



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 Rail Support Activity  
Personnel and Customers

SUBJECT: Surface Distribution Hub (SDH) Rail Support Activity  
Standing Operating Procedure (SOP)

1. The enclosed SDH SOP establishes shipping and receiving procedures and responsibilities for all shipments departing and arriving Fort Bragg utilizing the Rail Movement Office as the point of origin/destination.

2. References:

a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 15 Nov 06.

b. DOD Regulation 4500.9-R, Defense Transportation Regulation, 8 Oct 09.

c. Fort Bragg Regulation 385-4, Safety, 11 Aug 94.

d. FM 55-17, Rail Transport, 16 Feb 99.

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

f. CFR 49, Hazardous Material, 1 Oct 02.

g. TEA PAM 55-19, Tiedown Handbook for Rail Movements,  
Sep 03.

h. SDDC MFTRP No. 1C-R, Freight Traffic Rules Publication,  
27 Feb 09.

i. MIL-STD 129, Standard Markings for Military Shipments,  
4 Oct 09.

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



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ROBERT F. FRANKS  
Director of Logistics

Encl

Surface Distribution Hub (SDH) Rail Support Activity  
Standing Operating Procedure (SOP).

1. Purpose. To establish procedures and responsibilities for all Fort Bragg customers utilizing commercial rail for shipping government freight via the Rail Support Activity Office. This SOP is applicable to all military, civilian, and contractor operations personnel assigned to the Fort Bragg Installation to include units and organizations assigned within Fort Bragg's area of responsibility.

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

3. General.

a. The Rail Movement Office hours of operation are 0730-1600, Monday through Friday, with shipping operations conducted from 0800-1530. Interruption to operations will include federal holidays, severe inclement weather, or any time the Installation Commander closes the Installation. Under unusual circumstances; i.e., after duty hours, holidays, and training time, the shipping of the cargo must be coordinated with the SDH Supervisor. Customers that need the SDH to open outside normal duty hours must contact the Directorate of Logistics (DOL), Logistics Coordination Center (LCC), at (910) 396-1156/5240/2893 or 907-3031. After normal duty hours, contact Arrival/Departure Airfield Control Group (A/DACG) at (910)396-9911. 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 (910) 396-5387 or (910) 907-5301 for immediate assistance.

c. Upon receipt of the necessary documentation as described in this SOP, the Rail Movement Office will process the request for shipment, utilizing a DD Form 1085, Domestic Routing and

Order, to the Surface Deployment and Distribution Command (SDDC).

d. The Rail Movement Office will coordinate the loading operations for all cargo supported through SDH. Prior to the commercial carrier departing Fort Bragg, discrepancies will be annotated on the carrier's commercial bill of lading.

e. Rail Movement personnel will direct contractors to the appropriate loading dock to perform loading and unloading operations.

f. Rail Movement personnel will adhere to and ensure that all personnel who are performing loading operations are in compliance with the Fort Bragg Regulation 385-4, section VII, Safety, and all other applicable safety rules and regulations.

#### 4. Procedures.

a. Commanders and/or activity chiefs will:

(1) Appoint a unit movement officer to perform the shipping functions and documentation requirements for all freight through SDH.

(2) Coordinate all movement requirements through the Rail Movement section.

(3) Prepare freight in accordance with applicable transportation traffic rules, regulations, and instructions.

b. Properly complete the required forms to process all freight shipments for movement:

(1) DD Form 1149, Requisition and Invoice/Shipping Document, and a rail load plan with all equipment marked to a prime mover.

(2) Transportation Service Funds Verification Form signed by the unit's financial manager with a valid transportation account code (TAC) to pay for the requested shipment.

A Memorandum for Record from the Department of the Army will be used for second destination funding cargo in lieu of the Funds Verification Form.

(3) DD Form 1750, Inventory Sheet, for all containers; attach copies to each container.

(4) DD Form 2890, DOD Multimodal Dangerous Goods Declaration. Provide Hazardous Material (HAZMAT) documents for movements to the seaports or DD Form 836, Dangerous Goods Shipping Paper/ Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles, for CONUS moves. The HAZMAT documents should be signed by HAZMAT certified personnel, certified in the Technical Transportation of Hazardous Materials (AMMO-62) as required by the DOD Regulation 4500.9-R, chapter 204, and the Transportation of Hazardous Material Regulation, CFR 49.

c. Units will be responsible for ordering portable latrines and hand washing stations to be used throughout loading dates.

d. Units will ensure that personnel signing hazardous cargo certification statements on shipping papers are certified and appointed in writing by the activity or unit commander or designated representative. The appointment must include the scope of authority and expiration date.

e. Units shall properly placard containers and any other HAZMAT or equipment in accordance with the DOD Regulation 4500.9-R and the Transportation of Hazardous Material, CFR 49.

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

g. Units must request weighing of all containers through container operations. All shipment requests submitted without weights will be refused.

h. Unit requests to ship freight via commercial rail must be submitted to the Rail Movement Office 45 days in advance of the scheduled movement date. Walk in shipping requests to

building J-1951, Cook and Knox Street, Fort Bragg, NC. Shipment requests can be faxed to (910) 396-4405. Units unable to meet the 45-day requirement must provide a memorandum of justification signed by the first O-5 or civilian equivalent in the chain of command to the SDH Supervisor, who will notify the DOL Operations.

i. When planning a rail out load, the first step is to determine the equipment to be shipped. Formulate a list of equipment to include length, width, height, cube, and weight. The TB 55-46-1, Standard Characteristics (Dimensions, Weight and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment, should be checked. Equipment should be listed in reduced dimensions. However, if ISU-90 shelters, or any other secondary loads exceed the total, the height and weight must be listed.

j. Dimensions for rail can be up to 11 feet wide and up to 18 feet high ground up before having to obtain special railroad clearances. Mirrors should be folded in and antennas lowered. Anything that protrudes and can easily be damaged should be removed. Canvas must be taped or tied down securely. Windshields are usually covered with thick cardboard and taped securely. Cardboard may prevent damage from a thrown rock or other flying objects. All space available in truck beds and trailers should be utilized to pack equipment, ISU-90s, or shelters. Everything must be strongly secured to prevent loss or damage during transit.

k. Prime movers must be matched with trailers or towed items. The towed items or trailers may remain attached to the prime movers during transit or can be detached and tongues moved up under the prime mover if more space is required.

l. Pieces of equipment over 100 inches wide (in reduced configuration) should be loaded on 60-foot flatcars. Some tracked vehicles are loaded onto 60-foot flatcars. The remainder of equipment to be moved is then loaded on 89-foot flatcars and small equipment, such as HMMVs, on bi-levels. The approximated height from the bottom of the bi-level to the top of the next level is 89-1/2 inches. Ten pieces will normally fit on a bi-level (five on the upper level and five on the lower level).

m. Large trailers with no prime movers may require a fifth wheel hookup. Special flatcars can be ordered with fifth wheel hookup if planned for in advance. There are two hookups for two trailers per car; these cars are trailers on flatcars (TOFC).

n. When planning the load plan, try to match weights as much as possible for car stability. One heavy piece may be placed in the center of the car with two lighter pieces on each end or vice versa.

o. The average weight to be loaded on a 60-foot railcar is 143,000-149,000 pounds. The average weight for an 89-foot flatcar is 145,000-155,000 pounds. The DODX 68-foot flatcars average is 30,000 pounds. Up to 140,000 pounds may be loaded on a bi-level. You should use the following lengths as a planning factor: 60 foot railcar = 630 inches and 89 foot railcar = 980 inches.

p. Fuel tanks on vehicles being shipped should be no more than three-fourths full. Five-gallon fuel cans must be emptied as well as tank and pump units. Residual fuel requires a HAZMAT certification. Fog oil may be shipped via rail without any problems.

q. Large items such as tanks, dozers, etc., must have 2 feet for tie down space at each end of the car between each item. The smaller items, 5-ton trucks and down, need approximately 10 inches between each. Chains must be positioned at a 90-degree angle.

r. The 68-foot steel floor, chain tie down DODX cars (40,000 series) are especially designed for the M1 Abrams tanks and other tanks, 300,000 pounds or more.

s. Units are responsible for all blocking and bracing and tie down equipment (unless contracted).

**Instructions for completing the DD Form 1149**

**Block 1.**

**FROM:** The unit, unit DODAAC, complete physical address, POC, and phone number.

**Block 2.**

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**TO:** TRANSPORTATION SDH/RAIL MOVEMENT OFFICE  
BLDG J-1951 COOK AND KNOX STREET  
FORT BRAGG, NC 28310  
PHONE: (910) 396-5505; FAX #: (910) 396-4405

**Block 3.**

**SHIP TO and MARK FOR:** Gaining unit name, gaining unit DODAAC, complete physical address, and POC and address. NOTE: A fax number is required on all Report of Shipment (RESHIP) of AA&E loads faxed to destination T.O. NOTE: Do not use an APO address.

**Block 4.**

**APPROPRIATIONS DATA:** Transportation Account Code for payment.

**Block 4a.**

Type equipment or supplies, dimensions (length, width, and height), weight, and any additional information the stock clerk will need to process the materials for shipment; i.e., tarps required, sensitive shipment, and AA&E.

**Block 7.**

**DATE MATERIAL REQUIRED:** Year, month, and day.

**Block 10.**

Signature

**Cost Estimate:**

- A cost estimate is the estimated cost to move the freight from point of origin to the designated destination.
  - A cost estimate will be completed 14 workdays after receipt of a completed DD Form 1149.
  - The cost estimate will be completed, and a copy will be faxed to the unit. The unit will be contacted to verify receipt within 1 hour of faxing the request.
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- Once a funding appropriation is received back from the unit, a minimum of 45 days is required to arrange movement of the shipment.