their ships more livable. It uses the labor skills of the ship's force to accomplish habitability improvements with Naval Sea Systems Command (NAVSEASYS COM) providing overall management, engineering services, procurement identification, procurement

document preparation, project coordination, and onboard technical assistance during the work process. The primary objectives of the program are to—

- . Improve QOL by meeting the current Chief of Naval Operations standards.
- . Increase berthing accommodations, when possible, for operators of new weaponry and ship's systems.
- . Decrease installation costs through use of ship's force labor, with technical assistance provided by NAVSEASYSCOM.

Since this is the ship's project, the TYCOM, NAVSEASYSCOM, the immediate superior in charge, and supply activities are all dedicated to providing the necessary support and assistance; however, the success of an individual self-help project depends on the commitment of the ship's force to ensure completion of the project.

Under this program, the baseline berthing installation requirements include—

- . Replacing berths with modular berths, privacy partitions, and berth curtains arranged in six-person cubicles, as practical, with 10 percent longer berths. Total number of new berths shall be equal to or exceed existing berthing and as a minimum shall provide one berth per accommodation.
- . Redistributing air supply terminals to provide overhead diffusers.
- . Providing lockers for stowage of clothing and personal effects.
- . Redistributing overhead lighting to conform to new arrangements. Providing one berth light per accommodation and mirror lights as required.
- . Providing a means of secondary egress if one does not exist and berthing capacity exceeds 21 personnel.
- . Providing recreation/lounge area in berthing compartments segregated from sleeping area, if total bunk count and locker cube meets minimum requirements.
- . Providing storage for iron and ironing board.
- . Providing bulletin boards, watch, quarter, and station boards and mirrors.
- . Installing berth curtains.
- . Painting compartments.
- . Replacing deck tile.

Under this program, the baseline sanitary space installation requirements include these actions—

- . Removing and replacing fixtures, as required, in quantities to meet habitability standards.
- . Rearranging to provide required privacy and access.
- . Installing new corrosion-resistant stainless steel countertop lavatory units, water closet partitions that are supported from the overhead and bulkhead, urinal supports and dividers, shower partitions, and, if space permits, drying areas.
- . Installing new shelving, soap dishes, and accessories.
- . Modifying the ventilation distribution system for maximum efficiency.
- . Enclosing or insulating the water heater located within the space.

- . Modifying piping to suit new arrangement and replacing any deteriorated piping.
- . Installing improved lighting and receptacles to accommodate the new arrangement.
- . Installing new deck covering. The deck covering should be replaced with ceramic tile in accordance with the naval ship's technical manual.
- . Preparing and painting the space in accordance with naval ship's technical manual.
- . Installing service deep sink and cleaning gear locker where practical.

See OPNAVINST 9640.1, *Shipboard Habitability Program*, for general information and associated responsibilities for shipboard habitability.

TROOP BEDDING

Commanding officers of amphibious warfare ships are required to provide bedding to all assigned personnel including passengers, embarked staffs, and troops. The quantity should equal that of the ship's company. Minimum quantities to be maintained aboard for each individual are—

- . One mattress.
- . Four sheets.
- . One blanket
- . One pillow.
- . Two pillow cases.

The cost of procuring organizational bedding is funded through the ship's operating funds.

Troop bedding should be marked for easy identification, such as dyeing or stenciling. This acts as a deterrent for personnel seeking to use troop bedding as a means of replacing lost or damaged crew bedding.

The embarked troop regulations should outline the ship's established troop bedding turnover procedures. These procedures should identify how bedding will be cleaned, inventoried, bundled, and stored. It should also identify the issue, receipt, and accountability procedures to be used when issuing troop bedding to embarking LF elements.

One joint decision, which must be made by the COT and the XO, pertains to extended laundry hours for troop use prior to debarkation. In an effort to expedite the turnover of spaces, some commanders will want to have troops use their sleeping bags or poncho liners the last two or three nights. This allows them time to use LF personnel to wash, fold, inventory, and bundle troop bedding. Other troop commanders have opted to leave personnel on the ship to perform these tasks while the ship transits to homeport. The key point is that the LF is responsible for returning troop bedding in the same condition in which it was received from the ship. Augmentation by ship's personnel for inventorying is recommended for validation of quantities of bedding per bundle.

REIMBURSEMENT FOR DAMAGES

The pre-embarkation and debarkation shipboard accommodations inspections (COMNAVSURFLANT) or the shipboard inspection summary (COMNAVSURFOR) reports are used to document the LF space material conditions before and after the deployment. They represent the source documentation for assessing damage caused by LF personnel. It is the ship's responsibility to accurately assess damage. However, this should be accomplished jointly with LF representatives so that a mutually agreed upon dollar value may be determined. If the COT and ship's CO do not reach an agreement, the matter is forwarded to COMNAVSURFOR, via the COMPHIBRON, for arbitration with COMMARFORCOM/COMMARFORPAC. In these instances, it is imperative that the ship have the appropriate documentation to support their claim. Once the assessed value of the damage is determined, the following procedures should be followed:

- Before departing the ship, the LF and ship's representative should be in agreement on the assessed damage/costs.
- If the assessment is in dispute at the time of debarkation, then the dollar value of the damages must be outlined in detail in the inspection results.
- Once resolved at the COMMARFORCOM/COMMARFORPAC and TYCOM level, funding for the damage will be transferred to the ship.
- The ship's CCO must provide updates to the respective COMPHIBRON CCO with an information copy to the appropriate ARG and ESG CCOs on the status of the reimbursement until payment is received.
- Once the ship receives the money, the funds must be used to purchase the necessary materials to repair the damaged LF spaces.

SOURCING REPAIR PARTS

Many sources are available to the ship for maintaining and upgrading LF spaces. The most commonly used sources include—

- Manufacturing by a local vendor.
- Querying the Defense Reutilization and Marketing Office Web site for available assets.
- Querying other ships to determine if they have excess assets.
- Manufacturing by the shore intermediate maintenance activity, the command's hull technician, or material readiness shop (consult with the ship's CHENG).
- Procuring through the naval supply system.
- Sourcing from inactive ships or from ships scheduled for decommissioning.

LANDING FORCE SPACE USE WHEN TROOPS ARE NOT EMBARKED

The use of LF-designated spaces when troops are not embarked is permitted, but the permanent conversion of LF spaces to ship's use requires that an approved ship change document be held on file. These originate from ship changes approved up through the Headquarters, United States Marine Corps level. Such a requirement includes changing the compartment label plate; reconfiguration or rearrangement of the space that alters it from its original design; the removal of any fittings, equipment, or furniture; or installation of new equipment items. If there is a doubt as to whether or not the intended modification/change is an approved ship change, the CCO should contact the CHENG, port engineer, TYCOM CCO, or amphibious readiness CCO for a copy of the officially approved ship change document; as a last resort the Deputy Commandant for Plans, Policy, and Operations, Amphibious Ship Programs Section may be able to help.

Commanding officers of amphibious warfare ships are authorized to temporarily use troop spaces as long as the space can be restored to its original configuration within 48 hours. The spaces temporarily used by the ship will not be arbitrarily deleted from the available spaces in the SLCP. Previous issues of the SLCP and the ship's book of general plans should be consulted when identifying changes. All troop spaces occupied by the ship on a temporary basis will be vacated if requested by the LF.

INSPECTION CHECKLISTS

Landing force spaces undergo a number of inspections. Whether these inspections are conducted prior to embarking or debarking LF elements or the everyday inspections conducted by ship's combat cargo personnel, the desire for consistency is the same. Figures A-1 through A-9, starting on page A-7, are baseline LF space inspection checklists to help ship personnel and embarking units during pre-embarkation and debarkation inspection processes.

Documenting discrepancies with a checklist is the first step in initiating corrective action. Combat cargo personnel must consolidate discrepancies in an automated fashion for ease in tracking shipboard corrective actions. Tracking can be easily accomplished through spreadsheets or databases. An automated discrepancy tracking system will validate a ship's force worklist, OPNAV 4790 form, preventive maintenance annual screening actions, and parts ordering process. The addition of data elements that allow combat cargo personnel to identify the "date identified" and "date corrected" as it relates to a specific discrepancy is also important. The value of these maintenance documents cannot be overemphasized.

An aggressive approach to documenting LF space maintenance requirements must be part of the daily routine for all combat cargo personnel. These processes also expedite follow-up inspections conducted by embarking LF personnel.

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bunks (normal)					
Bunks (surge)					
Tricing straps					
Bunk safety rails					
Mattresses					
Mattress covers					
Pillows					
Pillow cases					
Sheets					
Blankets					
Curtains					
Bunk lights w/covers					
Bunk light switches					
Bunk air conditioning outlets					
Coffin lockers w/drawers					
Coffin locker locks					
Coat hooks					
Emergency escape breathing devices (EEBDs)					
EEBD holders					
Irons					
Ironing boards					
Ironing board lockers					
Invalid food tray lockers					
Decon medical locker					
Soiled clothes locker					
Protective clothing locker					
Life jacket locker #					
Life jacket locker #					
Life jacket locker #					
Life jacket locker #					
Life jacket locker #					
Life jacket locker #					
Life jacket locker #					

Figure A-1. Landing Force Berthing Compartment Inspection Checklist.

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Life jacket locker #					
Individual lockers					
Locker drawers					
Locker handles					
Rifle racks					
Rifle rack adapters					
Rifle retaining plates					
Drinking fountain					
Cleaning gear locker					
Red emergency deck lights					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Thermostats					
Vents w/covers					
Vent piping					
Battle lanterns					
TV w/stand (serial #s)					
Telephone/integrated voice communications system					
1MC speakers					
Entertainment speakers					
Bulletin boards					
Tables					
Stackable chairs					
Lounge chairs					
Wall locker mirrors w/lights					
Mirrors					
Mirror lights					
Waste receptacles					
Fire extinguishers (serial #s)					
Clocks					
Mail boxes					
Bulkheads					

Figure A-1. Landing Force Berthing Compartment Inspection Checklist (Continued).

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bulkhead lagging					
Pipe lagging					
Decks					
Doors/hatches					
Buffers (serial #s)					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

- Legend
- 1MC general announcing system
 - decon decontamination
 - DEPT department
 - DIV division
 - EEBD emergency escape breathing device
 - Rep representative
 - SAT satisfactory
 - UNSAT unsatisfactory

Figure A-1. Landing Force Berthing Compartment Inspection Checklist (Continued).

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Storage bins/lockers					
Locker drawers					
Locker handles					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
Battle lanterns					
1MC speakers					
Fire extinguishers					
Bulkheads					
Bulkhead lagging					
Pipe lagging					
Door/hatches					
Decks					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

- Legend
- 1MC general announcing system
 - DEP department
 - DIV division
 - Rep representative
 - SAT satisfactory
 - UNSAT unsatisfactory

Figure A-2. Landing Force Storage Compartment Inspection Checklist.

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Toilets					
Toilet seats					
Toilet paper holders					
Toilet stall doors w/locks					
Toilet stall handrails					
Urinals					
Sink lights w/covers					
Sinks					
Sink stoppers					
Sink hot/cold faucets					
Soap dish/sink					
Mirrors					
Shelves					
Towel racks/hooks					
Soap dispensers					
Hand dryer					
Space/radiant heaters					
Mounted waste receptacles					
Other trash receptacles					
Paper towel holders					
Showers w/mats & curtains					
Shower heads					
Shower deck drains					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
Battle lanterns					
1MC speakers					
Fire extinguishers					
Bulkheads					

Figure A-3. Landing Force Washroom Inspection Checklist.

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bulkhead lagging					
Pipe lagging					
Doors/hatches					
Decks					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

- Legend
- 1MC general announcing system
 - DEPT department
 - DIV division
 - Rep representative
 - SAT satisfactory
 - UNSAT unsatisfactory

Figure A-3. Landing Force Washroom Inspection Checklist (Continued).

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
White lights w/covers					
Storage bins/lockers					
Locker drawers					
Locker handles					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
Battle lanterns					
1MC speakers					
Fire extinguishers					
Bulkheads					
Bulkhead lagging					
Pipe lagging					
Decks					
Horizontal rifle racks					
Vertical rifle racks					
Rifle rack keys					
Rifle rack lock cylinders					
Doors/hatches					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CCO Initials/Date

XO Comments:

Legend

1MC	general announcing system	Rep	representative
DEPT	department	SAT	satisfactory
DIV	division	UNSAT	unsatisfactory

Figure A-4. Landing Force Rifle Stowage Compartment Inspection Checklist.

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Copiers					
Desks					
Desk lamps					
Shelves					
Storage cabinets/bins					
Tables					
Chairs w/o arms					
Chairs w/arms					
Filing cabinets					
Filing cabinets (locking)					
Safes					
Battle lanterns					
Telephones					
1MC/3MC speakers					
Bulletin boards					
Map board					
Worktables/benches					
Waste receptacles					
Radios/secure voice					
Radios/nonsecure voice					
Clocks					
White lights w/covers					
Storage bins/lockers					
Locker drawers					
Locker handles					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
1MC speakers					
Fire extinguishers					
Bulkheads					

Figure A-5. Landing Force Work/Office Compartment Inspection Checklist.

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bulkhead lagging					
Pipe lagging					
Decks					
Doors/hatches					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

- _____
Legend
- 1MC general announcing system
 - 3MC general announcing system (aviation)
 - DEPT department
 - DIV division
 - Rep representative
 - SAT satisfactory
 - UNSAT unsatisfactory

Figure A-5. Landing Force Work/Office Compartment Inspection Checklist (Continued).

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Desk					
Swivel chair w/wheels					
Chairs w/arms					
Lounge chairs					
Couch					
Round table					
Coffee table					
Table lamps					
Standing shelves					
Hanging bookshelves					
Standing bookshelves					
Chest of drawers					
TV/VCR/DVD					
TV stand					
Wall lamps					
White lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Thermostat					
Vents w/covers					
Waste receptacles					
Telephone					
Ceilings					
Vent piping					
Battle lantern					

Figure A-6. Landing Force Officer Cabin Inspection Checklist.

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bulkheads					
Doors/hatches					
Deck					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

Legend
DEPT department
DIV division
Rep representative
SAT satisfactory
UNSAT unsatisfactory

Figure A-6. Landing Force Officer Cabin Inspection Checklist (Continued).

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bunks (normal)					
Bunks (surge)					
Mattresses					
Mattress covers					
Pillows					
Pillow cases					
Sheets					
Blankets					
Curtains					
Bunk lights w/covers					
Bunk light switches					
Emergency escape breathing devices (EEBDs)					
Emergency escape breathing devices holders					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Thermostat					
Vents w/covers					
Vent piping					
Safes					
Chairs					
Waste receptacles					
1MC speakers					
Entertainment speakers					
Coat hooks					
Standup lockers					
Standup lockers w/drawers					
Entertainment speaker					
Battle lanterns					
Telephone					
Sink w/light					
Towel racks					
Soap dish					
Cup/toothbrush holders					
Mirrors					

Figure A-7. Landing Force Officer Stateroom Inspection Checklist.

COMPARTMENT NUMBER:

DATE INSPECTED:

COMPARTMENT NAME:

DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Mirror lights					
Bulkheads					
Bulkhead lagging					
Pipe lagging					
Doors/hatches					
Deck					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

Legend
 DEPT department
 DIV division
 1MC general announcing system
 Rep representative
 SAT satisfactory
 UNSAT unsatisfactory

Figure A-7. Landing Force Officer Stateroom Inspection Checklist (Continued).

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Storage bins/lockers					
Locker drawers					
Locker handles					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
Battle lanterns					
1MC speakers					
Fire extinguishers					
Bulkheads					
Bulkhead lagging					
Pipe lagging					
Decks					
Doors/hatches					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

- Legend
- DEPT department
 - DIV division
 - 1MC general announcing system
 - Rep representative
 - SAT satisfactory
 - UNSAT unsatisfactory

Figure A-8. Landing Force Officer Storage Room Inspection Checklist.

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Toilets					
Toilet seats					
Toilet paper holders					
Toilet stall doors w/locks					
Toilet stall handrails					
Urinals					
Sink lights w/covers					
Sinks					
Sink stoppers					
Sink hot/cold faucets					
Soap dish/sink					
Mirrors					
Shelves					
Towel racks/hooks					
Soap dispensers					
Hand dryer					
Space/radiant heaters					
Mounted waste receptacles					
Other trash receptacles					
Paper towel holders					
Showers w/mats & curtains					
Shower heads					
Shower deck drains					
White lights w/covers					
Overhead red lights w/covers					
Light switches w/covers					
Electrical outlets w/covers					
Vents w/covers					
Vent piping					
Battle lanterns					
1MC speakers					
Fire extinguishers					
Bulkheads					

Figure A-9. Landing Force Officer Washroom Inspection Checklist.

COMPARTMENT NUMBER:
COMPARTMENT NAME:

DATE INSPECTED:
DEPT/DIV:

Item	Required Quantity	On-hand Quantity	Embark SAT/UNSAT	Debark SAT/UNSAT	Remarks
Bulkhead lagging					
Pipe lagging					
Doors/hatches					
Decks					

Overall Remarks:

Divisional Rep Signature/Date

Landing Force Rep Signature/Date

CCO Initials/Date

COT Initials/Date

CO Signature/Date

XO Comments:

Legend
DEPT department
DIV division
1MC general announcing system
Rep representative
SAT satisfactory
UNSAT unsatisfactory

Figure A-9. Landing Force Officer Washroom Inspection Checklist (Continued).

APPENDIX B

EMBARKATION REPORTS

This appendix focuses on the standard embarkation reporting requirements, less those associated with the management of LFORM or other munitions products. Ammunition related reports are addressed in chapter 2 and those report formats and submission criteria are specified in COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets*. **The message reports identified here are samples only.** For current message reports format and submission criteria refer to COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/ COMMARFORPAC Order 4621.1B, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*. The CCO must refer to the appropriate instruction for details on submitting timelines. **This is not an all-inclusive list of embarkation reporting requirements.** Additional required reports may vary.

DEPLOYMENT PLAN OF ACTION AND MILESTONE REPORTS/MESSAGES

Navy Support Element Augmentation Message

Purpose: Identifies Navy units required to perform tasks in support of operations.

Responsibility: CATF/COMPHIBRON

Reference: JP 3-02.1, *Amphibious Embarkation and Debarkation*

Prior to releasing the NSE augmentation message, the CATF/PHIBRON CCO must solicit NSE lift requirements. This solicitation should be executed via a naval message to the commands that provide the elements comprising the NSE. Once all of the inputs have been received, they are validated against the assigned mission and the prescribed NSE lift footprint baseline as established by the respective CATF/PHIBRON. The CATF/PHIBRON CCO then consolidates the inputs into a single naval message for release to interested commands. The following is an example of a NSE augmentation message.

```
FM COMPHIBRON FOUR (or COMESG)
TO TWO TWO MEU
INFO COMNAVSURFLANT NORFOLK VA//N3/N36//
COMNAVBEACHGRU TWO
COMSPECWARGRU TWO
COMEODGRU TWO
COMHELTACWINGLANT NORFOLK VA//N3//
```

ACU TWO
 ACU FOUR
 BMU TWO
 COMSPECBOATRON TWO
 SEAL TEAM TWO
 FLTSURGTEAM TWO
 FLECOMPRON SIX
 EODMU TWO
 USS DEVIL DOG
 USS GATOR
 BT

UNCLAS//N04600//

MSGID/GENADMIN/COMPHIBRON FOUR/0001/JAN//

SUBJ/LF6F 1-09 NAVY SUPPORT ELEMENT (NSE) AUGMENTATION LIFT DATA//

REF/A/RMG/COMESG TWO/1122337ZMAR15

REF/B/DOC/JOINT PUB 3-02.1/DATE//

NARR/REF A IS JOINT DOCTRINE ON AMPHIBIOUS EMBARKATION AND DEBARKATION. REF B IS APPROVED BASELINE NSE LIFT FOOTPRINT FOR ESG DEPLOYMENTS.//

POC/JONES/GYSGT/COMPHIBRON TWO/-/TEL:DSN:123-4567//

RMKS/1. IN ACCORDANCE WITH REFS A AND B, THE FOLLOWING NSE

AUGMENTATION LIFT DATA IS PROVIDED FOR LF6F 1-09.

A. NSE GRAND TOTALS

OFFICERS	E7-E9	E1-E6	TOTAL	CUFT	TOTAL SQFT	TOTAL WT
----------	-------	-------	-------	------	------------	----------

(NOTE: THE FIGURES REFLECTED IN THIS SUBPARAGRAPH ARE THE SUM TOTALS OF EACH OF THE INDIVIDUAL NSE TOTALS.)

B. SS GATOR

(1) CPR STAFF

OFFICERS	E7-E9	E1-E6	TOTAL	CUFT	TOTAL SQFT	TOTAL WT
----------	-------	-------	-------	------	------------	----------

(A) SQFT REQUIREMENT

NOMENCLATURE	QTY	LENGTH	WIDTH	HEIGHT	SQUARE	TOTAL SQ	TOTAL WT
--------------	-----	--------	-------	--------	--------	----------	----------

(B) CUFT REQUIREMENT

NOMENCLATURE	QTY	LENGTH	WIDTH	HEIGHT	SQUARE	TOTAL SQ	TOTAL WT
--------------	-----	--------	-------	--------	--------	----------	----------

(2) COMNAVBEACHGRU TWO

OFFICERS	E7-E9	E1-E6	TOTAL	CUFT	TOTAL SQFT	TOTAL WT
----------	-------	-------	-------	------	------------	----------

(A) SQFT REQUIREMENT

NOMENCLATURE	QTY	LENGTH	WIDTH	HEIGHT	SQUARE	TOTAL SQ	TOTAL WT
--------------	-----	--------	-------	--------	--------	----------	----------

(B) CUFT REQUIREMENT

NOMENCLATURE	QTY	LENGTH	WIDTH	HEIGHT	SQUARE	TOTAL SQ	TOTAL WT
--------------	-----	--------	-------	--------	--------	----------	----------

C. USS DEVIL DOG

BT

(NOTE: CONTINUE TO LIST NSE UNITS, BY SHIP, WITH THEIR ASSOCIATED PERSONNEL, SQUARE, AND CUBIC FOOT STOWAGE REQUIREMENT. ENSURE APPROPRIATE COMMENTS ARE INCLUDED RELATIVE TO NSE LANDING FORCE SPACE BERTHING REQUIREMENTS. ENSURE ALL HAZMAT, MUNITIONS, AND OTHER HOLD/TROOP STOW CARGO ITEMS ARE PROPERLY IDENTIFIED.)

Organization for Embarkation and Assignment to Shipping Message

Purpose: Assigns embarking LF elements to designated ships.

Responsibility: CLF

Reference: JP 3-02.1, *Amphibious Embarkation and Debarkation*

The detailed message format for the OE&AS is published by the Navy and Marine Corps TYCOMs. The OE&AS identifies the LF's intent relative to assigning specific units/organizations to assigned ships. The OE&AS also provides some initial planning information that will prove useful during the initial embarkation conference. A sample of the OE&AS is not included in this publication due to its length.

Landing Craft Availability Table Message

Purpose: Identifies the quantity and type of landing craft to be embarked on each ship of the task force.

Responsibility: CATF

Reference: NTTP 3-02.1M/MCTP 13-10E, *Ship-to-Shore Movement*

Normally the landing craft mix is determined 180 days prior to deployment. This information is required so that commander, naval beach group can ensure the appropriate training and crew workups are completed prior to deployment.

Completion of the LCAT requires one additional variable—the specific landing craft hull numbers. The CATF can determine this information through coordination with the naval beach group detachment officer in charge. When developing the LCAT, the Marine and Navy commanders should coordinate with the embarking LF command element prior to releasing the message. The following is an example of an LCAT message.

```
FM COMPHIBRON FOUR (or COMESG)
TO TWO TWO MEU
INFO COMNAVSURFLANT NORFOLK VA//N3/N36//
COMNAVBEACHGRU TWO
ACU TWO
ACU FOUR
BMU TWO
USS LEATHERNECK
USS GATOR
USS WAR SHIP
BT UNCLAS//N03100//
MSGID/GENADMIN/COMPHIBRON FOUR/0001/JAN//
SUB/ESG 2-09 LANDING CRAFT AVAILABILITY TABLE (LCAT)//
REF/A/DOC/NWP 22-3/DATE//
NARR/REF A IS NAVAL WARFARE PUBLICATION ON SHIP TO SHORE MOVEMENT.//
POC/JONES/GYSGT/COMPHIBRON TWO/-/TEL: DSN:123-4567//
RMKS/1. IN ACCORDANCE WITH REF A, THE FOLLOWING LCAT IS PROVIDED.
A. USS LEATHER NECK: LCAC-20, LCAC-22, LCAC-24
B. USS GATOR: LCU-1640
C. USS WARSHIP: LCU-1657, LARC-55, LARC-56//
```

Berthing and Loading Schedule Message

Purpose: A coordinated CATF/CLF message that outlines the planned sequence of events relative to on-loading the LF, to include the NSE, at all designated loading sites as required.

Responsibility: CATF

Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/
COMMARFORPAC Order 4621.1B, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*

The BALS is one of the most important messages the CATF/ESG CCO/PHIBRON CCO will produce relative to on-load execution. It is normally sent after the final embarkation conference and after the LF has released its embarkation letter of instruction. The BALS should fully support the embarkation letter of instruction. There are three key points that must be kept in mind when preparing this message for release.

First, the identification of on-load support equipment (e.g., forklifts, cranes), numbers of personnel, quantities of pallets, pieces of rolling stock, and on-load means (e.g., cranes, ramps, landing craft) should be provided when known. Equally important are the on-load site plan, and personnel involved. If it is expected that cargo, supplies, and equipment will be loaded in the homeport of a ship, clearly define this event. Including the plain language addresses of support personnel at the appropriate naval station or base (e.g., Norfolk, San Diego, Mayport, Sasebo, White Beach, Joint Expeditionary Base Little Creek) will ensure that the desired on-load support is ready to execute the on-load plan.

Secondly, validate the BALS ship schedules with the events listed in the CATF/COMPHIBRON schedule of events. This is best accomplished through consultation with the amphibious force N-3 to ensure the two documents align. The CCO should also compare the BALS with the logistic request generated by the amphibious force N-4 to ensure these documents are mutually supporting.

Finally, conduct follow up phone calls with the appropriate supporting agencies at the ports of embarkation to ensure the messages are received and the level of support required is understood.

The following is an example of a BALS message.

```
FM COMPHIBRON FOUR
TO TWO SIX MEU//S3/S4//
INFO COMMARFORCOM//G3/G4/SMO//
COMNAVSURFLANT NORFOLK V//N3/N36//
COMNAVAIRLANT NORFOLK VA//N41//
COMEXSTRIKGRU TWO//N3/N36//
LIST EACH NSE DET AND THEIR PARENT COMMAND
LIST OTHER SUPPORTING AGENCIES/COMMANDS AS REQUIRED
BT
UNCLAS //N04600//
MSGID/GENADMIN/CPR-4//
SUBJ/BERTHING AND LOADING SCHEDULE (BALS)/ ISO KSGESG//
REF/A/DOC/JOINT PUB 3-02.2//
REF/B/CONF/CPR-4/21FEB15//
```

NARR/REF A IS JOINT DOCTRINE PUB FOR AMPHIB EMB. REF B WAS KSGESG FINAL EMBARK PLANNING CONF (FEPC).//
 POC/I M INCHARGE/CAPT/CCO/TEL: (COMM) 757-444-4974/ (DSN) 564-4974
 RMKS/1. PER REFS (A) AND (B), SKED BELOW PROVIDES BALS FOR EMBARK OF 26 MEU.
 SHIPS WILL MAKE PCVT RPTS HOURLY VIA PCS COORD NET TO PCS ON 15 APR 09 FROM ON-LOAD COMMENCEMENT TO COMPLETION.

SKED AS FOLLOWS (READ IN THREE COLUMNS):

*****USS GATOR*****

DATE/TIME	EVENT	PLACE
24MAR09/0800-COMP	26 MEU SUPPLY BLOCK/ PACKAGE ARR	MAP PIER 12/NAVSTA NAVSTA NORFOLK
25MAR09/0800-COMP	LOAD 26 MEU SUPPLY BLOCK/MAP PACKAGE	PIER 12/NAVSTA
12APR09/1600	26 MEU ADVANCE PARTY ARRIVE (APPROX 60 PERS)	PIER 12 NAVSTA
13APR09/0900-1100	TROOP STOW CARGO ARRIVE (APPROX 30 PALLETS)	PIER 12 NAVSTA
/1200-1700	26 MEU MAIN BODY ARRIVE (APPROX 850 PAXS)	PIER 12 NAVSTA
14APR09/0700	EMBARK EOC HMMWV PIERSIDE	PIER 12 NAVSTA
/0730CCA	ENROUTE CAMLEJ	PIER 12 NAVSTA
/0800-1100	26 MEU PRE-STAGE VEH/EQUIP	RISLEY PIER/CAMLEJ
/0900	UNDERWAY	PIER 12 NAVSTA
/TBD	EMBARK LCAC 28/37/89 W/BMU CLZ HMMWV AND PTM	VIC LYNNHAVE ANCHORAGE
/1200	EMBARK SAR DET	UNDERWAY
/1230	ACE FLY-ON (HARRIERS)	UNDERWAY
/1300-COMP	CCA CONDUCT PRE-EMBARK VEH/EQUIP INSP	RISLEY PIER/CAMLEJ
15APR09/0630	ARRIVE CAMLEJ OPAREA	ONSLow BAY
/0700	LAUNCH LCAC'S/OFFLOAD BMU CLZ HMMWV	ONSLow BAY/BEACH
/0800	COMMENCE VEHICLE ON-LOAD (15 LCAC LOADS)	ONSLow BAY/BEACH
/TBD	ACE FLY-ON (PERS)	ONSLow BAY/BEACH
/TBD	RECOVER PREBOAT LCACs	ONSLow BAY/BEACH

*****USS WARSHIP*****

DATE/TIME	EVENT	PLACE
25MAR09/0800-COMP	LOAD 26 MEU SUPPLY BLOCK	PIER 16/NAB
12APR09/1200-1300	26 MEU ADV PARTY ARRIVE (APPROX 26 PAXS)	PIER 16/NAB
14APR09/0730	BOS'N ENROUTE CAMLEJ	PIER 12/NAVSTA
/0800-1100	26 MEU PRE-STAGE VEH/EQUIP	MHC/RISLEY PIER
/0900	UNDERWAY	PIER 16/NAB
/TBD	EMBARK LCAC 36/70 W/BMU MTVR/HMMWV/TRLR	VIC LYNNHAVEN ANCHORAGE
/1300-COMP	BOS'N CONDUCT PRE-EMBARK VEH/EQUIP INSP	MHC/CAMLEJ
15APR09/TBD	LAUNCH LCACs ENROUTE CAMLEJ	VIC MHC ONSLOW BCH

/0700	ARRIVE MHC PORT	MHC/BERTH 9 (STERN TO)
/0745	RO/RO RAMP IN PLACE	MHC/BERTH 9
/0800	LOAD TROOPS PIERSIDE (APPROX 225 PAXS)	MHC/BERTH 9
/0830	COMMENCE VEHICLE ON-LOAD	MHC/BERTH 9
/1000	ON-LOAD 12 PALS TROOP STOW CARGO	MHC/BERTH 9
/1300-1400	U/W MHC ENROUTE CAMLEJ OPAREA	MHC/BERTH 9
/TBD	ARR CAMLEJ OPAREA	ONSLOW BAY/BEACH
/TBD EMBARK	M9 ACE/EXCAVATOR VIA LCAC	ONSLOW BEACH
/TBD	RECOVER AAVs	ONSLOW BEACH
/TBD	RECOVER PREBOAT LCACs	ONSLOW BAY/BEACH

Ship Loading Plans

Purpose: Provides the detailed embarkation data required to safely and efficiently load an amphibious warfare ship.

Responsibility: COT

Reference: JP 3-02.1, *Amphibious Embarkation and Debarkation*

Preparing detailed load plans is the sole responsibility of the COT and the designated TEO. However, the ship's CCO/first lieutenant must be an active participant in this process, to include the exchange of automated systems electronic exports from approved logistic automated information management systems. This ship's data must include all data relative to embarked LFORM, MLA, EOD/SPECWAR/shipfill munitions products, forklifts, aviation ground support equipment, individual material readiness list, aviation consolidated allowance list, and any other commodity or cargo stowed or planned for stowage in LF spaces. This includes materials stowed or planned for stowage on the flight deck or hangar deck.

The ship's CCO/first lieutenant should also engage other shipboard departments during the load plan analysis phase and prior to the load plans submission to the ship's CO for his/her review and signature. The ship's company personnel who also review/comment on the load plan include the CHENG, damage control assistant, air boss, CCO/first lieutenant, ship's boatswain, XO, and other personnel based on ship-specific requirements.

Once the load plan is complete, it is reviewed and signed by the COT and submitted to the ship's CO for approval. No changes can be made to a signed, detailed load plan without the approval of the ship's CO and the COT.

Landing Force Operational Reserve Material Supplement

Purpose: Provides munitions stowage diagrams and manifests for LFORM, MLA, SPECWAR, EOD, and shipfill Class V cargo when stowed in SLCP-designated stowage locations.

Responsibility: Ship's CO

Reference: COMNAVSURFPACINST and COMNAVSURFLANT INST 4080.1G/ COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets

The ship's CO is responsible for preparing and distributing an LFORM supplement within 15 working days after completion of the scheduled predeployment top-off loading, and distributing to the MEU, COMPHIBRON, appropriate amphibious readiness assistant chief of staff, commanding general of the appropriate MEF, COMNAVSURFPAC or COMNAVSURFLANT, and COMMARFORCOM or COMMARFORPAC as appropriate. The supplement will be prepared by the ship's CCO/first lieutenant using ICODES and current LOGAIS. Ships' aviation ordnance personnel and/or gunner's mates will ensure compatibility of both munitions and nonmunitions cargo where LFORM and ammunition training assets are struck down with shipfill and other cargo embarked. The LFORM supplement development must begin through the construction of a database and include all munitions products (e.g., LFORM, MLA, EOD, SPECWAR, shipfill) stored in the ship's magazines and other designated stowage locations. This database will also be used to document the data relative to available ground support equipment, individual material readiness list, MHE/container-handling equipment (CHE), and other materials stored in the designated LF storage areas to include the hangar and flight deck.

The database will be used to support the ship load planning process. Once the load planning process is complete, a copy of the electronic export file and a hard copy of the actual LFORM supplement will be provided to the TYCOM. This same information will also be provided to the PHIBRON and embarking LF elements. This will provide the LF with the necessary information to prepare a detailed ship's load plan by merging data on LF personnel, supplies, and equipment with the data contained in the LFORM supplement.

Shipboard Landing Force Accommodations Inspection or Shipboard Inspection Summary Reports

Purpose: The COT, accompanied by the ship's CO or their designated representatives, conducts a joint pre-embarkation and debarkation LF accommodations inspection to ensure habitability standards are being maintained and to accurately identify and assess damages.

Responsibility: COT / Ship's CO

Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/ COMMARFORPAC Order 4621.1B, Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation

Pre-embarkation and debarkation shipboard accommodations inspections or shipboard inspection summaries are required to advise the chain of command on the status of habitability in troop living compartments, the condition and state of maintenance of troop office/functional spaces, and MHE. Amphibious warfare ships, by necessity, are restricted in the facilities that can be provided for the comfort and convenience of embarked troops. Problems arising due to ship space constraints and/or facility limitations should normally be resolved within limits at the final embarkation conference. Problems that persist during ship deployments may be beyond the capability of the ship to correct and will be so noted on the reports.

The inspection of LF spaces should be conducted in sufficient detail to document potential damage claims. The report should state that both the Navy and Marine Corps representatives agree with the discrepancies noted. In circumstances when an agreement as to funding responsibility cannot be reached at the unit level, detailed reports will be forwarded via each unit's chain of command for resolution at the immediate superior in charge or TYCOM level.

The reports should not be limited to a summary of existing adverse conditions. Efforts by the crew to make conditions as habitable and workable as possible should be noted with appropriate comments in the inspection results.

Accommodation inspection results are prepared by the COT within 5 days of completion of embarkation and immediately prior to debarkation with the following exceptions:

- When the period of embarkation is for less than 14 days and there are no adverse shipboard conditions, only the debarkation accommodations inspection will be submitted.
- When troop units debark for conduct of operations ashore (and will re-embark) and members of the unit remain aboard for security and housekeeping chores.
- Before submitting pre-embarkation or debarkation shipboard accommodations inspection results, the COT and the ship's CO must consult. It is imperative that any discrepancies between the two commanders and their respective commands be mutually resolved at their level whenever possible.
- Before debarkation (normally 2 to 3 days before off-load for routine or extended deployments), the COT, accompanied by the CO of the ship or their designated representatives, will conduct a debarkation accommodations inspection. It is imperative the COT conducts a thorough inspection with the ship's representatives present and properly identifies discrepancies utilizing the same inspection checklists that were annotated during the pre-embarkation shipboard accommodations inspection.

The COT and the ship's SuppO will determine funding responsibility and will prepare a letter of agreement signed by both the COT and the ship's CO. The letter will be prepared prior to the COT's departure and will contain the dollar amount of required repairs and the agency responsible for payment. This letter records the ship's and the LF's concurrence with the dollar value of assessed damages and allows for restitution to be made by the responsible agency. Omitting this information from the debarkation inspection results impedes the timely processing and preparation of command endorsements.

Landing Force Operational Reserve Material and Ammunition Monthly Shortfall Report

Purpose: Submitted upon completion of initial LFORM, Class V(A) MLA, or other ammunition on-load, and when shortages are reported on a monthly basis.

Responsibility: Ship's CO

Reference: COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/
COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets*

The LFORM and ammunition reporting procedures are outlined in chapter 2. When a portion of any LFORM commodity fails to be loaded upon initial on-load it will be identified in this report. The report provides a monthly notification to all concerned of shortages in required LFORM. The CCO should be an active part of the LFORM and ammunition reporting process. Doing so provides the ship's CO with a system of checks and balances. It is also an integral part of the CCO's monitoring and tracking duties for embarked LFORM.

Landing Force Operational Reserve Material and Ammunition Loading and/or Off-loading and/or Change of Status Report

Purpose: Submitted when a status change has taken place, LFORM is discovered missing, or when the exchange/removal of reclassified ammunition occurs.

Responsibility: Ship's CO

Reference: COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets*

The LFORM and ammunition reporting procedures are outlined in chapter 2. This report is submitted within 72 hours after the completion of a partial or complete LFORM loading, off-loading, and/or any change of status.

LANDING FORCE POST-EMBARKATION REPORTING REQUIREMENTS

Embarked Personnel and Material Report

Purpose: Provides a detailed manifest outlining, by unit or organization, the personnel, supplies, and equipment embarked aboard a ship.

Responsibility: Ship's CO

Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC Order 4621.1B, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*

Landing Force Operational Reserve Material Inspection Report

Purpose: Validate the overall general condition of embarked LFORM/MLA.

Responsibility: COT

Reference: COMNAVSURFPACINST and COMNAVSURFLANTINST 4080.1G/COMMARFORCOM Order 4000.10J/COMMARFORPAC Order 4080.2E, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic and Pacific Fleets*

The COT must conduct a visual inspection to determine the overall condition of embarked LFORM/MLA. This inspection is not intended to be a wall-to-wall inventory type inspection. The COT inspects the magazines and general cargo storage areas where LFORM/MLA products are stowed to assess overall material condition of the LFORM/MLA, cleanliness of the spaces (to ensure the materials are properly secured for sea) and to personally view accessibility constraints. Current policy states that the LFORM inspection report is submitted only if discrepancies exist.

ANNUAL REPORTING REQUIREMENTS

The SLCP validation report validates the current date of the SLCP, troop regulations, and any changes to these documents. It also ensures SLCPs conform to guidelines in COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC Order 4621.11B, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*.

Normally, the TYCOM's amphibious readiness CCO will release a naval message during the first week of July each year reminding ships of the reporting requirement. This message will also identify a due date for the submission of the report and delineate the reporting format.

Once all of the ships' inputs have been received, the amphibious readiness CCO will consolidate the inputs and send a naval message to the standard SLCP distribution list informing commands of the results of the validation process. The timely submission of reports by individual ships is crucial to the timely dissemination of this information and in satisfying the COMNAVSURFLANT/COMNAVSURFPAC mandated requirement.

SHIP'S LOAD PLAN PACKAGE

The LF is responsible for preparing and presenting a detailed load plan package each time LF elements are embarked aboard assigned ships. For deployments or training exercises 13 days or less, the package should consist of—

- The load plan cover page signed/approved by both the COT and the ship's CO.
- Deck diagrams for each hold, level, and stowage location. This includes all vehicle or cargo stowage areas, flight deck, hangar deck, well deck, superdeck, and other LF designated or LF/ships common use spaces identified in the SLCP.
- Personnel supplies and equipment report (part I) to accurately identify the numbers of embarking personnel by unit/organization.
- Printed copies of the standard LF embarkation reports (unit personnel and tonnage table/cargo manifest/personnel supplies and equipment report, part II) provided to the ship upon request. At a minimum, the TEO should provide a LOGAIS-generated export file containing the ship's data and load plans. This file will allow combat cargo personnel to generate additional ad hoc, query, and standard reports required to satisfy shipboard planning requirements.

For deployments or training exercises that are 14 days or longer, the package should consist of—

- The load plan cover page signed/approved by both the COT and the ship's CO.
- A unit personnel and tonnage table report.
- Deck diagrams for each hold, level, and stowage location. Including all vehicle or cargo stowage areas, flight deck, hangar deck, well deck, superdeck, and other LF designated or LF/ships common use spaces identified in the SLCP.
- A ship's cargo manifest for each space having a deck diagram as well as any other space where LF equipment or supplies are planned for storage; this includes spaces having unit personnel and tonnage table line number 4 (troop stow cargo). Additional information relative to proper load plan development, preparation, and assembly can be found in JP 3-02.1.
- A LOGAIS-generated export file containing the ship's data and load plans. This file will allow combat cargo personnel to generate additional reports (e.g., ad hoc, query, and standard reports) required to satisfy shipboard planning requirements.

The load plan package must be submitted to the ship's CO for review and approval no later than 13 days prior to the execution of loading. Distribution of the signed final load plans is the responsibility of the TEO. Combat cargo personnel should ensure that distribution includes COMNAVSURFOR (N-3)/COMNAVSURFLANT (N-3).

All load plan deck diagrams and standard LF embarkation reports (unit personnel and tonnage table/cargo manifest) will be prepared using the currently fielded LOGAIS.

The CCO must ensure that the detailed load plan includes ship's MHE/CHE, LFORM/ MLA/ EOD/SPECWAR/shipfill and other munitions products stored in the ship's magazines, aviation consolidated allowance list/individual material readiness list, and available ground support equipment that may be stored in LF spaces or on the flight/hangar deck.

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APPENDIX C

GENERAL ADMINISTRATION

This appendix focuses on the major supporting references and general administration procedures for combat cargo operations. An integral part of the general administration process is the development and routine maintenance of desktop procedures and turnover folders. The hazards associated with shipboard life and forward presence mandate that replacement personnel are integrated as quickly as possible. This same precept holds true during the normal turnover process wherein the expeditious and detailed passing of information warrants a concise and organized approach.

SHIP'S LOADING CHARACTERISTICS PAMPHLET

The SLCP contains the principal characteristics of a ship that pertain to embarkation. It outlines the ship's military lift characteristics in ready reference format and is based on the data in the ship's booklet of general plans and the ship's present configuration as modified by authorized changes. It provides the detailed information required by embarkation planners to conduct load planning. COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC Order 4621.1B, provides the standard prescribed format and instructions for SLCP preparation. The CCO is responsible for the timely and accurate review, update, and promulgation of the SLCP.

EMBARKED TROOP REGULATIONS

The embarked troop regulations are an official document prepared by the ship's CCO and signed/ approved by the ship's CO. It is recommended that the troop regulations also be made available to the lowest troop level possible in excerpt or abbreviated form to facilitate promulgation. The excerpts may be developed and distributed by the ship's CCO. Should the ship's CO elect not to distribute an excerpt, the CCO should provide an electronic copy of the regulations to embarking LF elements to facilitate their efforts in this regard.

Each amphibious warfare ship's CCO or first lieutenant is required to promulgate regulations for the CO governing embarked troops. The contents of these regulations are of interest to the leadership of company-sized and larger units. The CCO should ensure that every battalion/ squadron and the COT receive a minimum of two copies for their command. This distribution

can occur during scheduled load planning conferences or via electronic means. The regulations must be approved by the ship's CO and should contain the following information:

- . Command relationship:
 - ÉCO.
 - ÉCOT.
 - ÉSeparate Marine unit CO.
 - ÉEmbarked Marine Corps, Army, and Air Force units and passengers.
 - ÉAuthority of officers embarked as passengers.
 - ÉXO of the ship.
 - ÉCommand duty officer.
 - ÉOfficer of the deck.
 - ÉCCO.
 - ÉIndoctrination of embarked units.
 - ÉOfficers' call and 8 o'clock reports.
- . Embarkation:
 - ÉAdditional duty assignments for embarked officers.
 - ÉShip's platoon.
 - ÉAdvance party.
 - ÉInspections.
 - ÉCargo.
 - ÉEmbarkation plans and documents.
- . Billeting:
 - ÉBilleting officer.
 - ÉBilleting plans.
 - ÉOfficer billeting.
 - ÉStaff noncommissioned officer billeting.
 - ÉFemale berthing.
 - ÉSpecial berthing considerations.
 - ÉBedding.
 - ÉCompartment facilities, electrical appliances, entertainment systems, and climate control.
 - ÉBerthing regulations.
- . Messing:
 - ÉOfficers messing.
 - ÉUniform for embarked officers in wardroom.
 - ÉWardroom seating.
 - ÉMess bills.

• Staff noncommissioned officer/chief petty officer mess.

• E-6 mess.

• Troop mess officer.

• Mess hours and late meals.

• Commuted rations.

• Marine battle messing (during general quarters).

• Medical and sanitation:

• Medical examinations.

• Sick call (location and hours).

• Sick bay regulations.

• Emergency first aid boxes.

• Pre-embarkation sanitation inspection.

• Embarking sick personnel.

• Sick personnel left aboard.

• Barber facilities.

• Laundry facilities.

• Trash disposal.

• Emergency procedures:

• Indoctrination.

• Participation.

• Emergency signals.

• General quarters.

• Fire/flood alarm.

• Chemical, biological, radiological, and nuclear defense.

• Collision.

• Person overboard.

• Embarked personnel assistance.

• Prepare to abandon ship.

• Abandon ship.

• Life vests.

• Emergency breathing apparatus.

• Emergency destruction of classified material.

• General regulations:

• Alcohol and narcotics.

• Boats and rafts.

• Government property.

• Liberty.

- Shore patrol.
- Lifelines and rails.
- Postal service.
- Recreation facilities.
- Restricted areas.
- Ship's store.
- Snack bar (if applicable).
- Smoking/tobacco products.
- Saluting and other signs of respect.
- Muster reports.
- General announcing system.
- Telephone system.
- Uniform aboard ship.
- Water conservation.
- Taps.
- Security of personal effects.
- Cameras and radios.
- Orderliness in various service lines.
- Clothing.
- Quarterdeck protocol.
- Ship's entertainment and closed circuit television system.
- Chapel services.
- Collective protection system, if applicable.
- Sunbathing.
- Cellular telephones.
- Security:
 - Unauthorized dissemination of information.
 - Darken ship.
 - Ship's trail.
 - Mail.
 - Prohibited topics.
 - Emission control (EMCON).
- Cleaning and preservation:
 - Responsibility.
 - Individual responsibility.
 - Pre-embarkation inspection.
 - Daily inspection.

• Head and washroom responsibility.

• Cleaning gear.

• Cigarette butt and trash cans.

• Debarkation clean-up.

• Discipline and confinement:

• Responsibility for discipline.

• Disciplinary action.

• Officers empowered to administer discipline.

• Searches.

• Treatment of prisoners.

• Ship's brig.

• Confinement.

• Troop security force:

• Establishment of the force/mission.

• Organization of the security force.

• Air department integrity.

• Troop guard.

• Control of the guard.

• Duties of the guard.

• Drills and inspection of the guard.

• Sentry posts.

• Special orders for the guard.

• General troop guard orders (guard officer, troop officer of the deck, sergeant of the guard, corporal of the guard, supernumerary).

• Special orders for each post (i.e., #1 upper vehicle stowage and well deck).

• Uniform and equipment.

• Guard messing.

• Guard berthing.

• Fire and security watches (fire watches) for troop living compartments.

• Ammunition and hazardous material handling:

• Ammunition.

• Ship's stowage facilities for POL.

• Handling and stowage of fuels in portable containers.

• POL.

• Loose ammunition and weapons.

• Lithium batteries.

• Incendiary (thermite) grenades.

- . Debarcation:
 - ÉDebarcation control.
 - ÉFlight deck aircraft operations.
 - ÉHangar deck operations.
 - ÉWell deck operations.
 - ÉAssault debarcation control.
 - ÉPassenger manifest for assault support operations.
 - ÉAdministrative manifesting.
 - ÉDebarcation of personnel (air).
 - ÉDebarcation of personnel (surface).
 - ÉCargo and vehicle debarcation, troop debarcation stations (air).
 - ÉCargo and vehicle debarcation, troop debarcation stations (surface).
 - ÉShip's elevators.
 - ÉAircraft passenger instructions.
- . Communications:
 - ÉShip's communications officer.
 - ÉTroop communications officer.
 - ÉJoint message center/record message.
 - ÉElectromagnetic radiation hazards/EMCON/hazards of electromagnetic radiation to ordnance.
 - ÉInternal telephone system (J-dial).
 - ÉMan-on-the-move.
 - ÉSound-powered telephone system.
 - ÉGeneral announcing system (1MC).
 - ÉClosed circuit television system.
- . Reports:
 - ÉGeneral.
 - ÉEmbarked personnel material report.
 - ÉPre-embarkation accommodations inspection report.
 - ÉDebarcation accommodations report.
- . Appendix A:
 - ÉPersonnel augmentation requirements from embarked organizations.
 - ÉPersonnel augmentation requirements from embarked organizations to support 1,200 embarked personnel (matrix).
- . Appendix B:
 - ÉBerthing space inspection checklist.
 - ÉOffice space inspection checklist.
 - ÉCleaning gear/supplies inspection checklist.

DESKTOP PROCEDURES

Desktop procedures should be maintained for each combat cargo billet aboard ship. Topics, which should be included/addressed, are as follows:

- . Billet description.
- . Areas of responsibility.
- . Required training.
- . Relationship to other departments/divisions.
- . Tool/equipment requirements.
- . Personnel augmentation requirements for ship's platoon and Condition 1 Alpha personnel.
- . Communications requirements.
- . Ship's points of contact.
- . Safety requirements.
- . Recall roster.
- . Sample copy of required reports and their frequency.
- . Synopsis of the phased replacement program and a list of those items included for maintenance/upkeep of LF spaces.
- . Ship's short- and long-range schedule.
- . Copy of the unit deployment listing, which is generated by the current logistic automated information system.
- . Table of organization.

TURNOVER FOLDERS

Combat cargo personnel should also maintain a turnover folder that includes, at a minimum, the following topics:

- . Detailed description of tasks, duties, and responsibilities.
- . Reference library inventory.
- . Office equipment inventory.
- . Internal (ship's) and external (higher and adjacent headquarters) points of contact.
- . Collateral duty assignments.
- . Ongoing LF space projects.
- . Future LF space projects.
- . Approved ship alterations and alterations equivalent to repair.
- . Inspection results (to include inspection and survey, pre-embarkation/debarkation accommodations or shipboard inspection summary, and CO/XO's).

- . Detailed description of the daily routine.
- . Sample internal correspondence documentation.
- . Sample external correspondence documentation.
- . Current budget and expenditure data.
- . Administrative support procedures.
- . Status of Marine Corps annual training requirements.
- . Command organizational chart.
- . Copies of previous command bulletins outlining on-load/off-load plans for supplies, equipment, LFORM, and ammunition.
- . Current inventory of the ship's lashing gear, cargo straps, tie downs, MHE, and automated equipment list.

INSPECTIONS AND EVALUATIONS

There are no administration-specific inspections that evaluate the administrative health of a ship's combat cargo section. However, there are two opportunities that can be used to assess administrative readiness.

The first such opportunity is in conjunction with visits by the force or PHIBRON CCOs. In addition to assessing the overall condition and maintenance of LF spaces, these officers may elect to evaluate the administrative readiness using the checklists (see fig. A-1 to A-9) in appendix A.

The second opportunity can occur during the turnover process. The relieving CCO and senior CCA should have a mechanism in place by which they can quickly gauge the overall administrative readiness of combat cargo. This can best be accomplished through the use of a turnover checklist. This checklist serves as a means by which to standardize the assessment process and as a ready reference for the conduct of a methodical, organized turnover. Once complete, the results can be appended as an enclosure to an assumption of duties letter normally provided to the ship's CO. Each CCO should consult his/her respective PHIBRON CCO for more information.

APPENDIX D

CLASSES OF SUPPLY

Class	Subclass	Subclass Description	General Description
I	A	Air (in-flight rations)	Subsistence including gratuitous health and welfare items.
	R	Refrigerated subsistence	
	S	Nonrefrigerated	
	C	Combat rations	
II	B	Ground support material	Clothing, individual equipment, tentage, organizational tool sets and tool kits, hand tools, and administrative and housekeeping supplies and equipment.
	E	General supplies	
	F	Clothing and textiles	
	M	Weapons	
	T	Industrial supplies	
III	A	Air	POLs (packaged or bulk).
	W	Ground	
IV			Construction material to include installed equipment and all fortification/barrier materials.
V	A	Air	Ammunition of all types to include conventional, chemical, biological, radiological, and special weapons.
	W	Ground	
VI			Personal demand items.
VII	A	Air	Major end items (a final combination of end products that is ready for its intended use [e.g., launchers, tanks, mobile machine shops, vehicles]).
	B	Ground	
	D	Administrative vehicles	
	G	Electronics	
	K	Tactical vehicles	
	L	Missiles	
	M	Weapons	
	N	Special weapons	
VIII	A	Medical/dental material	Medical material including medical-unique repair parts.
	B	Blood and blood products	
IX	A	Air	Repair parts and components to include kits, assemblies and subassemblies, reparable and nonreparable for maintenance support for all equipment.
	B	Ground	
	D	Administrative vehicles	
	G	Electronics	
	K	Tactical vehicles	
	L	Missiles	
	M	Weapons	
	N	Special weapons	
	T	Industrial supplies	
X			Material to support nonmilitary programs (e.g., agricultural and economic development).

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APPENDIX E

COMPATIBILITY CHART FOR AMMUNITION STOWED ON AMPHIBIOUS WARFARE SHIPS

The information in this appendix is for familiarization purposes only, consult current NAVSEA OP-4 for applicable detailed compatibility guidelines and regulations.

Compatibility Groups	Ammunition Groups					
	An "X" indicates permissible stowage. A number indicates permissible stowage with some restrictions, shown in notes below.					
	AA	BB	CC	DD	EE	FF
B		X				
C	X					
D	5	7	8	9		
E	X					
F	X					
G	2, 3, 6				4, 10	1
H						X
S	X	X	X			X

Notes:

1. HC smoke and small arms ammunition may be stowed with WP ammunition.
2. Stow in pyrotechnic locker, if available.
3. LPD Class ships are authorized to stow Compatibility Group G items with ammunition Group AA below decks, provided those items are in the original shipping containers.
4. Requires separate stowage on a weather deck, in a locker or other container readily accessible for jettisoning.
5. Except bombs or demolition charges
6. Except thermite ammunition.
7. Hazard Class 1.2 and 1.4 fuzes only.
8. Bombs only.
9. Demolition charges only.
10. Thermite ammunition only.

Ammunition Group Key:

Ammunition Group AA—Pyrotechnics in their original shipping containers, large caliber and small arms ammunition, HE-loaded items except bombs or demolition charges, grenades except WP, rockets, and missiles. Pyrotechnics not in original shipping containers should be stored in pyrotechnic lockers or magazines.

Ammunition Group BB—Detonators, blasting caps, initiating devices, Hazard Class 1.2 and 1.4 fuzes, and Compatibility Group S ammunition.

Ammunition Group CC—Bombs and Compatibility Group S ammunition.

Ammunition Group DD—Demolition charges.

Ammunition Group EE—Thermite ammunition.

Ammunition Group FF—WP ammunition, HC smoke, and small arms ammunition.

If unable to determine the proper Ammunition Group from these definitions, check the Storage Compatibility Group and Hazard Class assigned to the item and use this table.

Legend:

WP white phosphorous
HC hexachloroethane

APPENDIX F

FLIGHT DECK COMBAT CARGO OPERATIONS

This appendix outlines cargo handling procedures and the cargo handling personnel qualifications for flight deck operations on amphibious warfare ships. All flight deck operations and training shall be conducted in accordance with the appropriate Naval Air Training and Operating Procedures Standardization (NATOPS) manuals and the ship-specific air department SOPs. This appendix provides an overview of combat cargo operations and the conduct/requirements for personnel assigned to Condition 1 Alpha on the flight deck. The procedures also apply to personnel who augment or support flight deck cargo handling operations.

CCO/CCA RESPONSIBILITIES AND DUTIES

The ship's combat cargo personnel are responsible for the safe and orderly flow of troops, supplies, and equipment—to include P/M/C—to and from aircraft. This includes both operational and administrative phases of shipboard flight deck operations. The following subparagraphs present some specific duties.

Passenger Manifesting

Manifesting will be completed for all personnel arriving or departing during administrative or tactical movements. The CCO is responsible for compiling manifests for all personnel arriving or departing in either an administrative or tactical mode but is specifically responsible for P/M/C flight manifests. The LF is responsible for preparing manifests and delivering them to the CCO at least 12 hours prior to the scheduled aircraft launch time.

Note: Preparation of passenger manifests for all personnel movement is the responsibility of the moving unit's administrative section. This is not a logistic function.

Each manifest should include the following minimum information:

- . Last name, first name, and middle initial.
- . Rank/rate.
- . DOD identification number or Social Security number (last 4 digits).
- . Organization.
- . Destination.
- . Blood type.
- . Weight.

Troop/Passenger Preflight Briefings

To avoid confusion, promote safety, and maintain accountability, the CCO or CCA will verify that the crew chief has provided safety briefings to all passengers. Preflight brief will include—

- . Flight deck precautions.
- . Primary and alternate routes to aircraft.
- . Personal survival equipment and its use.
- . Aircraft ditching and emergency egress stations.

Foreign Object Damage Checks

Conduct a foreign object damage (FOD) check to ensure that all personnel, supplies, equipment, and P/M/C being moved on the flight deck do not endanger flight deck operations by creating a FOD hazard. Additionally, combat cargo personnel are responsible for ensuring only trained guides are used during the execution of such movements.

Protective Gear

For administrative movements, passengers should be provided with approved head/hearing protection and flotation devices from the aircraft they are to board. Eye protection should be provided, if available. All personal protective gear shall be properly donned by passengers prior to proceeding onto the flight deck.

Aircraft Familiarization

Be familiar with load capacities/restrictions, aircraft survival equipment, and emergency escape procedures for each aircraft model expected to be used during the at-sea period/deployment.

Inspection

Cargo and vehicles are inspected prior to loading to ensure they are prepared for air movement in accordance with existing instructions.

PERFORMANCE QUALIFICATION STANDARDS REQUIREMENTS

All personnel assigned to the flight deck cargo/troop/vehicle section of the ship's Condition 1 Alpha bill should be trained in accordance with the flight deck familiarization performance qualification standards and the appropriate aviation references. The prerequisite to all other Condition 1 Alpha/ship's platoon training should be Naval Education and Training Personal Qualification Standards 43426-0B, *Flight Deck Familiarization*.

Upon completion of the performance qualification standards, all Condition 1 Alpha/ship's platoon personnel must receive further instruction from the CCO specific to cargo handling. All training should be recorded and maintained by the individual's department and the CCO. Additionally, combat cargo personnel must be aware of individual qualifications for personnel assigned to the flight deck Condition 1 Alpha/ship's platoon team. These qualifications include—

- . Aircraft firefighting.
- . Basic damage control.

- . Ordnance handling certifications.
- . Pallet conveyor/elevator operator licensing (including requirements for handling munitions products). Only ship's personnel are normally certified and allowed to operate pallet conveyors/elevators onboard ship.
- . Forklift operator licensing (including requirements for handling munitions products).

EMBARKING AND DEBARKING TROOPS VIA HELICOPTER/TILTROTOR AIRCRAFT

The use of standardized procedures by the ship's flight deck organization is considered a safety imperative given the risks associated with shipboard flight deck operations. It is important to note that all flight deck tactical embarkation/debarkation evolutions are conducted in accordance with the assault support landing table (ASLT), assault support serial assignment table (ASSAT), the LF serial assignment table, and other LF documents sourced from the landing plan.

Key Considerations

Prior to the commencement of each evolution—

- . Conduct a serviceability/operational check of all communications circuits and equipment designated for use by the embarkation/debarkation control stations, EMCON permitting.
- . Confirm debarkation station and marshalling and staging area locations.
- . Set up embark/debark status boards in accordance with the latest operational plans.
- . Brief with the key flight deck control personnel and Condition 1 Alpha/ship's platoon troop guides.
- . Conduct required serviceability/operational checks of personal flotation devices in accordance with appropriate maintenance repair card.

Advanced Planning and Preparation

After the CCO is satisfied, the key considerations have been met, and advance preparations have been made, the CCO must—

- . Conduct liaison with troop representatives to coordinate on-load/off-load and advance/rear party requirements.
- . Obtain and distribute the ASLT and ASSAT.
- . Brief the ship's Condition 1 Alpha bill and LF augments from the ship's platoon.
- . Provide an embarkation/debarkation plan to all of the ship's departments and key embarked organizations that emphasizes—
 - É Organization of the ship for embarkation/debarkation and a brief list of individual duties of the key personnel involved.
 - É Chain of command and relations between embarkation/debarkation control stations and the debarkation station and marshalling and staging areas.
 - É Embarkation/debarkation communications to be used and the plan for communicating in the event of an equipment casualty.

- Conduct a brief for concerned personnel that outline, at a minimum, the following topics:
 - General organization/composition of assault support serials and the use/responsibility for submission of the troop/passenger manifest.
 - Duties of the assault support team (AST) leader for each embarking/debarking AST.
 - Adjustment of equipment (individual combat equipment or crew-served weapons and backpack field radios).
 - Equipment stowage plan for hand/carry-on cargo, organic to the unit, that is essential to the mission.
- Fill-in all required information on the appropriate status boards in embarkation/debarkation control stations (e.g., debark control, flight deck debark). These status boards should contain the following basic information:
 - Troop serials.
 - Assault support waves.
 - Fuselage side number of aircraft and the corresponding serial embarked. This is left blank until the aircraft is actually loaded.
 - Load information (e.g., number of troops, weight, type of portable equipment).
 - Load time of serial.
 - Destination (e.g., name of landing zone, airfield, ship).

Safety

Every person is a safety officer and should stop operations immediately if any unsafe condition is sighted. In addition to ensuring all standard safety precautions are being followed, the CCO will—

- Observe flight deck safety precautions as required by NATOPS and ship's regulations.
- Ensure that Condition 1 Alpha/ship's platoon troop guides obtain authorization from the landing signal enlisted (LSE) before moving to or away from aircraft with engaged rotors.
- Ensure all embarking/debarking personnel, supplies, and equipment are checked for FOD hazards prior to their movement onto the flight deck.

Embarkation

The following procedures will be applied:

- The ship should set Condition 1 Alpha for flight deck operations if all Condition 1 Alpha/ship's platoon team personnel (forklift/elevator operators, etc.) are required to affect the timely and safe off-load of LF personnel. At a minimum, the ship will set flight quarters and man all flight quarters' stations. Normally the setting of flight quarters alone only provides air department manning.
- Two Condition 1 Alpha/ship's platoon troop guides will escort each AST at all times. The Condition 1 Alpha/ship's platoon lead troop guide should maintain radio communications with flight deck debark (on larger LHD/LHA ships) or with primary flight control (on smaller LPD/LSD ships). The second Condition 1 Alpha/ship's platoon troop guide will be the trail leader for each AST/load. It is the responsibility of the Condition 1 Alpha/ship's platoon troop guide

to ensure the AST proceeds in single file via the debarkation station or designated marshalling/staging area whether embarking or debarking an aircraft.

- On orders and with authorization from the LSE, the lead and trail Condition 1 Alpha/ship's platoon troop guides approach an aircraft that requires unloading. The lead guide will signal the LSE to have the pilot lower the aircraft ramp. Once the ramp is down, the lead guide then signals the troops/passengers to move in a single file to the rear of the aircraft.
- Once the passengers begin to disembark, the lead troop guide signals the LSE and requests permission to depart the spot. Once permission has been received, the lead guide signals the troops to follow him/her off the spot. The trail guide remains until the last passenger has debarked and falls in behind the last person. The trail guide signals the LSE that unloading is complete. Upon clearing the aircraft of all troop guides and passengers, the LSE then signals the pilot to raise the aircraft ramp.
- At the debarkation station or designated marshalling/staging area, the senior troop representative will have any unexpended munitions turned in and ensure all weapons are cleared, inspected, and locked in a safe manner. A muster will be taken by the senior troop representative prior to dismissing personnel. The muster report should be passed to the flight deck combat cargo personnel to be retained on file.
- Collected munitions will be boxed, and later unitized or palletized and sealed per the NAVSEA OP 4. Markings or placards with the essential information of DODIC/ NALC, quantities, and owning unit will be affixed to each container. Ship's personnel (such as aviation ordnance personnel or gunner's mates) and LF ammunition technicians should be present during this collection, packaging, and marking process. All collected munitions will be stored in appropriate magazines in accordance with applicable directives/instructions.

Debarkation

The following procedures will be applied:

- The ship should set Condition 1 Alpha for flight deck operations if all Condition 1 Alpha/ship's platoon team personnel (forklift/elevator operators, etc.) are required to affect the timely and safe on-load of LF personnel and equipment. At a minimum, the ship will set flight quarters and man all flight quarters' stations. Normally the setting of flight quarters alone only provides air department manning.
- Debark control will call away assigned ASLT serials to report to their designated debarkation stations or designated marshalling area. An example of the initial announcement from debark control is: "*Landing serials 1001, 1002, 1003, and 1004 lay to your berthing areas and prepare for air debarkation.*" This ensures that all personnel assigned to the serials are ready to move with all their equipment to the debarkation station, in this case debarkation station 2 when called. "*Landing serials 1001, 1002, 1003, and 1004 lay to debarkation station 2 for debarkation.*"
- Once at the designated debarkation station, combat cargo personnel will—
 - Verify the troop/passenger manifest (three copies).
 - Conduct the required aircraft and flight deck safety briefs.
 - Conduct a FOD inspection.
 - Maintain positive control of AST by landing serial.
 - Maintain positive communications between the debarkation station/designated marshalling area, debark control, and flight deck debark control.

Once these steps are complete, combat cargo personnel should ensure that personnel and equipment assigned to the serials remain at the debarkation station/designated marshalling area grouped by landing serial and in a single file ready for debarkation.

Positive communications between the debarkation stations or marshalling area, debark control, flight deck debark, and primary flight control must be maintained at all times. The timely reporting of landing serial readiness is of critical importance during debarkation. The recommended reporting structure, as shown in figure F-1, has the debarkation station reporting to debarkation control via flight deck debark when serials are assembled and ready to debark the ship. Debark control informs primary flight control on the status of landing serials. When primary flight control is ready for the troops/passengers to embark awaiting aircraft, they inform debark control, who directs flight deck debark and the assembly area to execute the movement.

On order from flight deck, debark; two troop guides lead each of the landing serials via predetermined routes from the debarkation station or marshalling area to the flight deck. Once the lead troop guide arrives on the flight deck, the lead troop guide is responsible for obtaining permission to approach the aircraft from the LSE. This permission must be obtained prior to the troop guide crossing the foul line. The trail troop guide follows the last member of the serial and ensures that the troops/passengers do not drop equipment on the flight deck.

Additionally, the lead troop guide assists stragglers if required. After loading a serial on an aircraft, the lead troop guide will signal the LSE that loading is complete and that the ramp is cleared and ready to be raised. Once all personnel and their cargo/equipment are loaded on the aircraft, both troop guides obtain authorization from the LSE to depart the aircraft spot.

Debarkation information regarding the number of troops debarked and their associated landing serial number will be passed to debarkation control via flight deck debarks. Both debark control and flight deck debark will record this information on the appropriate status boards as required. Flight deck debark will receive and retain copies of all manifests.

Pre-execution Checklist

After the CCO is satisfied the key considerations have been met, the CCO must—

- Fill-in status boards with required information, as required.
- Review ship's Condition 1 Alpha bill and ensure all personnel are trained as required.
- Review requirements for ship's platoon personnel and ensure that training is complete.
- Review and identify those debarkation stations that must be manned to support embark/debark requirements.
- Ensure all life preservers are checked for serviceability.

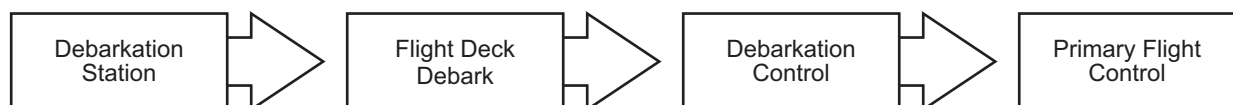


Figure F-1. Recommended Reporting Structure.

- . Conduct a test of communications equipment required to support the evolution.
- . Identify and source additional communications equipment that may be required.
- . Check passenger movement routes from the debarkation station or designated marshalling area(s) to the flight deck and ensure they are clear.
- . Have all Condition 1 Alpha/ship's platoon personnel assemble and conduct an inspection of their flight deck and personal safety equipment.
- . Conduct detailed on-load/off-load briefs and review/issue instructions, if required.
- . Give flight deck safety brief to all Condition 1 Alpha/ship's platoon personnel.
- . Validate/verify the aircraft spotting plan with flight deck control and ensure any changes are annotated on the ASSAT and appropriate status boards. Flight deck combat cargo personnel should also notify debark control of any changes to the aircraft spotting plan.

Execution

The CCO will oversee operations to ensure the following regulations are followed:

- . Maintain effective communications with all stations.
- . Ensure flight deck CCA is aware of all cargo/vehicle/personnel movement operations.
- . Forward pertinent personnel, cargo, vehicle, and estimated time of completion data to debark control when requested.
- . Ensure troop guides and landing serials proceed in a safe and orderly manner.
- . Maintain all records and status boards. It is recommended that combat cargo personnel develop some electronic means of documenting this information for analysis and historical reference after the evolutions are completed. The following embarkation/debarkation records must be maintained during every evolution:
 - Flight deck status boards and log books.
 - Serial assignment table (to include annotations relative to changes, additions, or deletions).
 - ASLT and ASSAT (to include annotations relative to changes, additions, or deletions).

AIRCRAFT CARGO LOADING AND UNLOADING

This paragraph provides an overview of standardized procedures when loading and unloading cargo from aircraft under real or simulated combat conditions.

Special Considerations

Prior to the commencement of any evolution, ensure that the following actions are complete:

- . Check the serviceability of all communications circuits and equipment designated for use at debarkation control stations, EMCON permitting.
- . Set up embark/debark status boards in accordance with the latest operational plans.
- . Conduct briefings for key flight deck control personnel and Condition 1 Alpha/ship's platoon troop guides and cargo handlers, to include ship's personnel and any LF augments (ship's platoon).

- Identify, prioritize, pre-net, pre-sling, and pre-stage cargo for internal/external lift in designated staging areas, space permitting.
- Coordinate with the appropriate ship's department heads for serviceability and functional checks of all shipboard MHE, ramps, elevators, pallet conveyors, transfer tables, etc., which will be used to support/execute cargo off-load and on-load operations.
- Position adequate quantities and types of MHE/CHE in shipboard locations so as to fully support the expeditious loading/unloading and safe handling of all cargo items.

Planning and Preparations

Once sufficient advance preparations have been made, the CCO will—

- Obtain and distribute the ASLT, ASSAT, and serial assignment table highlighting all cargo, equipment, and vehicles designated for off-load/on-load via helicopter/tiltrotor lift.
- Brief personnel on cargo handling procedures and load plans.
- Ensure required equipment, slings, and nets are readily available to support both internal and external cargo loading/off-loading.
- Complete all preparations for flight operations in accordance with ship's instructions.
- Brief personnel on the contents of the flight plan, ASSAT/ASLT, and loading schedules and ensure that proper coordination occurs between the various LF elements and the ship's air department.

Safety

Every person is a safety officer and should stop operations immediately if any unsafe condition is sighted. In addition to ensuring all standard safety precautions are being followed, the CCO will—

- Ensure all standard flight deck and cargo handling safety precautions and operating procedures are observed during each evolution.
- Ensure cargo handling personnel exercise caution when moving in/around helicopters/aircraft with engaged rotors.
- Ensure cargo handling personnel are proactive in their efforts to prevent FOD hazards on the flight deck.

Internal Cargo Loading and Unloading Procedures

As in well deck operations, amphibious operations on the flight deck are extremely busy. Detailed coordination with the ship's air department and the unit to be lifted by air is necessary to ensure efficient and safe operations. To accomplish this, the CCO and CCA will—

- Coordinate with the flight deck officer and aircraft handling officer to determine the best spot for loading/unloading and launching aircraft on the flight deck.
- Load/unload unitized or palletized cargo, equipment, and vehicles into and from assigned aircraft in accordance with briefed procedures contained in Navy Warfare Publication (NWP) 3-04.1, *Shipboard Helicopter Operations Procedures*, and the appropriate NATOPS manuals.

- Conduct flight operations in accordance with the latest operational plans and appropriate air operations control agencies. Issues or questions that will arise should be channeled to debark control for resolution since they are in constant communication with the tactical-logistical group, flag plot, the LF operations center, and primary flight control.
- Ensure status board keepers in debark control and flight deck debark record the cargo, supplies, and equipment loaded and unloaded from each aircraft on their respective status boards. This information should include the aircraft “side” number, destination, time of departure, a list of the cargo supplies, and equipment loaded/unloaded.
- Ensure that the weight of each load is within safe limits and does not exceed the capabilities of the aircraft employed for an operation. Through advance coordination with the aircraft squadron, the CCO will be able to determine weight limitations for each type/model/series of aircraft since ambient temperature, altitude, distance, and other factors affect this weight.

When off-loading cargo, supplies, and equipment, flight deck combat cargo personnel are responsible for coordinating the safe, efficient, and orderly movement of off-loaded items from the aircraft to their ultimate stowage locations. This requires the CCO/CCA to orchestrate the movement of Condition 1 Alpha/ship’s platoon troop guides, cargo handlers, cargo handling equipment, and other flight deck personnel as they receive and process off-loaded cargo items. It is imperative that detailed and accurate data is captured on all cargo, supplies, and equipment once it is off-loaded.

External Loading and Unloading Procedures

The CCO and CCA play a key role in planning and organizing external loading and unloading operations. Attention to detail and ensuring that all crewmembers are following prescribed procedures is critical to safe and efficient operations:

- When preparing external loads, ensure a well indoctrinated external loading/unloading team, under the supervision of the CCO/CCA, is available on the flight deck. If embarked, a Marine AST should be used. The LF should provide AST support whenever possible.
- Flight deck combat cargo personnel are responsible for ensuring that external loads are properly rigged. A total of three personnel are required on the aircraft spot to make the hook-up: the hook-up man/woman wearing electrician’s rubber gloves, a probe man/woman wearing leather gloves over rubber gloves and equipped with a static discharge probe, and a qualified LSE. Once the load is lifted, combat cargo personnel must ensure that the static discharge probe is removed from the deck and that the personnel assist each other in clearing the spot while moving to the designated safety area. Only after the probe and hook-up men/women are clear of the spot will the LSE signal the helicopter to depart the deck.
- Connecting the probe to the deck is accomplished using the clip connected to the grounding wire of the probe. It must be securely fastened to the deck to obtain a proper ground. This is normally accomplished by attaching the clip to one of the cloverleaf tie down points in close proximity to the load being lifted.
- Once the LSE brings the aircraft into a hover over the load, the probe man/woman grounds the aircraft hook by catching it with the probe and maintaining positive contact until the hook-up man/woman places the cargo pendant or net over the hook. The potential for serious or grave injuries exists if the probe man/woman loses contact with the hook. This is due to the helicopter’s ability to generate significant static electricity.

- Expeditious removal of the probe clip from the cloverleaf securing point is critical. If the probe man/woman experiences difficulty in removing the clip, the LSE must ensure that the helicopter remains in a stable hover until all personnel are clear.
- Each member of the flight deck combat cargo team must wear approved flight deck safety equipment. Flight deck safety equipment includes steel-toed boots, helmet, goggles, jersey, and life vest. The appropriate color for the flight deck jersey, helmet, and life vest is white for combat cargo personnel.
- Cargo that is being prepared for external lift must be free of FOD and netted in a cargo net capable of supporting the weight of the cargo to be moved. The netting and preparation of the cargo may occur on the helicopter spot from which it will ultimately be lifted or prepared in advance, staged, and then moved via forklift to the designated aircraft spot. The operational tempo and LF requirements will determine which method is used.
- When preparing to execute the external lift of vehicles, howitzers, and equipment, it may be rigged with AST slings either on the spot from which it will be lifted or rigged in the staging area. Once moved to the flight deck spot for actual lift, a recommended maximum of five personnel should be used to execute the lift. These five personnel consist of the hook-up man/woman wearing electrician's rubber gloves, a probe man/woman wearing leather gloves over rubber gloves and equipped with a static discharge probe, a qualified LSE, and two crewmen/crewwomen to handle the sling legs.
- It is important that the sling remains straight and is prevented from wrapping around or getting caught on anything that might prohibit the safe lifting of the load. Once the load is lifted to the point where the slings are taut, ensure the static discharge probe is removed from the deck, and that the combat cargo personnel egress the area, in teams, to a designated safe area. After all team members have safely cleared the area, the LSE may launch the helicopter. Under no circumstances should the LSE direct the helicopter to lift the load while the load team is still under or near the load.
- During vertical replenishment (VERTREP) operations, combat cargo personnel are responsible for ensuring that the ship's Condition 1 Alpha/ship's platoon guides and cargo handlers are readily available on the flight deck. These personnel will be required to rig external VERTREP loads and to execute the actual hook-up of the load using MK-105 pendants and cargo nets. The VERTREP operations are similar to the external loading of LF supplies; the only difference is the pace on the flight deck. The VERTREP operations are accelerated because of the need to rapidly execute the resupply operation so that ships may return to their scheduled speed of advance. The same procedures previously outlined for rigging and lifting external cargo loads also apply to VERTREP cargo.
- During external load recovery, flight deck combat cargo personnel are responsible for the load once it touches down on the flight deck. The CCO/CCA orchestrates the safe and orderly movement of the cargo/vehicles/equipment using vehicle operators, MHE, Condition 1 Alpha/ship's platoon or troop guides, and cargo handlers. There are two key points to remember when recovering cargo/vehicles/equipment on the flight deck. The first is that all movements must be closely coordinated with flight deck control and primary flight control. The second key point is to never move a vehicle or piece of unit equipment without the unit being present and a licensed operator actually driving the vehicle.

Combat cargo personnel are also responsible for recovering all lifting slings, nets, legs, and pendants from cargo, vehicles, or equipment once the item is delivered to the ship via external lift.

Pre-execution Checklist

After the CCO is satisfied that key considerations have been met, all crewmembers are aware of the procedures to be followed, and advance preparations have been made, the CCO must ensure that—

- Flight deck safety and off-load/on-load briefings are conducted for Condition 1 Alpha/ship's platoon cargo handlers.
- Condition 1 Alpha is properly set and all required personnel and equipment are on-station.
- All unnecessary personnel are cleared from the flight deck.
- Condition 1 Alpha/ship's platoon troop guides and cargo handling personnel are properly dressed and equipped and are familiar with their duties.
- Effective arrangements are made for loading/unloading cargo according to assigned priorities.
- All obstructions are removed from cargo/vehicle/personnel routes to and from the flight deck.
- Loads are prepared and properly spotted on the flight deck.
- External lift cargo is properly rigged to include the nets, slings, legs, and pendants.
- Facilities are available for effecting emergency repair of wheeled vehicles and all ship's organic MHE/CHE.

Execution

The CCO will oversee operations to make sure regulations and instructions are being followed. Additionally, the CCO will ensure—

- Flight operations are conducted in accordance with NWP 3-04.1, NATOPS, and ship's SOP.
- Effective communications are maintained with all stations.
- Debark control coordinates all landing serial movements.
- The CCO/CCA supervises all cargo handling operations.
- Loads are handled smartly, safely, and expeditiously, and they are inspected for potential FOD hazards prior to movement to or on the flight deck.
- Vehicles and MHE/CHE are operated in a safe manner by licensed operators.
- Required cargo records and status boards are maintained.

RECEIVING AND HANDLING CASUALTIES FROM HELICOPTERS AND AIRCRAFT

Combat cargo personnel are not specifically responsible for the shipboard planning and execution when receiving and processing casualties. This duty is normally assigned to the ship's medical officer; however, combat cargo personnel do play a major role given the overall responsibility to the CO for loading and off-loading all personnel, supplies, and equipment. This paragraph highlights some of the considerations, planning, and preparations that must be addressed relative to receiving casualties via the flight deck. A definitive list of assigned tasks, duties, and responsibilities is found in the ship's mass casualty bill.

Key Considerations

Prior to the commencement of the evolution, the combat cargo personnel should—

- Check the serviceability of all communications circuits and equipment designated for use by all embarkation/debarkation control stations, EMCON permitting.
- Set up embark status boards in accordance with the latest operational plans.
- Brief all key flight deck control personnel and Condition 1 Alpha/ship's platoon troop guides, medical personnel, stretcher bearers, and master-at-arms or troop guards.
- Ensure the ship's morgue refrigeration units are on and operational. Coordination with the ship's medical department is required.

Planning and Preparation

After key considerations have been addressed and sufficient advance preparations have been made satisfactorily, the CCO—

- Instructs all stretcher bearers on the correct method for transporting casualties to medical triage/battle dressing stations and the appropriate routes to be used.
- Ensures that the designated routes from medical triage/battle dressing stations are clear of obstacles that might impede the movement of casualties.
- Verifies the location of the master-at-arms/troop guard station and the medical triage/battle dressing station area. Master-at-arms personnel assigned to this station will secure and account for ammunition and weapons from casualties.
- Ensures that medical has been provided a list of names, by blood type, for all embarked LF and NSE personnel.
- Ensures that debark control provides instructions for flight deck debark, flight deck control, and primary flight control that emphasizes—
 - Organization of the ship for embarking/receiving casualties.
 - Safety procedures and special hand signals for stretcher bearers, as well as Condition 1 Alpha/ship's platoon troop guide on the flight deck.
 - Embarkation/debarkation communications via the 1MC/3MC/5MC and sound powered phone circuits while also ensuring communications casualty procedures are addressed.

Safety

Every person is a safety officer and should stop operations immediately if any unsafe condition is sighted. The CCO will verify that all standard safety precautions are being followed and adhered to by—

- Addressing safety in briefings during the conduct of the evolution.
- Ensuring Condition 1 Alpha/ship's platoon troop guides, medical personnel, and stretcher bearers obtain authorization from the LSE prior to moving to or away from aircraft with engaged rotors.
- Ensuring that each casualty is inspected for FOD hazards prior to movement.

The CCO and CCA will ensure that all crew members are familiar with the procedures as outlined below:

- Conduct flight operations in accordance with NWP 3-04.1 and other ship specific guidance.
- When the ship receives information relative to an inbound casualty evacuation (CASEVAC), it should automatically set flight quarters and institute the procedures for handling casualties outlined in the ship's mass casualty bill. All Condition 1 Alpha/ship's platoon and LF designated personnel should immediately report to their stations and don their flight deck safety equipment and await instructions from the CCO/CCA.
- Primary flight control will determine the quantity and nature of the casualties from the inbound aircraft via radio communications and pass the information to debark control, flight deck control, flight deck debark, and the ship's medical department.
- Primary flight control should land CASEVAC aircraft in spots appropriate for personnel casualty processing and state their intentions to the appropriate embarkation/debarkation command and control stations.

The CCO and CCA will ensure that proper procedures are known before operations begin and the first CASEVAC aircraft is received aboard the ship. Once the ship receives the CASEVAC aircraft, casualties will normally be processed and handled as follows:

- When the aircraft lands on the designated spot, two Condition 1 Alpha/ship's platoon troop guides approach the rear of the aircraft after receiving authorization from the LSE. The lead Condition 1 Alpha/ship's platoon guide signals the LSE to have the pilot lower the aircraft's ramp and leads the other guide near the ramp so that they might observe the interior of the aircraft. The lead guide is positioned at a safe location adjacent to the side of the aircraft while maintaining visibility of the other guide and the LSE. All wounded troops capable of walking and who require escorts will be asked to stand up via hand and arm signals. Once they stand they will be escorted to the triage area via the most direct manner.
- Casualties who remain on the aircraft will be considered as litter patients, and the lead troop guide will ascertain the number of litters required and relay this information to flight deck debark. The lead guide will signal and direct the four-person stretcher bearer teams to and from the aircraft while keeping the LSE informed of the movements. Only one stretcher bearer team will enter the aircraft at a time and load the casualty so that the casualty is carried out of the aircraft feet first. Once loaded, they will signal the troop guide that they are ready to exit the aircraft.
- The lead guide signals the LSE that a stretcher bearer team is prepared to depart the aircraft. This process is repeated until all casualties have been removed from the aircraft. In those instances where multiple litter patients are unloaded, a second stretcher bearer team can be kept at the foot of the tail ramp in a kneeling position while firmly grasping the litter to prevent it being blown away.
- The second team boards the aircraft after the first is clear of the ramp. Once the last patient has been carried off the aircraft, the lead guide signals the LSE to raise the ramp and departs the aircraft spot with all of the team members to a predetermined safety area.

- Once the casualty is received at the medical triage/battle dressing station area, medical personnel will administer the appropriate medical care. Medical personnel will also direct the stretcher bearers on where to place the patient/casualty.
- The ship's master-at-arms/troop guard will check casualties for ammunition and secure their weapons. The guard force must ensure that a tag or label is affixed to each weapon taken into custody. The tag should include—
 - Rank.
 - Last name, first name, and middle initial.
 - Branch of Service.
 - DOD identification number or Social Security number (last 4 digits).
 - Unit.
- Collected munitions will be boxed, and later unitized or palletized and sealed per NAVSEA OP 4. Markings or placards with the essential information of quantities, DODIC/NALC, and owning unit will be affixed. It is imperative that both the ship's personnel (such as aviation ordnance personnel or gunner's mates) and LF ammunition technicians are present during this process. All collected munitions will be stored in appropriate magazines in accordance with applicable directives/instructions.
- Collected weapons will be transferred and stored in a designated location. It is important that this location be identified prior to receiving casualties and published to the master-at-arms/troop guard personnel duty instruction.

Pre-execution Checklist

After the CCO is satisfied that key considerations have been met and all involved are aware of the procedures to be followed, the CCO will ensure that the following actions are completed prior to receiving and handling casualties on the flight deck:

- Communications circuits are tested and functioning.
- Stretcher bearers are properly trained on their duties by the ship's medical department. They will be used when transporting casualties and must also be trained on appropriate flight deck equipment/procedures and the routes to and from medical triage areas.
- The flight decks and all of the routes to medical triage/sick bay/battle dressing station areas are checked and the routes are clear of obstacles.

Execution Checklist

The CCO and or CCA will ensure that the following is accomplished during each evolution:

- Prescribed procedures are followed. Deviations from normal procedures must be approved prior to execution and all parties briefed accordingly.
- Casualties are handled safely, expeditiously, and efficiently.
- Casualties are properly secured on the stretchers and protected from the elements and hazards while being transported.

LOADING/UNLOADING PASSENGERS, MAIL, AND CARGO

The P/M/C is an administrative evolution; however, combat cargo personnel are required to manage P/M/C loading and unloading requirements involving the movement of cargo, vehicles, or personnel via the flight deck.

Key Considerations

Prior to the commencement of the evolution, the CCO and/or CCA will—

- Coordinate with the ship's XO, SuppO, CHENG, administrative officer, post office, and embarked organizations 24 hours in advance. This coordination will allow the combat cargo personnel to determine what ship's personnel, supplies, equipment, and mail require movement via scheduled P/M/C flights.
- Arrange for a shipboard working party (to include the LF if embarked), if necessary, to consolidate and pre-stage mail and cargo.
- Expect daily P/M/C flights between ships. Normally an air tasking order (ATO) is promulgated daily by the tactical air control squadron (TACRON). The ATO consolidates all movement requirements and outlines the next day's flight schedule. This is a useful tool for forecasting and planning the next day's air operations and for identifying inbound and outbound P/M/C. Keep in mind that it is the best guess the air operations personnel have at the time of the messages release; there will be unexpected and unscheduled movements.

Planning and Preparation

Along with the key considerations, the CCO or CCA will—

- Establish liaison with the ship's department heads and embarked organizations 24 hours in advance of P/M/C evolutions. The best way to do this is to attend the air planning board on the large deck ships.
- Monitor the daily air plan/ATO and make liaison with the ship's air boss for updated flight operations information.
- Conduct briefings with key flight deck control personnel, Condition 1 Alpha/ship's platoon guides and cargo handlers.
- Arrange and designate an administrative muster area for passengers (e.g., hangar, triage area, mess decks).
- Publish required muster times to outbound passengers.
- Arrange for a staging area and working party to pre-stage mail and cargo, as required.
- Establish inbound passenger control station for shipboard security check, personnel verification, and muster for reporting purposes.
- Obtain authorized outbound passenger list from the ATO. Combat cargo should immediately notify the amphibious air traffic control center and the TACRON for authorization to load passengers whose names do not appear on the ATO. The same approval process must be followed if cargo, above and beyond that listed on the ATO, requires transportation.

Safety

Every person is a safety officer and should stop operations immediately if any unsafe condition is sighted. In addition to verifying that all standard safety precautions are being followed, the CCO will—

- Ensure Condition 1 Alpha/ship's platoon guides/cargo handlers obtain authorization from the LSE before moving to or from aircraft with engaged rotors.
- Ensure all passengers receive the required pre-flight safety briefing and that they are outfitted with a helmet, personal flotation device, and goggles, as required.
- Ensure that all passengers and cargo are properly screened for FOD hazards prior to their movement to or from any aircraft.

Procedures for Loading a Passenger/Mail/Cargo Flight

The CCO/CCA will ensure that the following procedures are known by or reiterated to all crewmembers prior to the commencement of loading operations:

- Conduct the required safety briefing for all outbound passengers.
- Ensure Condition 1 Alpha/ship's platoon troop guides obtain inflatable life jackets and helmets for each passenger from the designated P/M/C aircraft. Ensure outbound personnel don their safety equipment in the proper manner prior to their movement across the flight deck.
- Prioritize all outbound P/M/C in accordance with the ship's XO's instructions. If conflicts arise about the prioritization, combat cargo personnel should highlight the instructions and direct questions to the XO.
- Ensure that all outgoing mail and cargo is properly bagged, boxed, and palletized or unitized. Proper addresses, labels, markings, or placards must be firmly affixed to mail and cargo.
- Ensure the final/actual load weight for each P/M/C evolution is within the aircraft's operating limits based on aircraft type, and whether it is an administrative or logistic mission. Direct questions regarding the maximum weight authorized for each type aircraft to either the ship's air operations officer or the aircraft squadron.
- Direct cargo handlers and MHE operators to load unitized and palletized cargo.
- Distribute the passenger manifest in accordance with individual ship and existing standard instructions.
- Ensure the SOPs previously addressed (for loading passengers and cargo aboard aircraft using two Condition 1 Alpha/ship's platoon troop guides and qualified/trained MHE operators) are also used during P/M/C operations.

Procedures for Unloading a Passenger/Mail/Cargo Flight

The CCO/CCA will ensure that the following procedures for unloading operations are understood—

- For maximum safety, at least two Condition 1 Alpha/ship's platoon troop guides will be assigned to lead passengers from the aircraft to the designated inbound passenger control station where a security check and administrative processing will be accomplished.
- Direct Condition 1 Alpha/ship's platoon guides and cargo handlers to off-load any hand-carried items.

- Direct cargo handlers and MHE operators to off-load unitized/palletized cargo.
- Coordinate with the appropriate shipboard organizations to pick up incoming mail and cargo from the designated staging area.

Pre-execution Checklist

After the CCO/CCA is satisfied key considerations have been addressed, the CCO/CCA must ensure—

- All stations are promptly and adequately manned.
- Inflatable life vest and helmet are worn by all personnel.
- Communications are adequate and tested prior to each P/M/C evolution, EMCON permitting.
- Routes to and from the flight deck are clearly marked and free of obstructions.
- Cargo handlers are equipped with white colored flight deck equipment (helmets, personal flotation devices).
- Briefings are conducted with all combat cargo personnel as well as flight deck control, aircraft handling personnel, and appropriate ship's department heads.

Execution Checklist

During the execution of P/M/C evolutions, the CCO/CCA will ensure that—

- All prescribed flight deck safety and loading procedures are followed.
- Communications are satisfactorily tested, EMCON permitting.
- Passenger manifests and muster records are maintained and status boards reflect current and planned operations.
- Passengers proceed in a safe and orderly manner and follow directions of the Condition 1 Alpha/ship's platoon troop guides.

Noncombatant Evacuation Operations

Depending on the geographic location and amount of time available for conducting this complex operation, the flight deck may be the most expeditious means by which to extract personnel. Although this appendix does not specifically address the NEO, it is imperative that combat cargo personnel review the ship's NEO bill. Fleet regulations require each amphibious warfare ship to develop a NEO bill and to exercise it as a matter of routine. Given the wide variance in shipboard NEO procedures, the CCO should look to this instruction for the definitive tasks, duties, and responsibilities. For more information on NEO, see JP 3-68, *Noncombatant Evacuation Operations*.

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APPENDIX G

VEHICLE AND WELL DECK OPERATIONS

This appendix outlines cargo handling procedures and the cargo handling personnel qualifications for vehicle and well deck operations. All vehicle and well deck operations shall be conducted in accordance with JP 3-02.1. The safety and success of embarkation and debarkation evolutions involving landing craft onboard a ship is dependent on close coordination between combat cargo personnel, the ship's deck department, and embarked LF elements.

CCO/CCA DUTIES AND RESPONSIBILITIES

The ship's first lieutenant/deck department and the ship's CCO supervise and oversee the safe and orderly flow of all vehicles, cargo, and personnel in both operational and administrative phases of shipboard well deck operations. This includes mail and other miscellaneous cargo that arrives or departs via the well deck. The duties normally associated with this responsibility include the following:

- Compile passenger manifests for all personnel arriving or departing in either an administrative or tactical mode that includes at least the following information—
 - *Note:* Preparation of passenger manifests for all personnel movement is the responsibility of the moving unit's administrative section. This is not a logistic function.
 - Last name, first name, and middle initial.
 - Rank/rate.
 - DOD identification number or Social Security number (last 4 digits).
 - Organization.
 - Destination.
 - Blood type.
- Conduct troop/passenger pre-embarkation briefings to include—
 - Debarkation stations and marshalling/staging area location(s).
 - Well deck precautions.
 - Personal survival equipment and its use.
 - Landing craft emergency egress stations.
- Conduct a foreign object debris (as applied to well decks; it is also commonly referred to as FOD) check to ensure that when passengers transit the vehicle/well deck, they do not create a potential hazard and are escorted by trained guides.

- Ensure passengers are provided with approved head/hearing protection and flotation devices from the landing craft they are to board. Eye protection should also be used as required. All personal protective gear shall be properly worn by passengers prior to proceeding into the well deck, except for the flotation device, which may be received aboard the landing craft.
- Ensure familiarity with load capacities/restrictions, survival equipment carried, and emergency escape procedures for each type of landing craft.
- Inspect cargo prior to loading to ensure it is unitized or palletized in accordance with existing instructions.

REQUIRED CONDITION 1 ALPHA TEAM/SHIP'S PLATOON TRAINING

Per current instructions and regulations, CCA or deck department personnel provide well deck qualification training. Once the training checklist is completed and confirmed by the CCO and ship's boatswain, personnel are qualified for duty with Condition 1 Alpha team/ship's platoon. The CCO will keep the completed checklist on file.

EMBARKING/DEBARKING TROOPS VIA LANDING CRAFT

Ship's Condition 1 Alpha/ship's platoon personnel should use the following standard procedures when embarking/debarking troops, vehicles, and cargo via landing craft. All well deck embarkation/debarkation evolutions must be conducted in accordance with the appropriate surface assault planning documents contained in the landing plan.

Key Considerations

Key considerations are as follows:

- Ensure a serviceability check of all communications circuits and equipment designated for the embarkation/debarkation control stations is completed, EMCON permitting, prior to the commencement of each evolution.
- Set up embarkation/debarkation status boards in accordance with latest operational landing plans prior to commencement of evolution.
- Conduct a meeting prior to the commencement of any evolution with key well deck control and Condition 1 Alpha team/ship's platoon personnel to ensure a complete understanding of the cooperation required to execute the landing plan.

Advance Planning and Preparation

Advance planning and preparation includes the following:

- Establish liaison with troop representatives to coordinate on-load/off-load and advanced/rear party requirements.
- Obtain and distribute the surface assault employment and assault landing table and serial assignment table from the landing plan.

- . Brief all Condition 1 Alpha team/ship's platoons and appropriate deck department personnel on the upcoming evolution.
- . Provide an embarkation/debarkation plan to all the departments and key embarked organizations that emphasizes—
 - É Organization of ship for embarkation/debarkation evolution and individual duties of ship's personnel and supporting elements.
 - É Chain of command and command relations between embarkation/debarkation control stations, vehicle decks, hangar bay, and well deck areas.
 - É The embarkation/debarkation communication requirements to include emergency communication procedures in the event of a communication casualty.
- . Conduct a brief for all concerned personnel that addresses, at a minimum—
 - É General organization/composition of landing craft serials and the use of troop/passenger manifests.
 - É Duties of the team leader for each embarking/debarking serial.
 - É Adjustment of equipment (e.g., individual equipment, crew-served weapons, backpacked field radio).
 - É Equipment stowage plan for hand/carry-on cargo organic to the unit and essential to the mission.
- . Establish status boards at all embarkation/debarkation control stations (e.g., debarkation control, well deck control), which contains the following:
 - É Landing serials.
 - É Landing craft waves.
 - É The actual craft number and serials embarked. This is left blank until such time as the craft is actually loaded.
 - É Load information (e.g., number of troops, types of portable equipment, types of vehicles and cargo).
 - É Load time of serial (i.e., start and completion times).
 - É Destination (e.g., name of craft landing zone or beach).

Note: It is important that the status boards reflect an accurate record and status of the actual serials scheduled for all landing craft at any given time during embarkation/debarkation evolution.

Safety

Ensure the following safety issues are addressed:

- . Standard safety precautions are followed in accordance with applicable ship's regulations.
- . Condition 1 Alpha/troop guides obtain authorization from the ramp marshal before moving to or from any landing craft.
- . Troop guides and landing serials proceed in a safe and orderly manner.
- . Prescribed procedures and precautions are followed.
- . All embarking/debarking troops are checked for foreign object debris hazards.

Embarkation and Debarkation Procedures

The LF must provide the CCO with three copies of an accurate manifest of all personnel that embark or debark a landing craft. This manifest should be provided 24 hours in advance of the scheduled movement. When debarking the ship via landing craft, the manifest will be validated against the names of the personnel actually present with last minute changes properly annotated. For those personnel returning to the ship, the senior troop representative should have a manifest ready to present to ship's Condition 1 Alpha personnel upon debarking the craft. In those instances when a manifest is not available from returning LF personnel, an accurate written muster will be taken by a designated troop representative at the marshalling area prior to dismissal. The muster report will be passed to the well deck CCA in well deck control. This manifest will be copied and sent to the administrative officer with the original retained on file until the operation is over.

Embarkation. The following procedures will be applied:

- . Two Condition 1 Alpha/troop guides will escort assault troops at all times for maximum safety. There should be a Condition 1 Alpha/troop guide leading the landing serial with another Condition 1 Alpha/troop guide acting as trail leader. The LF serial will proceed single file, whether embarking or debarking via the debarkation station or designated marshalling area, directly to or from the landing craft.
- . On orders from the ramp marshal, with authorization from the well deck debark control, the lead Condition 1 Alpha/troop guide along with the trail Condition 1 Alpha/troop guide will proceed to the debarkation station, normally adjacent to the ramp that leads to the well deck. Once there, the lead Condition 1 Alpha/troop guide will signal the loadmaster to ensure that the landing craft is ready to proceed with the load/unload.
- . For returning troops, once in the debarkation station or designated marshalling area, under the guidance of the Condition 1 Alpha supervisor, well deck CCA, and the ship's weapons/ordnance officer, the senior troop representative will be directed to collect all unexpended ammunition. Troop leaders will follow standard procedures to ensure that all weapons are cleared, inspected, and locked in a safe manner.
- . Collected ammunition will be boxed, and later unitized or palletized, and sealed per NAVSEA OP 4. Markings or placards with the essential information of DODIC/ NALC, quantities, and owning unit will be affixed to each container. Ship's personnel (such as ordnance personnel or gunner's mates) and LF ammunition technicians should be present during this collection, packaging, and marking process. All collected munitions will be stored in appropriate magazines in accordance with applicable directives/instructions.

Debarkation. The following debarkation procedures will be applied:

- . Ship will set Condition 1 Alpha.
- . Debark control will call away assigned landing serials 15 minutes prior to the serial being required to proceed to their debarkation station or designated marshalling area. An example of the initial announcement from debark control is: *Landing serials 1001, 1002, 1003, and 1004 lay to your berthing areas and prepare for surface debarkation.* This ensures that all personnel

assigned to the serials are ready to move with all their equipment to the designated debarkation station when called, in this case debarkation station 1, hangar bay forward.

- Personnel will have approximately 15 minutes to assemble their equipment and weapons and be ready to move when they will hear the next announcement from debark control: *Landing serials 1001, 1002, 1003, and 1004 lay to debarkation station 1 for surface debarkation.*”
- Once at the designated debarkation station, combat cargo personnel will—
 - Verify the troop/passenger manifest.
 - Conduct the required safety briefs and check for foreign object debris.
 - Maintain positive control of assault troops by landing serial.
 - Maintain positive communications between the debarkation station/designated marshalling area, debark control, well deck debark control, and the upper vehicle hold. This may be done via a situational awareness beacon with reply or hand-held radio system.
 - On order from the well deck CCA, via the Condition 1 Alpha marshalling area supervisor, two troop guides per landing serial will lead the assault troops to proceed in a single file from the debarkation station to the landing craft. The Condition 1 Alpha team/troop guide at the lead of the landing serial will be equipped with a man-on-the-move or like radio system and is responsible for obtaining authorization from the ramp marshal prior to approaching the landing craft. The other troop guide will follow the last member of the landing serial and ensure there are no stragglers and that dropped equipment is picked up.
- Upon completion of embarking the landing serial, the lead troop guide will signal the well deck CCA that the serial has been loaded. Once the landing craft ramp is raised, the guides will depart the well deck area.
- Debarkation information regarding number of troops embarked and the landing serial number will be passed via sound-powered phones to debark control by the well deck CCA.
- The well deck CCA records all required information and provides a hard copy of the passenger/troop manifest as soon as possible to the troop guides.

Pre-execution Checklist

Planning and preparation checklists include the following:

- Complete all status boards with information required.
- Review ship’s Condition 1 Alpha bill and ensure all personnel are trained as required.
- Review requirements for ship’s platoon personnel and ensure that no further training requirements exist.
- Review Condition 1 Alpha station manning requirements.
- Ensure all life preservers are checked for serviceability.
- Conduct a communication test of all installed and portable communications equipment.
- Identify and source additional communications equipment that may be required.
- Check routes to the debarkation station and well deck to ensure they are clear.
- Have all Condition 1 Alpha personnel muster in advance to ensure they are properly equipped and prepared to execute their duties.
- Conduct briefs and ensure any written instructions that may be required are passed.

The following must be used and properly maintained during each embarkation/debarkation evolution:

- . Embarkation/debarkation records that must be retained for future use.
- . Status boards.
- . Serial assignment table.
- . Employment assault and landing tables.

LANDING CRAFT LOADING AND UNLOADING

Standardized procedures for ship's combat cargo personnel and Condition 1 Alpha team members for loading and unloading personnel, cargo, and vehicles on/off landing craft to include simultaneous refueling of landing craft under real or simulated combat conditions are required to support safe operations. These standardized procedures will ensure continuity of effort, streamline the development of shipboard training packages, and facilitate LF shipboard integration.

Key Considerations

At the commencement of each evolution, the CCO should ensure that each of the following considerations is addressed:

- . Ensure a serviceability check of all communications circuits and equipment designated for use by the embarkation/debarkation control stations, EMCON permitting.
- . Set up the embarkation/debarkation status boards in accordance with latest operational plans.
- . Conduct a meeting with key well deck control and Condition 1 Alpha team personnel to ensure all personnel have a complete understanding of the cooperation required to execute the landing plan.
- . Identify, prioritize, and pre-stage vehicles and cargo if space for staging is available.
- . Check the serviceability and availability of all CHE/MHE, ramps, elevators, etc., required to support on-load/off-load operations.
- . Obtain and distribute landing craft employment plan, debarkation schedule, landing craft and amphibious vehicle assignment table, and the LF serial assignment table.
- . Highlight all cargo, equipment, and vehicles scheduled for movement by surface craft.
- . Brief personnel on cargo handling procedures and load plans.
- . Ensure required equipment is readily available for cargo loading.
- . Complete all preparations for well deck operations in accordance with the ship's instructions.
- . Brief personnel as to on-load/off-load plan and load schedule. Include LCAC and LCU craft masters in these discussions so that anticipated craft load plans can be reviewed.

Safety

Movement of personnel, vehicles, and equipment from debarkation stations and designated marshalling and vehicle stowage areas to and within the well deck is extremely dangerous. Safety

is paramount and the responsibility of all personnel involved in the evolution. Therefore, the CCO must ensure all safety issues are addressed and ensure that—

- All standard well deck and vehicle/cargo handling safety precautions and operating procedures are observed during each evolution.
- All vehicle deck Condition 1 Alpha/ship's platoon and well deck personnel exercise due caution when an LCAC has engaged main engines.
- All Condition 1 Alpha/ship's platoon personnel are proactive in identifying potential foreign object debris hazards.

Procedures

The CCO and ship's first lieutenant will determine the best well deck location for recovering, loading/unloading, and launching the landing craft. This determination is made after considering spot availability, on-load/off-load requirements, safety, craft refueling requirements, and potential impacts on vehicle staging, and other shipboard evolutions. At a minimum, the following procedures must be followed:

- Unitized/palletized cargo, equipment, and vehicles are loaded and unloaded into and from landing craft in accordance with briefed procedures.
- Condition 1 Alpha and well deck operations are conducted in accordance with latest operational plans and appropriate debark control agencies.
- Cargo carried by each landing craft must be recorded by craft number, destination, time of arrival, and time of departure, to be accomplished by status board keepers in debark control and well deck control. This same information must be passed by the well deck CCA to the CCO in debark control to facilitate the proper command and control of shipboard Condition 1 Alpha operations.
- For loading landing craft, the well deck CCA will ensure that the craft master agrees that the weight and placement of each load is within the prescribed operational and safety limits given craft configuration, sea states, distance to the beach, and ambient temperatures, per NAVSEA's *Safe Engineering and Operations (SEAOPS) Manual for Landing Craft Air Cushion (LCAC)*, vol. VII (*Mission Planning*).
- For unloading landing craft, the well deck CCA will coordinate the safe and efficient flow of vehicles, cargo, and personnel to the appropriate vehicle and cargo stowage locations and/or to the debarkation station/designated marshalling area.
- In those instances where hazardous materials or munitions products require movement to or from a landing craft, the CCO will coordinate with the weapons/ordnance officer and appropriate department heads to facilitate the proper handling, receipt, and loading on the landing craft or stowage in the designated holds.
- All vehicles and CHE/MHE will be guided to and from the landing craft by traffic directors equipped with traffic flashlight wands and whistles. Once directed by debark control, via well deck debark, to commence loading/off-loading, the ramp marshal, well deck CCA, and designated safety observers will monitor all movements to ensure they are conducted in an orderly and safe manner.

Specific and detailed guidance relative to well deck operations and landing craft loading and unloading may be found in the Commander, Naval Surface Forces, Atlantic Instruction/Commander, Naval Surface Force, Pacific Instruction 3340.3D, Wet Well Operations Manual, and NAVSEA's *Safe Engineering and Operations (SEAOPS) Manual for Landing Craft Air Cushion (LCAC)*:

- . Vol. III, *Well Deck Operations*.
- . Vol. IV, Part 1 *LCAC Cargo Loading*.
- . Vol. IV, Part 2 *Vehicle Loading Pocket Handbook*.

Pre-execution Checklist

After all the advance preparations have been made, the CCO then shifts his/her focus to making the final preparations for execution. At a minimum, the CCO's checklist must address—

- . Completion of advance preparations.
- . Completion of briefings for Condition 1 Alpha personnel.
- . Proper establishment of Condition 1 Alpha and required personnel/equipment are on-station.
- . Clearance of all unnecessary personnel from vehicle decks and well deck.
- . Proper equipment of Condition 1 Alpha/ship's platoon personnel.
- . Arrangements have been made for loading/unloading cargo/vehicle and personnel according to assigned priorities.
- . Familiarity of all Condition 1 Alpha/ship's platoon personnel with their duties.
- . Removal of all obstructions from cargo/vehicle/personnel routes to and from the vehicle deck and well deck.
- . Proper spotting of all loads on the vehicle decks.
- . Availability of facilities for emergency repair to wheeled vehicles and MHE/CHE.

Execution

After all the preparations have been made, the CCO's focus shifts to oversight and supervision. He/She must ensure that—

- . Operations are conducted in accordance with current regulations.
- . Effective communications are maintained with all stations.
- . All serial movements are coordinated with debarkation control coordinates.
- . Well deck CCA is aware of all cargo/vehicle/personnel movement operations.
- . All serials are handled smartly and expeditiously.
- . All vehicles are handled properly and safely.
- . All internal loads are handled properly and safely.
- . Proper cargo records and status boards are maintained.
- . The personnel, cargo, vehicle, and time of completion report is accurate and submitted in accordance with the primary control ship intentions message.

RECEIVING AND HANDLING CASUALTIES

The CCO is not specifically responsible for the shipboard planning and execution for receiving and processing casualties. This duty is normally assigned to the ship's medical officer. However, the CCO does play a major role given the overall responsibility to the CO for loading and off-loading all personnel, supplies, and equipment. The purpose of this section is to highlight some of the planning considerations and preparations that must be addressed relative to receiving casualties via the well deck. Each CCO must be familiar with the ship's mass casualty bill for the definitive list of assigned tasks, duties, and responsibilities.

Key Considerations

Key considerations for the CCO include the following:

- Checking the serviceability of all communication circuits and equipment designated for use by embark/debark control stations, EMCON permitting, prior to commencement of evolution.
- Setting up embark status board in accordance with latest operational plans prior to commencement of evolution.
- Providing functional area briefs to key well deck control personnel and Condition 1 Alpha/ship's platoon personnel, medical personnel, stretcher bearers, master-at-arms, or troop guards.
- Ensuring the ship's morgue refrigeration units are on and operational. Coordination with the ship's medical department is required.

Planning and Preparation

Planning and preparation includes the following:

- Instruct all stretcher bearers on correct method of transporting casualties to medical triage/battle dressing stations.
- Ensure routes from medical triage area/battle dressing stations to sick bay are cleared of all obstacles.
- Verify the location of the master-at-arms/troop guard station and the medical triage/battle dressing station area. Personnel assigned to this station will search for, receive, label, and secure ammunition and weapons from the casualties.
- Ensure medical department has been provided a list of names, by blood type, for all embarked LF and NSE personnel.
- Provide instructions for debarkation control, well deck debarkation, well deck control, and well deck personnel (including the ramp marshal, station phone talker, Condition 1 Alpha/ship's platoon personnel, stretcher bearers, medical corpsmen, and master-at-arms/troop guards), emphasizing—
 - Ship's organization for embarking/receiving casualties and individual duties for key personnel.
 - Safety procedures and special hand signals for requesting stretcher bearers to board the landing craft.
 - Embarkation/debarkation communications via 1MC/3MC/5MC/10MC and sound power phone procedures in the event of communication casualty.

Safety

Ensure the following safety issues are addressed:

- All standard safety precautions are followed.
- Condition 1 Alpha/ship's platoon personnel, medical corpsmen, and stretcher bearers obtain authorization from the ramp marshal before moving into the vehicle deck when an LCAC has main engines running.
- Foreign object debris hazards are removed from the casualties prior to their movement.

Procedures

Procedures include the following:

- Conduct well deck operations in accordance with applicable regulations.
- When ship receives information on an inbound CASEVAC, the medical/stretcher bearer teams should be called via the ship's general announcing system and readied.
- Well deck control should direct the landing craft to the forward-most landing craft spot.

Upon arrival of the landing craft, medical personnel should process and handle casualties as follows:

- Once the CASEVAC landing craft is on spot, Condition 1 Alpha personnel/ship's platoon stretcher bearers and corpsmen, upon signal from the ramp marshal, will proceed to the landing craft. Corpsmen will conduct triage of wounded/injured personnel on the landing craft, if required. All wounded troops (those capable of walking and those who require an escort) will be escorted to a designated location as quickly as possible. At this point, all remaining casualties will be considered stretcher cases and stretcher-bearer teams will move them on command from the corpsman to the designated triage area and/or medical spaces.
- At the medical triage area, medical personnel will provide further medical triage/assistance to the casualties.
- Casualties will be transferred to sick bay or other locations as directed by medical personnel.
- The ship's master-at-arms/troop guards will check for ammunition and remove and secure weapons from the casualties. A tag or label is affixed to the stock of the weapons taken into custody, with the following information available from the wounded troop's medical tag:
 - Rank.
 - Initials and last name.
 - Branch of service.
 - DOD identification number or Social Security number (last 4 digits).
 - Unit.
- Collected ammunition will be inventoried, boxed, unitized or palletized, and sealed as required per NAVSEA OP 4. Markings or placards with the essential information of DODIC/NALC, quantities, and owning unit will be affixed to the exterior of each box. Ammunition will be secured in either magazines or jettisonable lockers.
- Collected weapons will be secured in an armory.

Pre-execution Checklist

After the CCO is satisfied the key considerations have been met and advance preparations have been made, he/she must ensure—

- Medical supplies and personnel are on-station and prepared to receive casualties.
- Communications circuits have been tested and are functioning.
- Stretcher bearers have mustered on-station in proper gear and are familiar with their routes.
- The well deck and routes to medical triage/sick bay have been cleared of all obstacles.

Execution

The CCO will ensure all casualty handling procedures are being carried out as prescribed and that—

- Casualties are handled safely, expeditiously, and efficiently.
- Casualties are properly secured to stretchers and protected from elements while being transported.

LOADING/UNLOADING PASSENGERS/MAIL/CARGO

This paragraph establishes standardized procedures for the Condition 1 Alpha/ship's platoon organization when conducting P/M/C operations via landing craft. Passengers, mail, and cargo are an administrative evolution; as such, the CCO is required to manage surface P/M/C requirements since they involve the movement of cargo, vehicles, or personnel via the well deck.

Key Considerations

Key considerations are as follows:

- Coordinating with ship's XO, SuppO (material control officer), CHENG, administrative officer, postal officer, and embarked organizations (e.g., troop and/or LF operations center, staff) 24 hours in advance for outgoing P/M/C information and materials.
- Arranging for shipboard working party to consolidate and pre-stage mail and cargo, if necessary.

Planning and Preparation

After the CCO is satisfied that the key considerations have been met and advance preparations have been made, he/she must ensure the following—

- Establishing liaison with ship's department heads and embarked organizations for P/M/C evolution at least 24 hours in advance.
- Obtaining authorized outbound passenger list from ship's XO or the COT.
- Monitoring daily plan and making liaison with the ship's first lieutenant for update on all well deck operations, particularly inbound and outbound schedules.

- Conducting briefings with all personnel to be involved in the evolution, especially Condition 1 Alpha team/ship's platoon personnel.
- Arranging and designating an administrative muster area for passengers (e.g., hangar, triage area, mess deck).
- Disseminating required muster time to outbound passengers.
- Arranging for a staging area and working party to pre-stage mail and cargo, if necessary.
- Establishing inbound passenger control station for shipboard security check for personnel verification, muster, and reporting purposes.

Typically, the ship's XO is given the additional duty as the ship's debark control officer. Therefore, when conducting P/M/C operations via surface craft, the ship's XO is the approval authority. When developing the ATO for a P/M/C requiring movement via aircraft, the ship's XO will perform the same mission as the TACRON and the air planning board.

Safety

Every person involved is a safety officer and should stop operations immediately if any unsafe condition is sighted. In addition to ensuring all standard safety precautions are being followed, the CCO will ensure—

- All Condition 1 Alpha personnel obtain authorization from the ramp marshal before proceeding to and from any landing craft.
- All foreign object debris hazards are removed from cargo and personnel prior to their loading/unloading from any landing craft.

Loading Procedures

The CCO will ensure loading procedures are being carried out in accordance with applicable regulations—

- Conduct safety brief for all outbound passengers.
- Ensure the Condition 1 Alpha/ship's platoon personnel check passengers/cargo for foreign object debris.
- Distribute passenger manifest in accordance with shipboard instructions and existing SOPs.
- Prioritize all outbound surface P/M/C requirements in accordance with the ship's XO's instructions.
- Ensure all outgoing mail and cargo is properly bagged, boxed, and unitized or palletized.
- Proper addresses, labels, markings, or placards should be firmly affixed to mail and cargo.
- Ensure load will be within load limits of landing craft.
- Direct Condition 1 Alpha/ship's platoon MHE operators to load unitized and palletized cargo.

Unloading Procedures

As with loading procedures, the CCO will ensure that prescribed unloading procedures are being followed:

- Assign Condition 1 Alpha/ship's platoon personnel to lead troops/passengers to the designated inbound passenger control station and conduct the necessary security checks and any required administrative processing, for maximum safety. Normally, the ship's master-at-arms force will conduct the security checks.
- Direct Condition 1 Alpha/ship's platoon personnel to off-load any loose, bulk cargo items that may be hand-carried.
- Direct Condition 1 Alpha/ship's platoon MHE operators to off-load unitized/palletized cargo.
- Coordinate with appropriate shipboard organizations to pick up incoming mail and cargo from its designated staging area. The Condition 1 Alpha/ship's platoon personnel do not deliver mail and cargo.

Pre-execution Checklist

After the CCO is satisfied sufficient advance preparations have been made, he/she must ensure—

- All stations are promptly and adequately manned.
- All personnel have the proper safety gear.
- Communications are adequate and tested prior to and during evolution, EMCON permitting.
- Routes to the well deck are clearly understood by all personnel.
- Condition 1 Alpha/ship's platoon personnel are equipped with properly colored safety gear.
- Safety and other required briefings are conducted.

Execution

The CCO will supervise the P/M/C evolution to ensure that mandated procedures are being followed:

- Passenger manifest/muster record.
- Status boards.
- Troops/passengers proceed in a safe and orderly manner.

NONCOMBATANT EVACUATION OPERATIONS

Operationally-engaged, forward-deployed naval forces have routinely conducted NEOs. The special and unique nature of this type of operation and its potential impact on well deck operations cannot be overemphasized. Although this appendix does not specifically address NEO, it is imperative that each CCO review the ship's NEO bill. Fleet regulations require each amphibious warfare ship to develop a NEO bill and to exercise it. Given the wide variance in shipboard NEO procedures, each ship's instruction differs with regard to the tasks, duties, and responsibilities of assigned personnel. See JP 3-68 for more information on NEO.

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APPENDIX H

COMMON NAUTICAL TERMS

Life onboard ship requires that Marines develop a nautical vocabulary, including new terms for common items, to help promote safe living and operating conditions aboard ship. Safety cannot be overemphasized. A word or phrase has exact meaning or identifies a certain sequence of actions, making it unnecessary to repeat orders or give too many details, especially in emergency situations. This appendix is a compendium of nautical orders and terms that shipboard personnel often use, many of which must be understood by embarked force personnel.

abaft the beam—1. Any direction between the beam and the stern, more behind a vessel than in front of it. 2. In an arc of the horizon between a line that crosses the ship at right angles or in the direction of the ship's beams, and that point of the compass toward which the ship's stern is directed.

abeam—Bearing 90 degrees or 270 degrees relative from own ship's heading or course.

aboard—In a ship or on a naval station. The sailor's term; non-deployers use "onboard."

adrift—Loose from mooring; scattered about; not in proper stowage; not secured to a stationary object.

aground—When any part of a vessel is resting on or is in contact with bottom. A ship runs aground or goes aground.

aloft—Above the decks, on the mast, or in the rigging.

anchor at short stay—The anchor chain is out at a minimum length with the anchor still holding.

anchor ball—A black, circular shape hoisted to indicate the ship is anchored.

anchor buoy—A small float attached to the anchor by a line, to mark the anchor's location if the chain is slipped or parted.

anchor in sight—A report made by the anchor detail to the bridge when the anchor is first sighted when bringing it in.

anchor is clear—When the anchor is first clear of the water and there is nothing fouling it or on it.

anchor is fouled/fouled anchor—The anchor has picked up a cable, debris, rock or coral, or is wrapped in its own chain.

anchor is shod—The anchor is covered with mud or bottom.

anchors aweigh—An expression used to report that an anchor has just been lifted clear of the water. The ship bears the weight of the anchor and is considered to be underway.

annual variation—A change in Earth’s magnetic lines of force, varying in different localities.

arm—1. That part of an anchor located between the crown and the fluke. 2. Upright or nearly upright strength member of a davit. 3. The act of plastering tallow into a recess in the bottom of a sounding lead; this is called arming the lead and is done for the purpose of bringing up a specimen of the bottom.

athwartships—Anything that extends from one side to the other, such as an athwartships’ passageway.

athwart the hawse—The situation of a ship when it is driven by the wind, tide, or other accident, across the forepart of another. This phrase is equally applied when the ships bear against each other, or when they are at a small distance; the transverse position of the former to the latter being principally understood.

avast—An order to stop or cease, as avast heaving.

backing and filling—1. The act of a sailing craft repeatedly catching and losing the wind from its sails so as to be unable to make headway. 2. Extended to cover the “fits and starts” of a person who cannot make up his or her mind. 3. Also the backing and going ahead of a ship in casting or turning in confined waters.

backstay—Standing or running (adjustable) wire rigging that supports the mast from the stern; a wire mast support leading aft to the deck or another mast.

back to battery—Return of a gun after recoil to firing position.

barge—A flat-bed, shallow-draft vessel with no superstructure that is used for the transport of cargo and ship’s stores or for general utility purposes.

batten—Long strip of wood or steel wedged against the edges of hatch tarpaulins to secure them. Strips of light wood inserted in the leech of a sail to prevent the leech from curling. Long, removable wooden or steel members extending from the deck to the overhead, used in storerooms to keep equipment and stores from shifting. In cargo holds, long planks along the ship’s sides that protect cargo from rust and condensation.

batten down—The act of making a hatch watertight by wedging the battens against the tarpaulins, or of wedging shut or dogging down any watertight opening.

beam—The breadth of a ship at the widest point.

beam ends—A vessel lying on its side is said to be on its beam ends. Often used to indicate that a vessel has taken an unusually large roll and was almost on its side.

becket—The fitting on a block to which the dead end of the fall is attached.

belay—1. The act of securing a line to a cleat, set of bits, or any other fixed point. 2. In connection with an order or announcement, expresses the idea to disregard, as in, Belay that last order.

betwixt wind and water—That portion of the vessel along the water line which, when the vessel rolls, is ultimately above or below water.

bight—1. A bend in a coast forming an open bay or an open bay formed by such a bend. 2. A loop of rope, line, or chain.

block—A device consisting of a pulley encased in a shell of wood or metal, through which a line or wire rope can run freely. A snatch block is one in which the shell opens by means of a hinged strap to take a line or wire.

boat boom—A spar swung out from a ship's side from which boats can be hauled out or made fast. Permits boats to ride safely alongside a ship while at anchor.

boat falls—The rig used to hoist or lower small boats.

bollard—A steel or iron post on a dock, pier, or wharf around which the eye or bight of a ship's mooring line is secured.

boltrope—Line sewed around the edge of a sail, awning, or other canvas.

breaker—A wave in the process of losing energy where offshore energy loss is caused by wind action and near shore energy loss is caused by the impact of the sea floor as the wave enters shallow (shoaling) water. Breakers plunge, spill, or surge.

breaker line—The outermost boundary of a breaker area; also called the surf line.

break off—When walking away with a line or running in a line, to let go, return to the point from which the line is being hauled, take a new hold, and walk or run away again. (See walk away and run away.)

breast line—A mooring line (perpendicular to the ship's centerline) that secures the ship to the pier.

breech—The opposite end from the muzzle of a gun where rounds are inserted for firing.

breech block—A device that closes the chamber of a large gun after loading. In small arms, called a bolt.

broach—When a watercraft is thrown broadside to the wind and waves, against a bar, or against the shoreline.

bull rope—1. Wire used in cargo handling in connection with the topping lift. 2. The term for the wire from a towing machine. 3. Used for hoisting a topmast or topgallant mast on a square-rigged ship.

bull's-eye—1. A round piece of lignum vitae, with a hole in the center and scored around the edges to take the eye of a line, used for connecting rigging. 2. A small thick disk of glass inserted in a deck, roof, floor, ship's side, etc., to let in light. 3. The nickname for a compartment identification stencil.

bulwark—Solid fence-like barrier along the edges of weather decks to keep things from going overboard and the seas from coming aboard.

caliber—Diameter of a gun's bore in inches: a 3"/50 gun is 3" in bore diameter and 50 calibers (150") long.

cantilever—A projecting beam supported only at one end.

capstan—A device consisting of a vertical cylinder rotated manually or by motor, used for hoisting weights (anchors) by winding in a cable.

carry away—The act of breaking loose.

carry rudder—When a vessel requires a constant amount of rudder on one side to maintain a steady course, it is said to be carrying rudder.

casting—The act of turning a ship through 360 degrees without appreciably changing its position, done by alternately backing and going ahead on its engines and repeatedly shifting the rudder.

caulk—To make a joint watertight.

chain pipe—The tube (pipe) through which the anchor cable leads from the forecastle deck to the chain locker.

check—To keep a strain on a line but to ease out only enough to prevent its parting.

chock-a-block—1. A line drawn so tight as to have the blocks pulled together so that no further movement is possible. 2. When the sail, flag, or any gear is fully raised, it's said to be chock-a-block. 3. Full; filled to the extreme limit.

clear for action—Prepare a ship for battle stations. Remove items like jack staffs, stow loose gear, open ready service ammunition boxes, etc.

clear for running—Coiled so as to be ready to run out quickly without fouling.

cleat—A metal fitting with projecting arms or ends on which a rope or wire can be wound or secured.

close up—The act of hoisting a flag to, or in, its highest position.

cockle—Kink in an inner yarn of rope, forcing the yarn to the surface.

collar—Metal ring that steadies the base of a mast, or supports the upper end of a boom that is stowed upright.

constant tension winch—A winch that keeps a set, constant tension on a wire by automatically paying out and recovering slack.

control vessel—The ship that guides and directs the ship-to-shore movement in a surfaceborne landing. In underway replenishment, this vessel sets the replenishment course and speed and is the guide.

coxcombing—Fancy knot work consisting of coils of line worked around rails, handles, or stanchions, and providing a secure grip.

cross pointing—Also known as coach whipping. Line, canvas, or leather braided around stanchions for decoration and protection.

crown—1. Rounded part of an anchor below the shank. 2. A knot in the end of a line made by interlacing the strands.

day beacon—An unlighted structure that serves as a daytime aid to navigation.

daymark—The identifying characteristics of a day beacon. Also, the shapes or signals displayed by a vessel to indicate a special purpose, such as fishing, laying cable, and dredging.

dead reckoning—To plot a future position based on travel from a known position using speed, time, and course.

deck load—Cargo stowed on the weather docks.

deep six—A fathom, the unit of measurement in most maritime countries for the depth of the sea, is 6 feet. Sailors used the term to refer to throwing something overboard and it has come to mean getting rid of something.

dinghy—1. A small boat powered by sails, oars, or a motor carried as a lifeboat on a larger boat. 2. A small rowboat. 3. An inflatable rubber life raft.

dip the eye—To arrange the eyes of mooring lines on bits or bollards in such a way that one line dips into the eye of the other so that either line may be removed without disturbing the other.

dock—1. The water space between adjacent piers or the space in a dry dock. 2. Maneuver a vessel into or next to a dock.

dogwatch—One of two 2-hour watches; 1600–1800 or 1800–2000.

docking keel—Keel-like projection between the main keel and the turn of the bilge; used to support the ship on blocks in a dry-dock.

dodger—Wood, metal, or canvas upward extension of the forward bulwark on a bridge; serves as a windbreaker.

dolphin—1. A piling or a nest of piles off a pier or beach or off the entrance to a dock used for mooring. 2. A rope or strap round a mast to support the puddening, where the lower yards rest in the slings. Also, a spar or buoy with a large ring in it, secured to an anchor, to which vessels may bend their cables.

down by the head (properly, by the head)—Said of a vessel when its draft forward is deeper than its draft aft.

down by the stern (properly, by the stern)—Said of a vessel when its draft aft is deeper than its draft forward.

downhaul—Any line, wire, or tackle that applies a downward pull. Usually paired with a halyard.

dowse/douse—1. To put out. 2. To lower a sail quickly. 3. To wet down or immerse in water.

drogue—Any object used to increase the drag of a vessel to slow it down; a sea anchor.

draft—The depth of water that a vessel requires to float freely; the depth from the water line to the keel.

drum hooks—A sling containing a pair of movable hooks; used for hoisting a drum, cask, or barrel by its chins. Also called chine hooks.

dry dock—An enclosed basin into which a ship is taken for underwater cleaning and repairing. It is fitted with watertight entrance gates that when closed, permit the dock to be pumped dry.

dunnage—Any material used to separate layers of cargo, create space for cargo ventilation, or insulate cargo against chafing. Usually cheap wood boarding used for those purposes.

ease—1. To do something slowly, as move slowly away from the pier. 2. Let a line out smoothly, but keep it taut.

ebb—1. Tide passing from high to low, with the current going out to sea. 2. The tidal movement of water away from the land and toward the sea, as in ebb current; the falling of the water level from high tide to low tide, as in ebb tide.

Eldridge method—Method of mooring with two anchors in which one anchor's chain is dipped through the other's hawsepipe before either anchor is let go.

fairlead—A fitting, such as a block, that provides friction-free passage for a line or cable. Also, a clear route for a line or cable.

fake—The act of disposing of a line, wire, or chain by laying it out in long, flat bights laid one alongside the other.

fall off—Said of a ship or boat when it drifts away from a desired position or direction.

fancy-line—A line rove through a block at the jaws of a gaff, used as a downhaul. Also, a line used for cross-hauling the lee topping-lift.

fancy work—Decorative knots and pieces of canvas and leather fashioned in patterns or lace. Examples of this work are curtains or mats in an admiral's barges, captain's gigs, and/or quarterdecks.

five rail—A rail around the mast or on the bulwarks with holes for belaying pins to which line or halyards are attached.

fishhook—A broken end of wire protruding from a wire rope.

flemish—Method of disposing a line by coiling it tightly flat on deck with the second coil inside the first, and so on.

flood—1. That period when a tidal current is flowing landward. 2. A rising tide.

flotsam—1. General term for articles that will float if jettisoned. 2. Floating debris left on the surface by a sunken ship.

flukes—Broad arms or palms of an anchor. The part of the anchor that digs into the bottom.

footrope—1. Line by means of which the foot of a hammock is secured to a billet hook. 2. The lowermost line of a set of lifelines (also called foot line). 3. The line hanging in a bight beneath a yard, bowsprit or jib boom. 4. The rope stretching along a yard, upon which personnel stand when reefing or furling, formerly called horses.

forecastle—The section of a ship's upper deck situated at the bow forward of the foremast or a superstructure at the bow of a merchant ship where the crew is housed. Easily identified on Navy ships since the anchor capstans and controls are located on the forecastle. Also called fo'csl.

forefoot—The part of the keel that curves up to meet the stem, or where the stem joins the keel of the ship.

forestay—A line running from the bow of the boat to the upper part of the mast, designed to pull the mast forward. A piece of standing rigging leading forward.

foul anchor—Anchor with chain wrapped about a fluke or the stock, or with some other encumbrance entangled about it.

founder—To sink as a result of filling or flooding.

four-in-hand—The act of preventing a tackle from overhauling by gripping in both hands the parts of the fall between the blocks.

freeboard—The vertical distance between the waterline and the uppermost watertight deck at any location along the ship.

freshen the nip—1. To set up again. 2. To veer or haul on a cable or rope or pull up on a backstay so that the nip or chafe part is moved away and a fresh part takes its place.

fulcrum—1. A prop or support. 2. The point about which a lever turns. 3. The prop or support of a lever in lifting or removing a heavy body.

furl—To roll up snugly and secure, as a sail or awning.

gangway—1. An opening in the rail or bulwark giving access to the ship; a narrow portable platform used as a passageway while a vessel is moored alongside a pier. 2. That part of a vessel's side, amidships, where people pass in and out of the vessel.

gantline—Line used as a single whip for hoisting or lowering a boatswain's chair or one end of a stage.

gate—That part of a collar that opens on a hinge.

gooseneck—1. Universal joint at the heel of a boom that allows the boom to be swung in any direction. 2. Method used by a nozzleman to bend a fire hose in such a way that the hose does not kink and the stream of water can be directed to otherwise inaccessible spots, such as inside doors or under floor plates.

grommet—A reinforced hole in a sail or awning. A grommet can be fashioned with line or made of metal.

gudgeons—Eyes set in the stern or the rudder post to receive the rudder pintles, which allow the rudder to pivot.

guy—Any line, wire, or tackle that provides athwartships support or motion for a boom head or the head of a gin pole. (See shroud.)

gypsy (gypsy head)—Cylindrical device at the end of the shaft on a winch or horizontal shaft windlass, on which the turns of a line or wire are taken for heaving.

hand-over-hand—Expresses the idea one hand after the other, as when a line is hauled in rapidly by hand or when a person climbs a line without using the legs and feet. Prevents rope burns and snagging. Hauling rapidly on a rope, by putting one hand before the other alternately.

handsomely—Slowly; deliberately; carefully. Used for an order, as, Lower handsomely!

hatch boom—Cargo boom of a yard-and-stay rig plumbed over the cargo hatch.

hauling part—That part of a fall to which power is applied.

haul out—Order given to a boat coxswain to take the boat from the ship's side and secure it at the boat boom.

hawser—A heavy line (over 5 inches in circumference) for towing and mooring.

heave right up—Order given to heave the anchor up into the hawse. May be given as, heave right in.

heave short—The act of heaving in the cable until the anchor is at short stay. The order usually is given as, Heave round to stay. To heave in on the cable until the vessel is nearly over its anchor.

head—1. The stem. 2. The upper end of a lower mast, boom, or gin pole. 3. The upper edge of a four-sided fore-and-aft sail. 4. A compartment that contains toilet facilities.

head line—A mooring line or hawser that is made fast-forward of a ship's pivot point, such as a tug passing a head line when working a ship or tow.

heave—1. To throw, as to heave the lead or heaving line. 2. To haul in, especially by some powered heaving engine.

heave around—1. Haul in on a line, wire, or chain by means of a powered heaving engine. 2. The call, on a boatswain's pipe, that is the signal to start heaving around.

heave to—The act of stopping the headway of a vessel or of reducing headway to just enough to maintain steerageway.

hitch—1. A knot that secures a rope to another object such as a post, spar, or ring; or in certain circumstances, another rope. 2. A knot whose loops come together in use, particularly under strain, yet is easily separated when strain is removed.

hogging line—Line temporarily used to hold a stage or other object close to the side of the ship.

hoist—To move an article vertically upward by means of some hoisting rig.

hoist away—1. An order to haul up. 2. Go right on hoisting until stopped by another order.

hoist in—Hoist an object to a required height and swing it in.

hoist out—Swing out and lower away a boat.

hold—1. A cargo stowage compartment onboard ship. 2. Secure the line so it does not allow slippage.

horse latitudes—Either of two belts or regions about 30 degrees N or 30 degrees S latitude, characterized by high pressure, calms, and light baffling winds. Thought to be so named because, in the days of sailing vessels, many ships lost all or part of their cargos of horses while becalmed in those areas.

house—1. Heave an anchor into the hawse pipe. 2. To stow or secure in a safe place. 3. To house a mast is to lower it almost half its length and secure it by lashing its heel to the mast below.

housing line—1. See lifeline. 2. A small cord made of three small yarns and used for seizings.

hull down—Said of a vessel when, because of distance and the curvature of the earth, only the superstructure is visible.

inboard lifelines—Temporary lifelines erected inboard of the permanent lifelines during heavy weather.

inhaul—In general, a line used to recover any piece of gear, such as a paravane or a trolley block. When replenishing at sea, the vessel providing the gear retains the inhaul and sends the “out haul” to the other ship.

in step—Said of a towing vessel and its tow when both meet and ride over seas at the same time.

Irish pennant—1. A loose end of line carelessly left dangling. 2. A loose thread in the cloth of a uniform carelessly left dangling.

iron mike—Term applied to a gyroscopic robot steering mechanism.

jack staff—Upright spar at the stem to which the jack is hoisted.

jackstay—1. A rope, rod, or batten along a ship’s yard to which the sail is fastened. 2. A rope or rod running up the forward side of the mast on which the yard moves. 3. Horizontal support to which articles such as sea bags, tackles, or coils of line can be lashed.

jigger—Light luff tackle for general use about the deck.

jumbo room—Regularly installed heavy duty swing derrick for handling extra-heavy lifts.

jumping on a line—The act of trying to start a stranded vessel with a sudden pull on the towline. Slack is provided in the towline, and the assisting vessel runs ahead under full power, fetching up short when the slack is taken out.

jury rig—1. A makeshift device or apparatus rigged as a substitute for gear regularly designed for the desired purpose. 2. The act of setting up a jury rig.

kedg—1. A way in which an anchor is carried out by a ship’s boats and is dropped, and then the ship hauls itself to the anchor. 2. A small anchor, with an iron stock, used for warping.

keel—The lowermost central strength member of a ship that runs fore and aft, and from which the frames and the plating rise.

keel block—One of a line of blocks along a dry-dock bed; used to support the keel or docking keel of a vessel in dry-dock.

keel stop—Marker on a boat's keel that indicates its proper fore-and-aft placement for lowering into the chocks.

king post—1. One of a pair of short, strong uprights used to support twin cargo booms on some cargo vessels. 2. Short, strong upright supporting the boom of a crane.

knife-edge—The rim of a door frame, hatch, or post that meets the gasket for a watertight fit.

knock off—1. Expresses the idea to cease or to desist. 2. An order to leave off work.

label plate—Plate in a boat that contains, among other data, the maximum number of personnel the boat may carry under good weather conditions.

labor—The act of a vessel in rolling and pitching heavily in a seaway.

landfall—First sight of land after a voyage.

lanyard—1. A short line used as a handle or as a means for operating some piece of equipment, such as a firing lanyard on a gun. 2. A line used to attach an article of equipment to the person, such as a knife lanyard, pistol lanyard, or a call (boatswain's pipe) lanyard.

lash—To secure by turns of line, wire, or chain.

lash-up—Term applied to a rig, device, or system; an uncomplimentary term, as in "What kind of a lash-up is that?"

latitude—Angular distance measured in degrees, minutes, and seconds north or south of the equator.

lay—1. The twist of a line's strands (right lay or left lay). 2. Lay the course: able to fetch a given point when close-hauled. 3. A command to go in the direction indicated (e.g., Lay [yourself] up on the main deck, or Lay [yourself] aft).

left-handed—Counterclockwise. Extended to mean not the right way or backwards.

left-laid—Refers to line or wire in which the strands spiral along in a counterclockwise direction as one looks along the line.

leg—1. One of the two or more sections in a span or bridle, boat sling, set of beam hooks, or similar hoisting attachment. 2. The distance sailed on one tack. 3. One of the sides of a triangle.

lie off—Heave to at some distance away.

lifeline—1. Any line secured along the deck to lay hold of in heavy weather. 2. Stout line of cable fore and aft around the deck to keep crew from falling overboard. 3. Any line used to assist personnel.

lift—1. Standing rigging supporting a yard. 2. Term applied to any load to be hoisted. 3. A wind shift that allows a boat to sail above its mean wind course.

limber hole(s)—1. Fore-and-aft hole through the frames in a boat's bilges, permitting water to flow toward the bilge pump suction point. 2. Square holes cut through the lower part of a ship's floor timbers, very near the keel, forming a channel for water and communicating with the pump-well throughout the whole length of the floor. 3. Square grooves cut through the underside of the floor timber, about 9 inches from the side of the keel on each side, through which water may run toward the pumps, in the whole length of the floors. This precaution is requisite in merchant ships only, where small quantities of water, by the heeling of the ship, may come through the ceiling and damage the cargo. It is for this reason that the lower futtocks of merchant ships are cut off short of the keel.

line—In general, Sailors refer to fiber rope as line; wire rope is referred to as rope, wire rope, or just wire. More exactly, line refers to a piece of rope, either fiber or wire, that is in use or has been cut for a specific purpose, such as a lifeline, heaving line, or lead line.

lizard—1. A piece of rope with a thimble or bull's eye spliced into the end and used as a fairlead. 2. The line used to retrieve the end of a sea painter and lines used to lash objects to the side of a ship, such as the lower accommodation ladder platform.

longitude—Angular distance measured in degrees, minutes, and seconds east and west of the prime meridian, which is an imaginary line that runs north/south through Greenwich, England.

longitudinally—Fore-and-aft strength members, running the entire length of the ship, which serve to stiffen and strengthen the frames.

loom—1. The glow made in the sky by a light that has not yet risen above the horizon. 2. The shaft of an oar.

lower away—Lower right on down. For example, to lower away a boat from the davit heads down into the water.

luff on luff—Combined purchases consisting of a luff tackle with another luff tackle clapped on its hauling part.

luff tackle—Purchase containing one single and one double block. A large tackle consisting of a double and a single block.

man helper—A pole with a brush or scraping implement attached to clean the ship's sides and bottom when it's in dry dock.

manrope—A safety line made up with a series of overhand or figure-eight knots evenly spaced to assist personnel climbing up or down.

marline—Two-strand, left-laid tarred hemp small stuff.

marry—To bring two ropes together, either side by side or end to end, and holding or seizing them.

mast table—Refers to a small compartment or locker on the main deck, built around the base of one of the masts.

mean high water—In regard to tide, the average height of high water measured over a period of time.

mean low water—In regards to tide, the average height of low water measured over a period of time.

mechanical advantage—A mechanical method of increasing an applied force. Disregarding the effects of friction, if a force of 100 pounds applied to a tackle is magnified to a force of 400 pounds, the purchase or mechanical advantage is said to be four to one, or 4:1.

meet her—Check the swing of a vessel by putting on opposite rudder.

mercurial barometer—Barometer that indicates atmospheric pressure by the height of a column of mercury.

midship guy—Guy between boom heads in a yard-and-stay rig. Also called a schooner guy or lazy guy.

mooring staple—Metal fitting on a ship's side to which a chain may be attached for added security in mooring alongside.

mousing—Line fashioned around a hook or shackle to prevent the load from falling off or the shackle pin from being undone.

movable block—Block in a purchase that is not a fixed block. Block to which the load is applied.

Navy anchor—Old-fashioned anchor. Anchor with a stock.

neap tide—A tide of less than average range, caused by the gravitational forces of the moon and the sun opposing each other.

nothing to the right (left)—Order given to the helmsman not to allow the ship to come to right (or left) of the course because of some danger lying on that side of the course.

occulating light—A navigational aid in which the period of light is equal to or more than the period of darkness.

oilskins—Originally, cotton clothing waterproofed by several coats of linseed oil. Now, applied to any wet-weather or waterproof clothing.

onboard—Word to describe equipment installed in or on a ship, such as onboard computers.

ordinary moor—Method of mooring with anchors in which the upstream anchor is dropped first.

outer bight line—Line sometimes used in the close-in method of fueling. It extends from the receiving ship to the outboard saddle.

outhaul—In general, a line used to haul a piece of gear from a ship (See inhaul.) Usually a line or tackle, an outhaul is used to pull the clew of the mainsail towards the end of the boom, thus tightening the foot of the sail.

overhaul—1. The act of drawing apart the blocks of a tackle. 2. One vessel overtaking another. 3. Repairing or refitting. 4. In firefighting, to break up and rake over debris caused by the fire, to make sure there are no smoldering embers.

parbuckle—The act of hauling in an object in the bight of a line. One end of the line is fixed and the other end is used as the hauling part.

parcel—The act of wrapping a line or splice in strips of canvas or cotton to build up a symmetrical surface for serving.

patent anchor—A stockless anchor.

paulin—Short for tarpaulin.

pay—After a seam in a wooden deck or hull is caulked, it is payed by pouring pitch or other caulking compound into the remaining unfilled space.

pay out—Expresses the idea to feed out. Past tense is “payed out.”

pelican hook—A hook used to provide an instantaneous release. It can be opened while under strain by knocking away a locking ring that holds it closed.

pelorous—Device for taking bearings; consisting of a movable ring, graduated like a compass card, and a pair of sighting vanes.

pendant—1. A single part of line or wire used to extend the distance spanned by a purchase. 2. A single part of line or wire whose purpose is to provide a means for connecting or disconnecting, such as an anchor buoy pendant or a hauling pendant.

pier—A structure for mooring vessels, which is built out into the water perpendicular to the shoreline.

pic—In plaited line, the distance between adjacent crowns.

pier head—The outboard end of a pier.

pigstick—Familiar term for a small staff bent to the truck halyards to which the commission pennant is attached.

pintle—A pin fastened to the rudder that fits into the gudgeon on the stern.

pitch—The vertical rise and fall of a vessel's bow and stern, caused by a head sea or a following sea.

position buoy—A towing spar used to mark the location of an object towing astern, as the end of a magnetic sweep cable.

preventer—1. Any line, wire, or chain whose general purpose is to act as a safeguard to prevent it from being carried away. 2. A line run forward from the boom to a secure fitting to prevent the boom from swinging violently when running. 3. An additional rope or spar used as a support.

puddening—1. A bulky fender attached to a strong back or to the stem or gunwales of a boat. 2. A quantity of yarns, matting, or oakum used to prevent chafing.

purchase—A tackle, lever, or device that provides mechanical advantage or power. Also used as an effective hold or position for applying power in moving or heaving around.

put away—Expresses the idea to leave by water, as in, The boat put away from the ship.

put off—Same as put away, but usually restricted to putting off from the shore.

put out—Expresses the idea putting off and heading for sea.

quarterdeck—1. An area of the deck on a Navy ship that is the watch station of the officer of the deck in port. 2. An area on the weather deck designated by the commanding officer for official ceremonies.

quay—A loading and discharging place, usually paralleling the shore. Usual construction consists of a masonry wall in the water.

rat guard—A hinged metal disk that can be secured to a mooring line to prevent rats from using the line to gain access to the ship.

ratline—1. Three-strand, right-laid, tarred hemp used chiefly nowadays for snaking on destroyer-type vessels. 2. Lines running across the shrouds horizontally, like the rounds of a ladder, and used to step upon in going aloft.

rat-tailed stopper—A braided tapering stopper used on boat falls and mooring lines.

reeve—To pass or thread a rope through a block or hole. Past tense is rove.

releasing hook—Hook on the lower block of a boat fall which remains closed as long as there is weight on it, but tumbles and rejects the hoisting eye as soon as the weight is taken off. Usually called an automatic releasing hook.

rig—1. The act of setting up any device or equipment containing rigging. Extended to cover setting up any device or equipment, as to rig for divine services or movies. 2. To fit a vessel with masts, spars, sails, and running and standing rigging.

rigging—The wires, lines, halyards, and other items used to attach the sails and spars to the boat. The lines that do not have to be adjusted often are known as standing rigging. The lines that are adjusted to raise, lower, and trim the sails are known as running rigging.

right-laid—Refers to line or wire in which the strands spiral along in a clockwise direction as one looks along the line.

roddle—That part of a wire rope clip into which the U-bolt is inserted.

roller chock—A chock fitted with one or more rollers to reduce friction on mooring lines. On minesweepers, such a chock provided for the magnetic sweep cable is called an A-frame.

rope yarn Sunday—In the days of sailing ships, deck hands often spent Sundays unlaying rope into yarns and making oakum, hence “rope yarn Sunday.” Later the term was applied to periods during which sailors were allowed to make their personal effects ship-shape. Now the term is applied to an otherwise workday that has been granted as a holiday for the purpose of taking care of personal business.

run away—Run a line in as fast as possible by taking hold and running down the deck with it. (See walk away.)

runner—A purchase in which a single block is free to move or “run” in the bight of the line.

running light—Any light required by law to be shown by a vessel underway.

sail area—The vertical surface of the hull that the wind exerts force on.

sally—The act of the crew running in a body fore and aft or athwart ships to create a desired shift in weight. This might be done during an attempt to free a grounded vessel or to time the period of roll for purposes of computing stability factors.

salvo latch—A device to prevent the opening of the breech of a gun until after the gun has been fired.

samson post—A strong vertical timber on the forward or aft weather deck, used in underway replenishment, towing, and securing.

save-all—Nets suspended under brows and under cargo handling operations between the ship and the pier.

schooner guy—Same as midship guy.

scope—The ratio of the length of an anchor line, from a vessel's bow to the anchor to the depth of the water.

screw—The propeller of a ship or boat.

scull—Moving the rudder or a single oar over the stern back and forth to move the boat forward.

scupper—1. An opening in a deck, cockpit, toe-rail, or gunwale to allow water to run off the deck and drain back into the sea. 2. Opening in the side through which wastewater from a head or galley is discharged. Extended to mean any type of drain opening.

scuttle—1. A small, quick-closing watertight hole. 2. Deliberately sinking a vessel.

sea anchor—A drogue or drag device to slow down a boat, hold its bow into the sea in heavy weather, and reduce the boat's drift downward.

sea painter—A line lead well forward on the ship to a boat alongside. The sea painter is secured by passing the line around the inboard cleat on the boat, then laying the eye of the line over the standing part, it is then secured by passing a fid or toggle over the eye and under the standing part of the line.

sea room—A safe distance away from a shore, jetty, another boat, or other hazards.

seizing stuff—Three-strand, right-hand, rope-laid stuff made in 6, 9, or 12 threads of American hemp.

servicing—A smooth finish on a line or wire, made by winding on close turns of marline or seizing stuff with a servicing mallet.

set—1. To raise a sail. 2. The direction the current is flowing. 3. Movement of a ship, due to current or tide, not necessarily in the direction in which the ship is heading. 4. A term applied to sails in relation to their angle with the wind (e.g., the set of the jib). 5. A ship sets sail when it departs on a voyage, whether sails are used or not. 6. An anchor is set when it has gripped the bottom and holds without dragging.

set down—Set to shoreward.

set taut—Take out all the slack. This order is given before, hoist away.

set up—1. Tighten up. 2. To increase the tension of the shrouds and backstays by tackles and lanyards.

sh—Line made from a mixture of sisal and hemp.

shank—The shaft of an anchor to which the flukes are attached.

shears (shear legs)—Support used in a hoisting rig, consisting of two spars lashed together at the head and set up so as to resemble an inverted V.

shell—1. The outside plating of a ship from stem to stern. 2. The outer casing of a block inside which the sheave revolves.

ship—1. A large, seagoing surface vessel having a crew quartered onboard and capable of extended independent operation. 2. To place or take aboard a ship. 3. To take in (water) over the side of a ship.

shore—1. Land in general, but usually that part adjacent to the water. 2. To brace, as to, “shore up.” 3. A portable wooden or steel beam used in damage control.

short stay—The situation when the anchor cable has been hove in just short of breaking water.

shot—A length of anchor chain, when joined together with others, makes up the anchor cable. A standard shot is 15 fathoms long.

shroud—Piece of standing rigging providing athwartship support for a mast.

side light—Green (starboard) and red (port) lights on the sides of the boat, required for navigation at night. Each light is supposed to be visible through an arc of 112.5 degrees, beginning from directly ahead of the boat to a point 22.5 degrees aft of the beam.

sight—A nautical astronomical observation of the sun, moon, or a star by which means a vessel’s position can be determined. The sight was taken with a sextant at a specific time, determined by a chronometer.

sight the anchor—Heave the anchor up to where it can be seen and then drop it again. This is done to determine if the anchor is clear.

single up—1. The command given before unmooring a ship from a pier or wharf. 2. To take in all double sections of line between the ship and the pier, leaving the vessel moored only by a single line.

sister hooks—Twin hooks in a thimble or on a hinge which, when combined, form an eye.

slack—1. Allow a rope or chain to run or feed out. 2. The loose part of a line that takes no strain.

slack away—1. To let out a line. 2. Order to continue slacking.

sling—1. A piece of line or wire whose ends are spliced together and passed around an article to be hoisted. 2. Two or more legs spliced into a ring, manufactured to hoist a specific article or type of article, such as boat slings and beam slings. 3. To set a cask, spar, gun, or other article in ropes, so as to put on a tackle and hoist or lower it.

slip—1. When at anchor, disconnecting the cable or letting the end of the cable run out (slipping the cable). 2. Space between two piers.

slush—1. The act of applying a preservative to a line or wire. 2. The preservative substance so applied.

small stuff—A general term for any fiber line less than 1 3/4 inches in circumference.

snaking—Netting rigged between the housing line or footrope and the waterway bar to prevent personnel and objects on deck from being washed overboard.

snatch block—A single-sheaved block with a hinged strap that can be quickly opened to take the bight of a line, making it unnecessary to reeve the end of the rope through the block.

snub—1. Check a line, wire, or chain quickly. 2. A ship is snubbed by letting go the anchor, bringing the ship up quickly.

sound—1. To measure the depth of the water 2. A long, wide body of water that connects other large bodies of water. 3. A long, wide ocean inlet. 4. The act of a whale or similar sea creature diving toward the bottom.

soundings—Water of limited depth, as over the continental shelf; a ship is off-soundings when the land lead can no longer reach the bottom, and on-soundings when it can.

span—1. A line made fast at both ends with a tackle, line, or fitting made fast to its bight. 2. Wire rope stretched between davit heads to which lifelines are secured.

spanner—Wrench for tightening couplings on a firehose.

spar buoy—Buoy consisting of a floating spar, or metal shaped like a spar.

spot—Locate or place, as in spotting boom heads for yard-and-stay transfer.

spring—1. A rope made fast to the cable at the bow and taken in abaft, in order to force the bow or stern in or out when mooring or unmooring. 2. To crack or split a mast. 3. To spring a leak, is to begin to leak. 4. To spring a luff, is to force a vessel close to the wind, in sailing.

spring lay—A rope in which each strand consists partly of wire and partly of fiber.

spring line—A mooring line leading forward or aft that helps keep a boat from moving fore and aft while docked.

spring tide—A tide that occurs when the moon is new or full and has a greater range than those at other times.

standard rudder—The amount of rudder angle required to cause a ship to make a turn within a certain (standard tactical) diameter.

stand by—1. Be prepared to execute an order or a maneuver. 2. Remain in the vicinity, prepared to render assistance. 3. Assume another's duties.

stand in (out)—Head in (or out) of a harbor.

standing part—The standing part of a rope is that part which is fast, in opposition to the part that is hauled upon; or the main part, in opposition to the end. The standing part of a tackle is that part which is made fast to the blocks and between that and the next sheave, in opposition to the hauling and leading parts.

standing rigging—The part of a ship's rigging which is permanently secured and immovable (e.g., stays and shrouds).

start—To induce motion, as to start a grounded vessel.

stay—Lines running fore and aft from the top of the mast to keep the mast upright. Also used to carry some sails. The backstay is aft of the mast, and the forestay is forward of the mast.

steady—1. Stop the swing. 2. An order to the helmsman, meaning to steady the ship on whatever heading the ship comes to.

steerageway—Enough headway to provide steering effect. When a vessel no longer answers its rudder, it is said to have lost steerageway.

stem—The foremost vertical extension of the keel, to which the forward ends of the strokes are attached.

stem band—A metal band attached to the stem of a wooden boat.

step—1. A fitting for the bottom of the mast. 2. The act of placing the foot of the mast in its step and raising the mast.

stern fast—A line used to make a boat fast by the stern.

stern sheets—That part of a boat included between the stern and the aftermost seat of the rowers, generally furnished with seats for passengers.

stick—A familiar term for mast.

stick out—Pay out, as to pay out the cable on a stern anchor winch.

stop—1. Small line used to tie the sails when they are flaked or furled. 2. One of a series of short lines attached to the edge of an awning, boat cover, etc., used to lash the edge to a ridge rope, jackstay, or other support.

stop off—The act of attaching a stopper to a line, wire, or chain under a strain to hold the strain temporarily while the rope or chain is being belayed.

stopper—A line or chain (such as a deck stopper or boat fall stopper) or a patented device (such as a carpenter's stopper) used for stopping off a rope or chain, stopper or boat fall stopper.

stow—To pack or secure articles into a storage space or cargo into a cargo space.

strain—Tension.

stream—The act of permitting a tow to run out the desired distance or to the end of the towline.

strike—1. To shorten or douse. 2. To lower a sail or colors. 3. To beat against the bottom. 4. To lower the flag in token of submission. Lowering the topmasts is commonly termed striking them.

stow—To pack or secure articles into a storage space or cargo into a cargo space.

stringer—1. Long timber between piles at the edge of a pier. 2. Horizontal member attached to the side between frames and serving as a support for the end of a transverse (athwartship) frame. 3. A long horizontal member used to support a ship's bottom, a building floor, or an airplane fuselage.

strongback—1. Heavy spar spanning radial davits, against which a ready lifeboat is gripped in. 2. Heavy steel clamp bolted across the top of a cargo hatch. 3. A light spar set fore and aft on a boat, serving as a spread for the boat cover.

strut—Brace supporting the propeller shaft.

stud—Metal piece in a link of anchor chain that keeps the link from kinking.

surge—1. To slack off a line by allowing it to slip around the object to which it is secured. 2. The act of holding turns of a line on a gypsy in such a manner as to allow the gypsy to rotate without heaving in on the line. 3. Sudden strain on a towing hawser caused by the pitching, sheering, or yawing of the tow and/or the towing vessel. 4. The rise and fall of the sea, usually due to wave action.

swing—Progressive change of heading caused by an angle on the rudder or by a ship circling around its anchor.

swing out (in)—Swing a boat from its stowed position to its lowering position. Reverse procedure for swing in.

taut—Stretched tight with no slack. A taut ship is one that is in a high state of discipline and efficiency.

tender ship—1. A ship that heels over easily when underway. 2. A small vessel employed to attend a larger one, for supplying the larger vessel with provisions and other stores, or to carry intelligence and the like.

tide—1. Periodic variation in the surface level of the oceans and of bays, gulfs, inlets, and tidal regions of rivers, caused by gravitational attraction of the sun and moon, with the lunar effect being the more powerful. 2. To tide up or down a river or harbor, is to work up or down with a fair tide and head wind or calm, coming to anchor when the tide turns.

tomming, tomming down—Securing cargo against vertical movement.

top hamper—General term for a ship's masts, stacks, and other rigging aloft.

topping lift—Line, wire, or tackle used to hoist, lower, and support the head of a cargo boom or the outboard end of a sailing boom or boat boom.

top up—Raise a boom to a working angle by means of its topping lift.

towing spar—A spar or other wooden device towed astern by ships in formation when visibility is poor to assist in station keeping. (See position buoy.)

transverse—Part of the structure of a ship athwartships.

trough—The bottom of a wave; the valley between the crests.

tumble—The act of an automatic releasing hook in opening upon release of the weight.

'tween decks—The space between any decks.

two-block—1. To reach the end. 2. Round in a tackle all the way so that the blocks come together. Extended to mean hoist an article to the highest position possible. 3. In relation to signal flags, this term has been replaced by close up.

U-bolt—A U-shaped bolt with threads on each end. The bolt in a wire rope clip.

unlay—Untwist and separate the strands of a rope.

unmoor—1. To heave up one anchor so that the vessel may ride at a single anchor. 2. To cast off hawsers by which a vessel is attached to a buoy or wharf. 3. When a ship is moored with anchors, reconnecting each anchor to its own chain and heaving in the anchors.

unship—The act of detaching or unrigging any piece of apparatus from its operating position. To take anything from the place in which it was fixed.

up and down—The situation where the anchor cable and the shank of the anchor lead up and down and the crown of the anchor still is on the bottom.

up behind—Slack off quickly and run slack to a belaying point. This order is given when a line or wire has been stopped off or falls have been four-in-handed and the hauling part is to be belayed.

vang guy—A vang used to guy a cargo or other boom.

variation—Magnetic compass error caused by the difference between the magnetic pole and the geographic pole and certain local conditions. It is expressed in degrees east or west.

veer—1. Allow a line, wire, or chain to run out by its own weight, as to veer cable by slacking the brake on a disconnected windlass. 2. A shifting of the wind direction; clockwise in the northern hemisphere, counterclockwise in the southern hemisphere.

waist—That part of the upper deck between the quarterdeck and forecastle.

walk away—Haul in a line by taking hold of the line and walking down the deck, rather than by using the hand-over-hand method.

walk back—Keeping control of the load, walk toward the belaying point.

walk out—Pay out cable under power.

warp—1. Move one end of a vessel broadside by heaving on a line secured on the dock. 2. The longitudinal threads in canvas and other textiles. 3. Hawser used when warping. 4. The line by which a boat rides to a sea anchor. 5. Mooring ropes.

warping winch—Winch on the main deck aft, used to warp in the stern when mooring alongside.

waterborne—Afloat or in contact with the water's surface.

weather—1. In the direction from which the wind blows. 2. The act of surviving the onslaught of the elements, as to weather a gale.

weigh anchor—Hoist the anchor clear of the bottom. Sometimes used as an order meaning to get underway.

wet dock—1. Where the tidal range is great, basins with gates are provided as docking places. The ships enter at high tide and the gates are closed, keeping the water in the basin when the tide ebbs. 2. Repairs made without removing the vessel from the water.

wharf—Structure of wood or stone, parallel to the shoreline, used for loading and off-loading cargo, embarkation and disembarkation of passengers, or making fast. Virtually the same as a quay, except a quay is generally built only of stone.

whelps—The raised areas on the anchor windlass to engage links of chain.

wildcat—The drum of an anchor windlass that engages and moves the anchor chain.

windlass—The machine used to handle the ship's ground tackle. Also called the wildcat, which is fitted with whelps. On a horizontal shaft windlass, it is usually fitted with gypsy heads on each side to handle lines.

wire diameter—Refers to the diameter of a chain measured at the end of a link a little above the centerline.

wishbone—A V-shaped brace that supports the upper platform of an accommodation ladder or the platform in the chains. A boom composed of two separate curved pieces, one on either side of the sail. With this rig, sails are usually self-tending and loose-footed.

worm—The operation of passing a small line in a spiral between the lays of a rope, in preparation for parceling and serving. Rope is wormed, parceled, and served to protect it from water that could rot it, or from chafing.

yard-and-stay rig—A method of transferring a load from one point to another by means of whips or tackles spanning the two points.

yard boom—Cargo boom plumbed over ship's side (yard-and-stay rig).

yaw—To turn from side to side in an uneven course.

yoke—A piece of wood placed across the head of a boat's rudder, with a rope attached to each end, by which the boat is steered.

GLOSSARY

Section I. Acronyms and Abbreviations

ACE	aviation combat element
ARG	amphibious ready group
ASLT	assault support landing table
ASSAT	assault support serial assignment table
AST	assault support team
ATF	amphibious task force
ATO	air tasking order
BALS	berthing and loading schedule
CASEVAC	casualty evacuation
CAT	category
CATF	commander, amphibious task force
CBP	Customs and Border Protection
CCA	combat cargo assistant
CCO	combat cargo officer
CHE	container-handling equipment
CHENG	chief engineer
CLF	commander, landing force
CO	commanding officer
COMMARFORCOM	Commander, Marine Forces Command
COMMARFORPAC	Commander, Marine Forces Pacific
COMNAVAIRFORINST	Commander, Naval Air Forces instruction
COMNAVSURFLANT	Commander, Naval Surface Forces, Atlantic
COMNAVSURFLANTINST	Commander, Naval Surface Force, Atlantic instruction
COMNAVSURFOR	Commander, Naval Surface Forces
COMNAVSURFORINST	Commander, Naval Surface Forces instruction
COMNAVSURFPAC	Commander, Naval Surface Force, Pacific
COMNAVSURFPACINST	Commander, Naval Surface Force, Pacific instruction
COMPHIBRON	commander, amphibious squadron
CONUS	continental United States
COT	commanding officer of troops
CSC	International Convention for Safe Containers
DOD	Department of Defense
DODIC	Department of Defense identification code

EMCON	emission control
EOD	explosive ordnance disposal
ESG	expeditionary strike group
FOD	foreign object damage (flight decks)
ICODES	Integrated Computerized Deployment System
ISO	International Organization for Standardization
JP	joint publication
LCAT	landing craft availability table
LF	landing force
LFORM	landing force operational reserve material
LOGAIS	logistics automated information system
LSE	landing signal enlisted
MARFORCOM	Marine Forces Command
MARFORPAC	Marine Forces Pacific
MEF	Marine expeditionary force
MEU	Marine expeditionary unit
MHE	materials handling equipment
MLA	mission load allowance
mm	millimeter
MOGAS	motor gasoline
MCTP	Marine Corps tactical publication
N-3	Navy component operations plans officer
N-4	Navy component logistics staff officer
NALC	Navy ammunition logistics code
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVSEA OP	Naval Sea Systems Command ordnance pamphlet
NAVSEASYSKOM	Naval Sea Systems Command
NAVSPECWARCOM	Naval Special Warfare Command
NAVSUPPUB	Naval Supply Systems Command publication
NCEA	noncombatant expenditure allowance
NEO	noncombatant evacuation operation
NSE	Navy support element
NWP	Navy warfare publication
OE&AS	organization for embarkation and assignment to shipping
OPNAVINST	Chief of Naval Operations instruction
PHIBRON	amphibious squadron
P/M/C	passengers/mail/cargo
POL	petroleum, oils, and lubricants

QOL quality of life
QUADCON quadruple container

SAR search and rescue
SEAOPS safe engineering and operations
SLCP ship's loading characteristics pamphlet
SOP standing operating procedure
SPECWAR special warfare
SuppO supply officer

TACRON tactical air control squadron
TEO team embarkation officer
TEU twenty-foot equivalent unit
TYCOM type commander

US United States

VERTREP vertical replenishment

XO executive officer

Section II. Terms and Definitions

air boss—The single point of contact at an air facility, responsible to the aviation combat element G-3, who coordinates all activities at an air facility and is the primary interface with the tactical air command center. The air boss is responsible for synchronizing the operations of fuel, ordnance, maintenance, and ground support activities to execute the missions tasked in the daily air tasking order (ATO). Additionally, the air boss is responsible for recommending changes to the ATO based on changes in the status of operations at the air facility and adjusting the operations at the air facility to meet changes in the ATO. (MCRP 5-12C)

amphibious force—An amphibious task force and a landing force together with other forces that are trained, organized, and equipped for amphibious operations. Also called **AF**. See also **amphibious operation**; **amphibious task force**. (DOD Dictionary)

amphibious operation—A military operation launched from the sea by an amphibious force to conduct landing force operations within the littorals. Also called **PHIBOP**. See also **amphibious force**. (DOD Dictionary)

amphibious squadron—A tactical and administrative organization composed of amphibious warfare ships used to transport troops and their equipment for an amphibious operation. Also called **PHIBRON**. (DOD Dictionary)

amphibious task force—A Navy task organization formed to conduct amphibious operations. Also called **ATF**. See also **amphibious force**; **amphibious operation**. (DOD Dictionary)

bill—A ship's publication listing operational or administrative procedures. (DOD Dictionary)

casualty evacuation—(See DOD Dictionary for core definition. Marine Corps amplification follows.) The movement of the sick, wounded, or injured. It begins at the point of injury or the onset of disease. It includes movement both to and between medical treatment facilities. All units have an evacuation capability. Any vehicle may be used to evacuate casualties. If a medical vehicle is not used it should be replaced with one at the first opportunity. Similarly, aeromedical evacuation should replace surface evacuation at the first opportunity. Also called **CASEVAC**. (MCRP 1-10.2 [formerly 5-12C])

combat cargo officer— A Marine Corps embarkation/mobility officer permanently assigned to amphibious warfare ships or naval staffs, as an adviser to and representative of the naval commander in matters pertaining to embarkation and debarkation of troops, their supplies, and equipment. Also called **CCO**. See also **embarkation officer**. (DOD Dictionary)

commander, amphibious task force —The Navy officer designated in the initiating directive as the commander of the amphibious task force. Also called **CATF**. See also **amphibious operation**; **amphibious task force**; **commander, landing force**. (DOD Dictionary)

commander, landing force—The officer designated in the initiating directive as the commander of the landing force for an amphibious operation. Also called **CLF**. See also **amphibious operation; commander, amphibious task force; landing force**. (DOD Dictionary)

commanding officer of troops—On a ship that has embarked units, a designated officer (usually the senior embarking unit commander) who is responsible for the administration, discipline, and training of all embarked units. Also called **COT**. (DOD Dictionary)

container—An article of transport equipment that meets American National Standards Institute/International Organization for Standardization standards that is designed to facilitate and optimize the carriage of goods by one or more modes of transportation without intermediate handling of the contents. (DOD Dictionary)

container-handling equipment—Items of materials-handling equipment required to specifically receive, maneuver, and dispatch International Organization for Standardization containers. Also called **CHE**. (DOD Dictionary)

debarkation—The unloading of troops, equipment, or supplies from a ship or aircraft. (DOD Dictionary)

E-day—The day landing force personnel, supplies, and equipment begin to embark aboard amphibious warfare or commercial ships. (DOD Dictionary)

embarkation—The process of putting personnel and/or vehicles and their associated stores and equipment into ships and/or aircraft. (DOD Dictionary)

embarkation officer—An officer on the staff of units of the landing force who advises the commander thereof on matters pertaining to embarkation planning and loading ships. See also **combat cargo officer**. (DOD Dictionary)

embarkation plans—The plans prepared by the landing force and appropriate subordinate commanders containing instructions and information concerning the organization for embarkation, assignment to shipping, supplies, and equipment to be embarked, location and assignment of embarkation areas, control and communications arrangements, movement schedules and embarkation sequence, and additional pertinent instructions relating to the embarkation of the landing force. (DOD Dictionary)

embarkation team—A temporary administrative formation of all personnel with supplies and equipment embarking or to be embarked (combat loaded) aboard one ship. (DOD Dictionary)

expeditionary strike group—An amphibious ready group/Marine expeditionary unit, supported by other forces, and led by an embarked Navy flag officer or Marine Corps general officer and an associated command element staff. An expeditionary strike group provides a greater range of amphibious and/or expeditionary warfare planning capabilities for the execution of a variety of missions in the operational environment, including the ability to conduct and support operations ashore and function as a sea base. Also called **ESG**. (NTRP 1-02)

flight deck—The upper deck of an aircraft carrier that serves as a runway. The deck of an air-capable ship, amphibious aviation assault ship, or aircraft carrier used to launch and recover aircraft. (This is part 2 of a two-part definition.) (DOD Dictionary)

foreign object damage—Rags, pieces of paper, line, articles of clothing, nuts, bolts, or tools that, when misplaced or caught by air currents normally found around aircraft operations (jet blast, rotor or prop wash, engine intake), cause damage to aircraft systems or weapons or injury to personnel. Also called **FOD**. (DOD Dictionary)

helicopter support team—A task organization formed and equipped for employment in a landing zone to facilitate the landing and movement of helicopterborne troops, equipment, and supplies, and to evacuate selected casualties and enemy prisoners of war. The team is sourced from the Marine logistics group, specifically from the landing support company of the support battalion. (MCRP 5-12C)

landing craft—A craft employed in amphibious operations, specifically designed for carrying troops and their equipment and for beaching, unloading, retracting, and resupply operations. (DOD Dictionary)

landing craft, air cushion—A high-speed (40+ knots), over-the-beach, ship-to-shore amphibious landing vehicle capable of a 60-ton payload (75-ton overload). It is designed to lift all equipment organic to the Marine air-ground task force in an amphibious operation. Also called **LCAC**. (MCRP 5-12C)

landing craft availability table—A tabulation of the type and number of landing craft that will be available from each ship of the transport group. (DOD Dictionary)

landing force—A Marine Corps or Army task organization, which is part of the amphibious force, formed to conduct amphibious operations. Also called **LF**. See also **amphibious force**; **amphibious operation**; **amphibious task force**. (DOD Dictionary)

loading plan—All of the individually prepared documents which, taken together, present in detail all instructions for the arrangement of personnel, and the loading of equipment for one or more units or other special grouping of personnel or material moving by highway, water, rail, or air transportation. (DOD Dictionary)

mass casualty—Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistic support capabilities. Also called **MASCAL**. (DOD Dictionary)

Navy support element—The maritime pre-positioning force element that is tasked to conduct the off-load and ship-to-shore movement of maritime pre-positioned equipment and/or supplies. Also called **NSE**. (DOD Dictionary)

planning phase—In amphibious operations, the phase normally denoted by the period extending from the issuance of the initiating directive up to the embarkation phase. See also **amphibious operation**. (DOD Dictionary)

primary flight control—The controlling agency on air-capable ships that is responsible for air traffic control of aircraft within 5 nautical miles of the ship. On most Coast Guard cutters, primary flight control duties are performed by a combat information center, and the term “PRIFLY” is not used. Also called **PRIFLY**. (DOD Dictionary)

quadruple container—A 57.5 inches x 96 inches x 96 inches container box with a metal frame, pallet base, and International Organization for Standardization corner fittings; four of these boxes can be lashed together to form a 20-foot American National Standards Institute or International Organization for Standardization intermodal container. Also called **QUADCON**. (DOD Dictionary)

rehearsal phase—In amphibious operations, the period during which the prospective operation is practiced. See also **amphibious operation**. (DOD Dictionary)

SEAL team—United States Navy forces organized, trained, and equipped to conduct special operations with an emphasis on maritime, coastal, and riverine environments. (DOD Dictionary)

sea state—A scale that categorizes the force of progressively higher seas by wave height. (DOD Dictionary)

ship-to-shore movement—That portion of the action phase of an amphibious operation that includes the deployment of the landing force from the assault shipping to designated landing areas. (DOD Dictionary)

unit personnel and tonnage table—A table included in the loading plan of a combat-loaded ship as a recapitulation of totals of personnel and cargo by type, listing cubic measurements and weight. Also called **UP&TT**. (DOD Dictionary)

vertical replenishment—The use of a helicopter for the transfer of materiel to or from a ship. Also called **VERTREP**. (DOD Dictionary)

Section III. Nomenclature

1MC	general announcing system
3MC	general announcing system (aviation)
5MC	general announcing system (flight deck)
10MC	general announcing system (amphibious)
Hellfire	air-to-surface and surface-to-surface missile
Javelin	man-portable antiarmor weapon system
JP-5	jet propellant 5 (jet fuel)
LAW	light antiarmor weapon
LCAC	landing craft, air cushion
LCU	landing craft, utility
LHA	amphibious assault ship (general purpose)
LHD	amphibious assault ship (multipurpose)
LPD	amphibious transport dock
LPD-17	amphibious transport dock; San Antonio class
LSD	dock landing ship
LSD-41	dock landing ship; Whidbey Island class
LSD-49	dock landing ship (cargo variant); Harpers Ferry class
LX(R)	dock landing ship replacement; Whidbey Island class
M136 (AT4)	antitank weapon
M1A1	Abrams tank
M88A2	heavy equipment recovery combat utility land evacuation system (HERCULES); tank retriever
MK-105	hoisting sling
SH-60	medium utility helicopter; Sea Hawk
SMAW	shoulder-launched multipurpose assault weapon
Stinger	man-portable shoulder-fired guided missile system
TOW	tube launched, optically tracked, wire-command link guided missile

REFERENCES AND RELATED PUBLICATIONS

Because of ongoing changes/revisions, additional references and related publications not listed that may be needed in the performance of the duties as the combat cargo officer can be obtained at COMNAVSURFOR and PHIBRON staffs.

Department of Defense Publications

DOD Regulation (DODR)

4500.9-R Defense Transportation Regulations (DTR), Parts I–VI

DOD Directive (DODD)

4500.09_ Transportation and Traffic Management

Joint Publications

Joint Publications (JPs)

3-0 Joint Operations
3-02 Amphibious Operations
3-02.1 Amphibious Embarkation and Debarkation
3-04 Joint Shipboard Helicopter and Tiltrotor Aircraft Operations
3-68 Noncombatant Evacuation Operations
4-0 Joint Logistics
4-01 Joint Doctrine for the Defense Transportation System
4-01.2 Sealift Support to Joint Operations
4-01.5 Joint Terminal Operations
4-01.6 Joint Logistics Over-the-Shore
4-08 Logistics in Support of Multinational Operations

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DOD Dictionary of Military and Associated Terms

Standardization Agreements (Stanags)

1065 Replenishment at Sea (Allied Tactical Publication [ATP]-16_)
1149 Volume I, Doctrine for Amphibious Operations (ATP-8_)

1194	Helicopter Operations from Ships Other Than Aircraft Carriers (HOSTAC) (Maritime VSTOL Data Included, Edition G, Version 3 (Multinational Procedural Publication [MPP]-02)
1465	Volume II, Tactics, Techniques, and Procedures for Amphibious Operations (ATP-8_)
2182	Allied Joint Logistic Doctrine (Allied Joint Publication [AJP]-4_)
2234	Allied Joint Doctrine for Host Nation Support (AJP-4.5_)
2506	Allied Joint Movement and Transportation Doctrine (AJP-4.4_)
2828	Military Pallets, Packages and Container (Allied Procedural Publication [APP]-22)
2829	Materials Handling Equipment (APP-23)
4062	Slinging and Tie-Down Facilities for Lifting and Tying Down Military Equipment for Movement by Land and Sea (Allied Engineering Publication [AEP]-93)

Marine Corps Publications

Marine Corps Warfighting Publications (MCWPs)

13-10	Seabasing
5-10	Marine Corps Planning Process

Marine Corps Tactical Publications (MCTPs)

3-01B	Helicopterborne Operations
3-10C	Employment of Amphibious Assault Vehicles (AAVs)
3-40F	Transportation Operations
13-10A	Employment of Landing Craft Air Cushion (LCAC)
13-10C	Unit Embarkation Handbook
13-10D	Maritime Prepositioning Force Operations
13-10E	Ship-to-Shore Movement
13-10F	The Naval Beach Group

Marine Corps Reference Publications (MCRPs)

3-40.F.4	Multiservice Helicopter Sling Load: Basic Operations and Equipment, Volume I
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Marine Corps Orders (MCOs)

3000.18_	Marine Corps Force Deployment Planning and Execution Manual
3400.3_	Chemical, Biological, Radiological and Nuclear Defense Training Requirements
3502.3_	Marine Expeditionary Unit (MEU) and MEU (Special Operations Capable) (SOC) Pre-deployment Training Program (PTP)
4600.7_	Marine Corps Passenger Transportation Program
5311.1_	Total Force Structure Process
8000.7_	Marine Corps Munitions Requirements Process
8010.12_	Naval Conventional Ordnance Operational Logistics Policy
4400.39_	War Reserve Materiel Policy
P4600.39_	Marine Corps Personal Property Transportation Manual

Navy/Marine Corps Departmental Publication (NAVMC)
3500.27 Logistics Training and Readiness (T&R) Manual

Navy Publications

Chief of Naval Operations Instructions (OPNAVINSTs)

3120.32_ Standard Organization and Regulations of the U.S. Navy
5530.13_ Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
5720.2_ Embarkation in United States Naval Ships
6210.2_ Quarantine Regulations of the Navy
6250.4_ Navy Pest Management Programs
7220.4_ Flight Deck Hazardous Duty Incentive Pay
9640.1_ Shipboard Habitability Program
8023.24_ Navy Personnel Conventional Ammunition and Explosives Handling Qualifications and Certification Program

Secretary of the Navy Instructions (SECNAVINSTs)

1650.1_ Navy and Marine Corps Awards Manual
5216.5_ Department of the Navy Correspondence Manual

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3-02.12 Employment of Landing Craft Air Cushion (LCAC)
3-02.21 MSC Support of Amphibious Operations
3-04.1 Shipboard Helicopter Operations Procedures
3-04.12 Multiservice Helicopter Sling Load: Single-Point Load Rigging Procedures
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3-20 Navy Surface Warfare Manual
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3-02.1M Ship-to-Shore Movement
4-01.4 Underway Replenishment

Navy Tactical Reference Publications (NTRPs)

1-02 Navy Supplement to the DOD Dictionary of Military and Associated Terms
4-10.1 Naval Conventional Ordnance Management

Naval Sea Systems Command (NAVSEA) Instructions (NAVSEAINSTs)

10490.9 Portable Ordnance Handling Equipment Allowances

NAVSEA Manuals

Safe Engineering and Operations (SEAOPS) Manual for Landing Craft Air Cushion (LCAC)

- Volume III Well Deck Operations
- Volume IV, Part 1 LCAC Cargo Loading Manual
- Volume IV, Part 2 Vehicle Loading Pocket Handbook
- Volume VII Mission Planning

Naval Air (NAVAIR)

00-80T-106 LHA/LHD NATOPS Manual

Naval Supply Systems Command Publication (NAVSUPPUB)

P-485 Naval Supply Procedures, Vol. I Afloat Supply

Navy Education and Training (NAVEDTRA) Personal Qualification Standards (PQSs)

- 43108-F Cargo/Weapons Elevator
- 43220-3B LHD 1 Class Well Deck Operations
- 43219-D Helicopter Operations for Air-Capable Ships
- 43396-D Underway Replenishment
- 43220-4C LSD Class Deck Operations
- 43220-5B LPD-17 Deck Operations
- 43426-0B Flight Deck Familiarization

Fleet Instructions

CINCLANTFLTINST 4600.2_, *Opportune Lift (OPLIFT)*

COMNAVSURFPACINST 3540.3_/COMNAVSURFLANTINST 3540.3_, *Engineering Department Organization and Regulations Manual (EDORM)*

COMNAVSURFLANTINST 3340.3_/COMNAVSURFPACINST 3340.3_ *Wet Well Operations Manual*

COMNAVSURFORINST 4621.1_/COMMARFORCOM Order 4621.1_/COMMARFORPAC Order 4621.1_, *Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SCLP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation*

COMNAVSURFLANTINST 5400.1_, *Naval Surface Force, Force Regulations*

COMNAVAIRFORINST 3130.1_/COMNAVSURFORINST 3130.1_, *Deployment of Helicopter SAR Detachments in Support of Amphibious Operations and Training*

COMNAVSURFORINST 4400.1_, *Surface Force Supply Procedures*

COMNAVSURFORINST 8023.6_, *Surface Forces Personnel Ammunition and Explosives Handling Qualification and Certification (Qual/Cert) Program Standardized Training Requirements*

COMNAVSURFPAC and COMNAVSURFLANT Instruction 4080.1_/COMMARFORCOM Order 4000.10_/COMMARFORPAC Order 4080.2_, *Landing Forces Operational Reserve Material (LFORM) Aboard Amphibious Warfare Ships of the US Atlantic and Pacific Fleets*

COMNAVSURFPACINST 4600.2_, *Policy for Utilization of Opportune Lift (OPLIFT)*

Transportation Engineering Agency (TEA) Pamphlets (PAM)

55-21	Lifting and Tiedown Handbook for Helicopter Movements
55-22	Lifting Handbook for Marine Movements
55-23	Tiedown Handbook for Containerized Movements
700-2	Logistic Handbook for Strategic Mobility Planning

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Secretary of the Navy (SECNAV) M-5210.2, *Department of the Navy Standard Subject Identification Code (SSIC) Manual*

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JAG Instruction 5800.7, *Manual of the Judge Advocate General*

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