



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

REPLY TO
ATTENTION OF:

IMSE-BRG-LGT

23 FEB 2010

MEMORANDUM FOR Surface Distribution Hub Container Operations
Personnel and Customers

SUBJECT: Surface Distribution Hub (SDH) Container Operations
Standing Operating Procedure (SOP)

1. The enclosed SDH SOP establishes shipping procedures and responsibilities for all shipments departing Fort Bragg, utilizing the Container Yard Operations Office as the point of origin.

2. References:

a. AR 735-5, Policies and Procedures of Property Accountability, 28 Feb 05.

b. AR 56-4, Distribution of Materiel and Distribution Platform Management, 2 Mar 07.

c. AR 385-10, Army Safety Program, 3 Sep 09.

d. DOD Regulation 4500.9-R, Defense Transportation Regulation (DTR), Jun 08.

e. MIL-HDBK-138B, Guide to Container Inspection, 1 Jan 02.

f. Fort Bragg Regulation 385-10, The Army Safety Program, 7 Nov 05.

g. FM 5-19, Composite Risk Management, Jul 06

3. The point of contact for this SOP is Ms. Bernadette Hardy at (910) 432-2825 or email: bernadette.hardy1@us.army.mil.

Encl


ROBERT F. FRANKS
Director of Logistics

Surface Distribution Hub (SDH) Container Operations
Standing Operating Procedure (SOP)

1. Purpose. To establish procedures and responsibilities for all container shipments to the Container Yard. This SOP is applicable to all units assigned or attached to the XVIII Airborne Corps on Fort Bragg and Pope Air Force Base.

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

3. General.

a. The operating hours of the Container Yard Operations Office are Monday through Friday, excluding federal holidays, severe inclement weather, or any time the Installation Commander closes the Installation, 0730-1600, with receiving operations conducted from 0800-1530. Under unusual circumstances; i.e., after duty hours, holidays, and training time, the receiving of the cargo must be coordinated with the SDH supervisor. After hours operation must be coordinated in advance with the Directorate of Logistics (DOL), Logistics Coordination Center (LCC), at (910) 396-1156/5240/2893 or (910) 907-3031. The SDH will be open during off duty hours with proper coordination under the following circumstances:

- (1) Unit has deployment orders.
- (2) National emergency conditions.
- (3) Approved overtime for unique mission.

b. In case of an emergency, contact the XVIII Airborne Corps Emergency Operations Center at 396-5387 or 907-5301 for immediate assistance.

c. Upon receipt of the necessary documentation as described in this SOP, the Container Yard operations mission is to receive, document, and issue or deliver containers to the designated units in a timely manner. The Container Yard receives containers from both civilian and military carriers by means of truck or rail.

d. Containers arriving at the Container Yard are consigned to the Installation Transportation Office and marked for delivery to the appropriate unit.

e. Outbound Freight personnel will direct commercial carriers to the appropriate loading dock or unit area to perform loading and unloading operations.

f. Commercial carriers delivering containers to Fort Bragg will come into the Container Yard Operations Administrative Office for verification of Government Bill of Landing (GBL) or Commercial Freight Bill (CFB). Drivers will be directed from the Central Receiving Point (CRP) to the Container Yard for downloading operation.

4. Procedures.

a. Request for support from the Container Yard will go through the Container Control Officer (CCO) at bldg J-2325, Knox Street Complex, (910) 396-3771 or www.bragg.army.mil/ITO and click on the Surface Distribution Hub, Container Yard.

b. Requests must be submitted in a memorandum format through the Unit Movements Section, Installation Transportation Office, bldg W-1335, Hurst Street. At a minimum, a request will include the following:

(1) Requesting unit.

(2) The requested pickup date (memo must be turned in 7 working days prior to pickup date).

(3) Point of contact.

(4) Number of MILVANS.

(5) Justification for requirement.

(6) Telephone number.

c. Once a request has been validated at the Unit Movements Section, stamped or with a signature, the customer will take the request to the Container Yard for coordination of pickup time and date.

d. Once a request is approved for issue, the receiving unit will be responsible for arranging transportation to pick up containers.

e. When requirements exist after normal duty hours, the unit will contact the XVIII Airborne Corps G4 on call officer through the Corps Staff Duty Office at (910) 396-1700. The G4 on call officer will notify the SDH Supervisor.

f. Personnel at the Container Yard are available for issue and receipt during normal workdays and for emergency issue/receipts, supporting major exercises or real world deployments.

g. Ground transportation will be on a platform type vehicle only. There are some exceptions to these provisions. Requesters arriving with improperly configured vehicles will not be issued MILVANS.

h. Container Issue.

(1) Once a unit arrives at the SDH Container Yard to pick up equipment, signature cards will be verified.

(2) The DD Form 1687, Notice of Delegation of Authority, and the Assumption of Command Order from the accountable officer must be submitted to the Container Yard Administrative Section prior to release of the container.

(3) Units are responsible for requesting transportation to move MILVANS from the Container Yard to the unit's location.

(4) The SDH Container Yard is responsible for the uploading of MILVANS.

(5) Units are responsible for requesting the necessary Material Handling Equipment (MHE) to download the MILVAN at the unit's location.

(6) Units must arrange to have all containers leaving the Installation scheduled through the Central Loading Area Control Center (CLACC) for inspections to ensure the freight is in compliance with requirements.

i. Heavy Equipment Operations.

(1) The SDH Container Yard will provide escort for all heavy equipment movement.

(2) Containers will not be altered in any way; i.e., shelves will not be added, and the user will not paint over any number/ data plates on the containers. Forklifts are not to be used to lift. A forklift is unstable for the load type, and the tines have a tendency to puncture the bottom of MILVANS. As an exception, a forklift can be used if the container has forklift tine pockets.

j. MILVANS Inspection/Receipt.

(1) The SDH Container Yard will ensure that the customers thoroughly inspect all MILVANS and are satisfied before signing for them.

(2) The Container Yard Operation will ensure that each customer signs a DA Form 2062, Hand Receipt/Annex Number, that the signature card is legible, and that the customer is an E-7 or above, no exceptions.

(3) Unit DODDACs will be listed on the hand receipt, and the Administrative Section of the Container Yard will ensure containers are signed for.

(4) Customers will receive a briefing and sign a statement of understanding, acknowledging that they fully understand that these containers are part of the Fort Bragg contingency stock, and they are not authorized to make any modifications to the containers.

(5) Containers must be used for shipment of unit's equipment for deployment only. Containers will be inspected upon return. All damages will be charged to the unit and repaired prior to the hand receipt being cleared.

k. Turn-in of MILVANS.

(1) Ensure the customers are aware of the condition that equipment must be in upon return. MILVANS will be free of trash and swept clean.

(2) Once a unit receives a loaded container, it will have 14 days to download equipment and return it to the Container Yard. If the unit fails to turn in equipment by the suspense date, its chain of command and the DOL will be notified of the situation.

(3) The Administrative Section of the SDH Container Yard Operation will assign a pickup date for containers when the Unit Movements Branch validates the request and the deploying unit brings the request to the Container Office.

(4) Upon returning containers to the Container Yard, a joint inspection will be conducted with the unit.

(5) In the event that containers must be returned to a destination other than the SDH Container Yard, the unit must return a signed copy of the DA Form 3161, Hand Receipt, or turn in documentation along with written explanation naming the exercise and location where the container was left. Include point of contact, phone number, or e-mail address.

l. Storage Containers. Occasionally unserviceable containers will be made available to units for storage purposes. Requests for these containers should be submitted to the CCO on a memorandum. No telephonic requests will be accepted. Units must understand that these containers are only available on an occasional basis, and the Container Yard has no control over availability.

m. Management.

(1) Containers will be inspected and certified using guidelines set forth in the MIL-HDBK 138b, Guide to Container Inspection.

(2) The Administrative Office of the Container Yard will maintain inspection records until the next reinspection is complete IAW DOD 4500-9-R.

(3) The SDH Container Yard will have an adequate supply of serviceable containers on hand to accommodate deployment missions. The established limit is 300 serviceable containers.

n. Procurement and leasing. Containers will be ordered using a DD Form 448, Military Interdepartmental Purchase Request. A memorandum from the Container Yard lead is sent to the SDH Supervisor, SDH Quality Assurance Specialist, ITT Transportation Manager, and the Installation Transportation Office Traffic Manager for validation. Then it is forwarded to the Installation Transportation Officer for approval.

o. Container Tracking.

(1) The SDH Container Yard Administrative Section will forward a report to the Army Intermodal Distribution Platform Management Office (AIDPMO) after receiving or shipping any containers from the Container Yard.

(2) The SDH Container Yard Operations personnel will update the container log through the Army Container Asset Management System (ACAMS) to include each issue/receipt of MILVANS.

APPENDIX A

STATEMENT OF UNDERSTANDING

Surface Distribution Hub Container Operations

IMSE-BRG-LGT

DATE

MEMORANDUM FOR RECORD

SUBJECT: Container Operations

1. I have been briefed and fully understand that containers are a part of Fort Bragg's contingency stock. They cannot be placed on the unit commander's property books, and we are not authorized to make any modifications; i.e., changing or painting over of the ISO numbers, painting over or removing the data plate, or drilling of any holes in them for any reason. Containers cannot be used for storage. They are only to be used for shipment of deploying equipment. If we do not use all issued containers, we will immediately return them to the DOL Container Yard.

2. All containers will be inspected upon return, and any damages will be charged to the unit for repair prior to the hand receipt being cleared. I understand that prior to turning in the containers to the Container Yard, all unit markings will be removed and the containers will be swept clean. **No weapons or hazardous material (HAZMAT) can be shipped in containers without proper HAZMAT or surveillance paperwork.**

Unit Commander: _____

Phone: _____

Grade & Name: _____

E-mail: _____

Signature: _____

Destination DODAAC: _____