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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
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FORT BRAGG, NORTH CAROLINA 28310

REPLY TO
ATTENTION OF:

IMSE-BRG-LGTU

13 SEP 2011

MEMORANDUM FOR Central Loading Area Control Center Personnel and Customers

SUBJECT: Central Loading Area Control Center (CLACC) Standing Operating Procedure (SOP)

1. The enclosed CLACC SOP outlines the actions necessary to process vehicles and/or equipment through the CLACC.
2. References:
 - a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 Mar 87.
 - b. AR 385-10, Army Safety Program, 3 Sep 09.
 - c. DA PAM 738-750, Functional Users Manual for the Army Maintenance System, 1 Aug 94.
 - d. FM 55-1, Transportation and Travel, Unit Movement Planning, 1 Mar 00.
 - e. FM 4-01.011, Unit Movement Operations, 31 Oct 02.
 - f. FM 5-19, Composite Risk Management, Jul 06.
 - g. CFR 49, Code of Federal Regulation (Transportation), 1 Oct 08.
 - h. TEA PAM 55-23, Tiedown Handbook for Containerized Movements, Sep 03.
 - i. TEA PAM 55-19, Tiedown Handbook for Rail Movements, Sep 03.
 - j. XVIII Airborne Corps and Fort Bragg Regulation 385-10, The Army Safety Program, 7 Nov 05.

IMSE-BRG-LGTU

SUBJECT: Central Loading Area Control Center (CLACC) Standing
Operating Procedure (SOP)

3. The point of contact for this SOP is Ms. Hardy at
(910) 432-2845 or e-mail: bernadette.hardy1@us.army.mil.

Encl


ROBERT F. FRANKS
Director of Logistics

Central Loading Area Control Center (CLACC)
Standing Operating Procedure (SOP)

1. Purpose. This SOP outlines the actions necessary to establish the CLACC and the requirements for processing vehicles and/or equipment through the CLACC during Emergency Deployment Readiness Exercises (EDREs), training missions, and/or actual deployments.

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

3. Responsibilities of the CLACC.

a. The CLACC is the last stop for processing all equipment prior to leaving Fort Bragg. The CLACC will inspect vehicles and trailers for serviceability, transportability, and cargo security. Containers will be inspected for proper documentation, blocking, and bracing. If equipment or documentation does not meet standards, this is the last place to correct the problem. If the problem is not corrected, the vehicle or container will not leave with the unit until corrections are made.

b. The CLACC hours of operation are 0730-1600, and receiving hours are from 0800-1530, excluding weekends, national holidays, and inclement weather. Under unusual circumstances; i.e., after duty hours, holidays, or training time, equipment processing must be coordinated with the Directorate of Logistics (DOL) and the Unit Movement supervisor. Unit Movement Officers (UMOs) must coordinate these special inspection times. Units that need the CLACC to open early must contact the Unit Movement supervisor at (910) 396-5251. The CLACC will open during off-duty hours with proper coordination under the following circumstances:

(1) Unit has deployment orders or port calls.

(2) Unit receives a port call the following duty day after the weekend.

c. The materiel coordinators are responsible for the following:

(1) Providing command and control within the CLACC area and maintaining representatives on site throughout the period of operation.

(2) Coordinating with the Materiel Maintenance Division (MMD) to provide a maintenance and contact team. The contact team will either be on call or on site depending upon mission requirements.

(3) Coordinating with the Logistic Contractor Security Office to provide security at the CLACC site after duty hours when required.

(4) Briefing the OIC/NCOIC on the hazards and risks associated with the CLACC operation.

d. The UMO is responsible for:

(1) Providing accountability of all assigned personnel and equipment within the CLACC area.

(2) Ensuring the "CORRECT" Military Shipping Label (MSL) is affixed to the front left side and the left front door of the equipment. The MSLs have a tendency to blow away so applying a tape border around them or using spray adhesive is highly recommended.

(3) Ensuring all equipment deploying is in compliance with 10/20 standards of the equipment technical manual.

(4) Ensuring all serials (vehicles in groups of two or more) entering the CLACC area are complete and ready for inspection. Incomplete serials will not be allowed into the CLACC area.

(5) Ensuring serials arrive/depart the CLACC area as scheduled.

(6) Ensuring all vehicles with secondary loads have proper documentation and are properly secured and that unit equipment is in compliance with the appropriate transportation mode inspection sheet; i.e., sea/rail.

(7) Controlling movement from the unit location to the CLACC.

(8) Ensuring a current Hazardous Material (HAZMAT) certified person is on location during the inspection of equipment with the appropriate documentation; i.e., DD Form 836 (Dangerous Goods Shipping Paper/Declaration) for CONUS moves only or DD Form 2890C (DOD Multimodal Dangerous Goods Declaration) for vessel movement properly filled out and placards posted. The certified personnel must have attended the AMMO-62 Technical Transportation of Hazardous Materials Course.

(9) Briefing vehicle operators on the risk management and risk hazards associated with the operation; i.e., use of personal protective equipment and clothing, engineering, and/or administrative controls once they arrive at the designated CLACC site.

e. Safety and Security. Safety guidelines are designed to protect all Soldiers and equipment within the CLACC area. The rules listed below will go into effect upon passing the entry point and will strictly be enforced by all:

(1) No vehicles allowed within the CLACC area until notified by the CLACC personnel.

(2) No vehicle moves within the CLACC area without a ground guide.

(3) No jumping out or off of equipment.

(4) No horseplay within the CLACC area.

(5) No sleeping in running vehicles.

(6) No smoking within 50 meters of fuel tankers or other vehicles.

(7) Security of equipment within the confines of the CLACC area is the responsibility of each unit.

4. Procedures.

a. There are three stations within the CLACC site. Traffic flow inside the site is one way from the entrance through the stations to the exit. The CLACC operations consist of the following stations:

(1) Station 1: Command and Control. This station includes the Command Center (CC) which controls all functions of the entire process. At this station, materiel coordinators will:

(a) Direct traffic flow and staging of all equipment arriving at the CLACC site.

(b) Direct all serial commanders, UMOs, and vehicle operators to the designated area for a safety briefing.

(c) Direct all visitors and VIPs to the CC.

(d) Log in all vehicles by type, bumper number, and unit or scan the MSL.

(e) Maintain communication with the Movement Control Center (MCC) and the Unit Movement supervisor.

(f) Brief vehicle operators on the CLACC process.

(g) Enforce all safety and procedural requirements.

(h) Be the primary control point for security operations in the CLACC.

(2) Station 2: Inspection Lanes. After completion of station 1, operators will be directed to their inspection line where they will park, dismount, chalk their vehicles, place drip pans down, and then proceed to a designated area where they will receive instructions from the maintenance inspection team chief and materiel coordinator. At this station, there will be two separate inspections, Maintenance and Mobility. Each inspection will be performed IAW the appropriate CLACC Inspection Checklist. Results will be recorded on these checklists and transferred to a board in the CLACC CC for accountability and tracking purposes.

(a) Vehicles with deadline deficiencies or excessive leakage will have to be repaired in order to be released from the CLACC.

(b) Vehicles that have deficiencies that cannot be repaired while on line will be moved to the Frustrated Cargo Area (FCA) to be repaired by unit mechanics or maintenance contact team.

(c) A vehicle will have to pass reinspection for it to be allowed back on line within its original serial.

(d) If a vehicle is unable to be repaired on site, the customer unit is responsible for moving the vehicle or piece of equipment back to the unit motor pool and to replace it if a replacement item is required. The new piece of equipment will be inspected to Fully Mission Capable (FMC) and safety standards.

(e) Ensure that all HAZMAT is certified with appropriate placards posted on each vehicle or container.

(f) Check all loads for safety and use of proper restraints to avoid shifting during movement.

(g) Check each Department of Transportation (DOT) Shipper Declaration of Dangerous Goods (SDDG) and Special Handling Data/Certificate for accuracy.

(h) FORSCOM Form 2285-R (Vehicle Load Plans), DD Form 1750 (Packing List), and the SDDG will be checked for completeness and accuracy.

(3) Station 3: Fuel Point. This station will be located inside the CLACC site approximately 75 meters if space is available from Station 2 in the direction of traffic flow. At this station the team will:

(a) Check fuel levels of equipment.

(b) Refuel and defuel if necessary.

b. Units will be responsible for defueling and refueling their own equipment if necessary. If the equipment requires fuel, the unit is required to provide the fuel. Correct fuel

levels are as follows: Three quarter tank of fuel for rail and sea travel. A full tank of gas is required for any motor movement to the port of embarkation as required. After all inspections have been completed and passed, the equipment will be staged by like items. Equipment deploying by rail will be driven to the Honeycutt Marshalling Yard. Equipment deploying by line haul will stage near the loading ramps on Cook Street.

c. NOTE: Once equipment has entered the CLACC area, no further loading will be conducted. The vehicles will NOT leave the CLACC area without proper authorization from the CLACC representative. Vehicles that encounter an accident due to load, mechanical, or safety deficiencies become the owning unit's responsibility.

APPENDIX A

MOBILITY INSPECTION

No		YES	NO	N/A
1	Are the Transportation Control Numbers (TCNs) present IAW TB 55-65? These should be the same as what is on the Military Shipping Labels (MSLs).			
2	Are the MSLs posted on the driver's door and the right side of the front bumper if you are looking at the vehicle from the front?			

CLACC REQUIREMENTS FOR INCOMING VEHICLES CARRYING AMMO/EXPLOSIVES

No		YES	NO	N/A
1	Does each vehicle have an inventory document listing the amount and type of ammunition/explosives?			
2	Is the inventory listed by DODAAC and quantity?			
3	Are all containers/boxes/rounds palletized or unitized together?			
4	Are incompatible classes of ammo loaded on the same carrier?			
5	Are projectiles palletized with 1¼" strapping and banding?			
6	Are there any loose charges?			
7	Does suitable trapping cover the entire load, and is it properly tied down? Trapping is mandatory since loads may be exposed to heavy rains.			
8	Are nylon/web straps securing the load?			

APPENDIX B

MAINTENANCE INSPECTION (GENERAL)

This checklist is a Preventive Maintenance Checks and Services (PMCS) verification. Compliance with these will ensure a smooth transition through the CLACC.

No		YES	NO	N/A
1	Are all tires serviceable, including the spare?			
2	Is the equipment clean (to include the undercarriage)?			
3	Is there evidence of oil or water leaks?			
4	Is there evidence of air and/or brake fluid leakage?			
5	Are all lifting eyes and shackles present and serviceable?			
6	Are equipment emergency warning devices (buzzers) working?			
7	Do all gauges read within the given limits?			
8	Are all batteries serviceable and secured, and are the cables tight?			
9	Are all headlights, blackout lights, stoplights, and clearance lights operational?			
10	Are seat belts present and serviceable?			
11	Are parking brakes serviceable and operational?			
12	Are all windows and mirrors serviceable?			
13	Are windshield wipers and washer serviceable and operational?			
14	Are all lug nuts present and tight?			
15	Are all belts present and serviceable?			
16	Does the engine operate properly?			
17	Is there any evidence of exhaust leaks?			
18	Are there any exposed electrical wires, including battery terminals?			
19	Are all U-joints serviceable, and are the jackshaft bolts tight?			
20	Does the steering operate properly?			
21	Are the frame and cross member assemblies serviceable? Are there cracks, missing items, and looseness?			
22	Do the vehicle and trailer brake systems operate properly?			

No		YES	NO	N/A
23	Is the troop safety strap present if the vehicle is to be used to transport Troops?			
24	Check drag link on the MTV family of vehicles for worn or torn boot.			
25	Are generators mounted correctly?			
26	Are drag link boots worn or torn (all steering components)?			
27	Is fuel no more than $\frac{3}{4}$ or less than $\frac{1}{2}$ tank?			
28	Has lock been removed from steering wheel?			
29	Are all fluids at proper level?			
30	Has equipment been load tested and dated correctly?			
31	If equipment has a fire suppression system on it, has it been inspected for serviceability?			

HMMWV

No		YES	NO	N/A
1	Is the EGR valve serviceable?			
2	Are all brake calipers tight?			
3	Are CV boots torn?			
4	Is brake fluid no less than 1/8" from the top?			

LMTV/FMTV/HEMTT/PLS

No		YES	NO	N/A
1	Is there fluid present in the air hydraulic reservoir?			
2	Are two throttle springs present?			
3	Is spare tire safety equipment present?			
4	Is fuel sight bowl clear?			
5	Does cab tilt pin secure the cab?			

TRAILERS

No		YES	NO	N/A
1	Are brake master cylinders full (if equipped)?			
2	Does trailer have I-V cable?			
3	Are safety chains present and hooked up correctly?			
4	Are emergency brake cables frayed, or do they have broken wires?			
5	Are landing leg(s) present and serviceable?			

APPENDIX C

LOAD SAFETY INSPECTION

NOTE: Units will be required to open loads for inspection.

No		YES	NO	N/A
1	Is the cargo load heavier than the cross-country load capacity of the vehicle? (See vehicle data plate.)			
2	Is the cargo secured with ½" nylon rope, adjustable tie-down devices, or 5,000 lbs capacity or greater cargo straps?			
3	Are vans or shelters secured with chains, load binders, cable, or 10,000 lbs cargo straps to the vehicle frame and braced with 2x4s or 4x4s?			
4	Is the secondary load height greater than 162" from the ground?			
5	Are radio antennas properly secured?			
6	Is a fire extinguisher mounted in its bracket in the vehicle cab?			
7	Is the fuel tank of any secondary cargo drained? Mounted generators ½ full.			
8	Are cargo straps, tie-downs, or ropes attached to anything other than frame or designated tie-down spots?			
9	Are secondary loads secured? There should be no side-to-side, forward/backward, or up or down movement.			
10	Are hazardous cargo placards properly displayed if needed?			

APPENDIX D

RAIL TRANSPORT CRITERIA

This checklist outlines specific criteria for transporting equipment by rail.

No		YES	NO	N/A
1	Are tires correctly inflated?			
2	Are there any fuel, brake, or air leaks?			
3	Are there any fluid leaks (oil or coolant) greater than Class II?			
4	Are fuel, oil, and radiator caps with gaskets present?			
5	Are all lifting eyes/shackles, locking nuts, and cotter pins present and in place? Shackle thumbscrews must be secured by zip tie, wire, or 550 cord.			
6	Are vehicles clean and dry, to include the underside?			
7	Are vehicle fuel tanks no more than $\frac{3}{4}$ full?			
8	Are generator trailers and secondary loads with fuel tanks empty?			
9	Are fuel cans empty and in their approved bracket, or is HAZMAT documentation provided?			
10	If vehicle canvas and bows are removed, are they secured to the bed of the vehicle, preventing metal-to-metal contact?			
11	Are ratchet straps provided for securing of armored doors on all up-armored vehicles?			
12	Do vehicles that have drop sides with Troop seats have bungee cords or 550 cord to secure sides?			
13	Do HEMTT fuel tankers have back door hasps secured (any type lock or bolt seal)?			

No		YES	NO	N/A
14	Are LMTVs and LMTV trailer side latches secured with zip ties, 550 cord, or wire, to include tailgate latches?			
15	Are shelters on vehicles secured to vehicle, using four points of contact (when in approved brackets)?			
16	Does PLS have a large locking pin in the center or middle of flat rack and secured with a cotter pin on both sides of the vehicle?			
17	Do the PLS trailer have a backing pin in place?			
18	Does secondary load have eight points of contact and dunnage [shop shelter on back of vehicle, eight straps (10,000 lbs), chains, or cables crisscrossed on all four sides]? Must not be mismatched. Note: All cables, all chains, or all ratchet straps.			
19	Are LMTV and HEMTT/PLS battery box covers secured with 550 cord?			
20	Are loose items secured inside the cab of the vehicle?			

APPENDIX E

SEA TRANSPORT CRITERIA

This checklist outlines specific criteria for transporting equipment by sea.

No		YES	NO	N/A
1	Are there any fuel, brake, or air leaks?			
2	Are all lifting eyes/shackles, locking nuts, and cotter pins present?			
3	Are vehicle fuel tanks no more than $\frac{3}{4}$ full [full if convoying to the Sea Port of Embarkation (SPOE)]?			
4	Does trailer mounted equipment containing combustion engines have no more than $\frac{1}{2}$ tank of fuel?			
5	Do fuel cans have their gaskets? Note: Fuel cans can be filled $\frac{3}{4}$ full and remain on the vehicle provided they are in their designated cradle.			
6	Are fuel trailers, fuel pods, and fuel tankers drained or purged and have correct HAZMAT documentation?			
7	Are secondary loads blocked, braced, and tied down to prevent any movement during shipment?			
8	If radios are to remain in the vehicle during transport, are they locked and covered in plastic?			
9	Is HAZMAT documented on DD Form 2890, shipping paper, and emergency response information?			

APPENDIX F

CONVOY CRITERIA

The items listed in **Appendix B** and **Appendix C** in the **General and Load Safety Inspection Criteria** apply to transportation by convoy. The fuel tanks can be filled to full.

APPENDIX G

CONTAINER INSPECTIONS

DATE _____ / _____ / _____

UNIT _____

Container Type

MILVAN	QUADCON	TRICON	ISU- 90/60	OTHER
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HAZMAT YES NO

Container Number: _____

No		YES	NO	N/A
1	Does the container have a packing list (DD Form 1750 or DA Form 5748-R) completed and affixed to the inside and outside of the container door in a document protector or waterproof bag?			
2	Are the items in the container of a sensitive nature?			
3	Does the container have an internal packing list (DD Form 1750 or DA Form 5748-R) completed and only affixed to the inside of the container door?			
4	Does the container have HAZMAT information (DD Form 836 or DD Form 2890) completed and affixed to the inside and outside of the container door in a document protector or waterproof bag?			
5	Are cylinders or tanks properly secured to prevent shifting during movement?			
6	Are vehicles inside properly secured to prevent shifting during movement?			
7	Did the unit prevent metal-to-metal contact to prevent abrasive damage?			
8	Is the cargo blocked and braced to prevent loose cargo from shifting during movement?			
9	Is the load packed as tightly as practicable?			
10	Are the heavy items on the bottom of the load maintaining an even distribution of weight throughout the cargo container?			
11	Are boxes, crates, and cartons which contain liquids that may leak on the bottom of the load whenever practicable?			
12	Is the DOD container marked with UIC/SUN number, utilizing tape or chalk markings?			
13	Does the container have 2 Military MSLs, one placed on the left door and the other on the adjacent side prior to departure from home station?			
14	Are all container markings visible?			

No		YES	NO	N/A
15	Are other similarly constructed numbers, MSLS, and placards from previous deployments removed to avoid confusion?			
16	Is the container locked and sealed after completion of the inspection?			

Seal Number(s): _____, _____, _____, _____, _____, _____