

# Military Sealift Command

Washington, D.C.  
20390-5320

COMSC Instruction 3500.8A



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# PORT MOBILIZATION AND OPERATIONS PLANNING GUIDE

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DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON D C 20390

REFER TO

COMSCINST 3500.8A  
M-3R2/M-6

MAR 18 1986

COMSC INSTRUCTION 3500.8A

Subj: MSC Port Mobilization and Operations Planning Guide (PMOPG)

Ref: (a) Joint Operations Planning System (JOPS), Volume 1  
(b) COMSC Logistics Support and Mobilization Plan (LSMP) (S)

1. Purpose. To prescribe guidelines and procedures for the development of port level plans to deploy and sustain the employment of Military Sealift Command (MSC) personnel in the event of crisis or war; and to identify, compile, and format information required to establish, augment, and maintain an effective Military Sealift Command Office (MSCO) upon mobilization.

2. Cancellation. COMSCINST 3500.8.

3. Background. The Naval Reserve is the primary source of personnel to expand the Navy beyond its active force capability to meet wartime requirements. Reservists assigned to MSC mobilization billets must be trained and immediately ready to deploy and perform required duties at their mobilization sites.

4. Standardization. This publication requires the preparation of Port Mobilization and Operations Plans (PMOPs) using a standardized OPLAN format, as set forth by the Joint Chiefs of Staff (JCS) in reference (a) and adopted for use within the Military Sealift Command by reference (b). Standardized OPLANs developed during the deliberate planning process minimize confusion and promote confidence during the execution phase.

5. Action

a. Area Commanders shall ensure that Port Mobilization and Operations Plans (PMOP) are prepared for each established MSCO and post C-Day mobilization site (Central Facility). Area Commanders shall designate the Central Facilities for which PMOPs are to be developed.

b. Commanding Officers of established MSCOs may task augmenting Naval Reserve MSCO units with development of the PMOP.

c. Commanding Officers of Naval Reserve Military Sealift Command Offices (MSCO) Units, when directed by Area Commanders who establish MSCOs upon mobilization, shall develop the PMOP for their mobilization ports (Central Facility).

d. All Naval Reserve MSCO Commanding Officers shall ensure that:

(1) All MSC Reservists involved in mobilization planning read and review their PMOP annually and become thoroughly familiar with its contents.

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(2) Mobilization site information is obtained by personnel assigned to the mobilization site. If Naval Reserve unit mobilization (establishment) sites are changed, the accumulated port data is to be forwarded to COMSC (M-3R) for release to the appropriate unit.

e. Informal contact, including telephone dialogue between the unit and the local MSCO, Subarea and Area Commands, and COMSC (M-65 or M-3R2) Washington, DC, is authorized and encouraged. Questions concerning standardization and formatting of the PMOP may be addressed by telephoning COMSC M-65 at (202) 433-0294 or AUTOVON 288-0294. Questions of an operational nature shall be referred through the appropriate chain of command to the cognizant Area Commander.

f. The initial submission, through the chain of command, of new PMOPs was made to appropriate Area Commands not later than 3 August 1987. Ongoing revisions and updates will be submitted annually.

g. A PMOP is not required for ports serviced from a Central Facility (outlying ports). Data on such sites shall be included as separate annexes to the PMOP of the Central Facility. All other MSC commands and Naval Reserve units augmenting area and subarea commands are exempted from PMOP development unless tasked by the cognizant Area Commander.

h. All MSCO Commanding Officers shall use the completed PMOP as a functional training vehicle.

i. The PMOP is a turnover item. All Unit Commanding Officers shall ensure that prospective Commanding Officers are properly briefed and a complete turnover is accomplished as part of the Change of Command procedures.

6. Comments and Recommendations. Comments and recommendations are encouraged and welcomed by COMSC (M-65).

  
F. M. WILLIAMSON  
Acting Deputy Commander

Distribution:  
(See page 3)

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## CHAPTER I

## MSC PORT MOBILIZATION AND OPERATIONS PLANNING GUIDE (PMOPG) - AN OVERVIEW

1. Purpose. This publication provides procedures for Military Sealift Command mobilization planners on the development, submission, review, and updating of Military Sealift Command Office (MSCO) Port Mobilization and Operations Plans (PMOPs). PMOPs are developed for each MSCO augmented or established in a contingency. They support the COMSC Logistics Support and Mobilization Plan (LSMP) and the gaining MSC area/subarea commander's addendum which supports the Navy Capabilities Plan and Unified/Component Commander's numbered OPLANS.

2. Background. In times of mobilization or national emergency, standardization of OPLANS and procedures is vital to the efficient execution of plans developed during the deliberate planning phase. Uniform OPLANS become absolutely essential during the actual crisis. The Joint Chiefs of Staff (JCS) has developed standard formats for operation plans for use throughout DOD, known as Joint Operation Planning System (JOPS). All MSC planners will use the JOPS format as adapted by MSC.

3. Discussion

a. This instruction establishes the procedure for the development of individual port level plans. When completed by the responsible reserve unit or established MSCO, the PMOP will contain information needed for efficient operation and where necessary, establishment of the MSCO upon mobilization. The information contained in the PMOP will include a description of MSCO operations, references, terms, and assumptions. The plan will cover the period from reserve unit recall to full activation of the MSCO. It will also require the assembly of information and materials in advance of that time. Information to be developed in the PMOP includes: (1) the local unit's organizational structure, (2) basic functions expected of an MSCO, and (3) comprehensive standardized survey(s) of the mobilization port's options for communications, berthing, messing, etc.

b. The basic sections of each PMOP are mandatory. Some will not pertain to all mobilization sites and some may necessitate the inclusion of additional information not suggested herein. The organizational format, as outlined in Chapter IV will be followed to the greatest extent possible so that all MSC personnel will be familiar with the general organization and sequence of a PMOP in the event of reassignment to a secondary or alternate mobilization site. Chapter VI is written so that the planner may use some of the sections as written, and in other cases the planner must create sections using the guidelines provided.

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## CHAPTER II

## DELIBERATE PLANNING PROCESS

1. Purpose. This chapter summarizes the deliberate planning process as it is used in peacetime. It addresses the applicability of JOPS, describes briefly the deliberate planning process, and overviews other aspects of the strategic planning process.
2. Applicability. JOPS applies to operation plans that are prepared in response to JCS requirements. Since PMOPs are an outgrowth of the COMSC LSMP, which is written in support of OPLANs prepared by the CINCs, as well as the Navy Capabilities and Mobilization Plans (NCMP), PMOPs are to be written in JOPS format. This guide will assist MSC planners in preparing a PMOP in JOPS format.
3. Deliberate Planning Process.
  - a. Deliberate planning is the process used during peacetime conditions for providing an opportunity to continuously develop and refine plans to be used in time of war or national emergency. The planning process begins when a task is assigned by JCS using the procedures "promulgated through" JOPS Volumes I, II, and III.
  - b. Deliberate planning has five formal phases (see Figure 2-1). Phases I through IV are discussed in Chapter III of this guide. Because there are no supporting plans associated with a PMOP, Phase V (supporting plans) is not applicable.
4. Time-Sensitive Planning. While the time-sensitive planning process parallels that of deliberate planning, it is more flexible because it must be responsive to the demands of unforeseen events. This process occurs during times of emergency (crisis situations). In writing the PMOP the MSC planner must be aware that it will be implemented in a time of emergency and must be responsive to unexpected events which will most certainly occur.
5. MSC Planning. Deliberate planning for PMOPs by MSC Naval Reserve units will include the following:
  - a. Mobilization Planning. The process by which the unit is brought to a state of readiness. It includes assembling and organizing personnel, supplies, and material for active military service.

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b. Deployment Planning. That part of operational planning concerned with relocation of the unit to its assigned area of operations.

c. Employment Planning. That part of operational planning concerned with the unit's duties within its assigned area of operations.

d. Sustainability Planning. That part of operational planning which is concerned with the ability to maintain the necessary level of force, material, and consumables necessary to support the military effort until the national objectives are achieved.

# THE DELIBERATE PLANNING PROCESS

<b>PHASE I</b>	<b>INITIATION</b>	<b>BASIS:</b> NATIONAL SECURITY OBJECTIVES <b>CRITERIA:</b> THE THREAT PLANNING TASKS AND FORCES <b>OBJECTIVE:</b> ESTABLISH PLAN REQUIREMENTS AND TASKING
<b>PHASE II</b>	<b>CONCEPT DEVELOPMENT</b>	<b>BASIS:</b> MISSION ASSIGNMENT (FORECAST SITUATION) <b>CRITERIA:</b> FORCE AND RESOURCE ALLOCATION ALL SIGNIFICANT FACTORS <b>OBJECTIVE:</b> DRIVE THE CONCEPT OF OPERATIONS
<b>PHASE III</b>	<b>PLAN DEVELOPMENT</b>	<b>BASIS:</b> THE COMMANDER'S CONCEPT <b>CRITERIA:</b> FORCE AND RESOURCE ALLOCATION SERVICE PLANNING FACTORS STRATEGIC MOVEMENT DATA CONCEPT ADEQUACY <b>OBJECTIVE:</b> A TRANSPORTATION FEASIBLE, IMPLEMENTABLE PLAN
<b>PHASE IV</b>	<b>PLAN REVIEW</b>	<b>BASIS:</b> THE PLAN <b>CRITERIA:</b> ADEQUACY AND FEASIBILITY THE DYNAMICS OF CHANGE <b>OBJECTIVE:</b> AN APPROVED PLAN
<b>PHASE V</b>	<b>SUPPORTING PLANS</b>	<b>BASIS:</b> THE PLAN <b>CRITERIA:</b> SERVICE DOCTRINE SUPPORT AGREEMENTS <b>OBJECTIVE:</b> A FAMILY OF PLANS

Figure 2-1  
II-3

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## CHAPTER III

## UNIT PLANNING PROCEDURES

1. Purpose. This chapter provides guidance and establishes procedures for preparation of the PMOP by MSCO Naval Reserve units and established MSCOs. These procedures are designed to assist in the timely, efficient, and complete development of PMOPs. This procedure will also provide all MSC planners with a consistent framework for writing their PMOPs.

2. Planning Cycle Responsibilities and Time Requirements. The MSC deliberate planning system is based on a 24-month cycle. COMSC issues changes to the LSMP quarterly, with a complete revision every two years. Supporting PMOPs will be reviewed annually to ensure that any applicable changes are incorporated. The review process is discussed in Chapter IV.

3. Planning Phases. The formal phases of PMOP planning are:

a. Phase I - Initiation. Commanding Officers at established MSCOs and MSCO reserve units will develop a PMOP for each mobilization site (Central facility) for which they are responsible. Commanding Officers of established MSCOs may direct assigned reserve units to develop the PMOPs. In this phase, all resources available and potential shortfalls will be identified. Commanding Officers will detail the depth of planning required, determine timetables for submission of the PMOP and prioritize action for accomplishing the mobilization responsibilities of the unit.

b. Phase II - Concept Development. Each MSCO will develop a total plan specifically designed to support all MSC operations at the mobilization ports assigned. Consideration must be given to Naval Control of Shipping Organization (NCSORG) duties that may apply in accordance with COMSC LSMP, Part V, Chapter 7.

c. Phase III - Plan Development. Each unit shall develop a formal document, as outlined in Chapters V and VI as the unit's PMOP. This document will reflect the unit's interpretation of its mission and specify intelligence data, logistics requirements and communication capabilities necessary at the assigned mobilization site(s).

d. Phase IV - Plan Review. In this phase, all elements of the PMOP are critically assessed and validated. The Area Commanders review the PMOPs in accordance with the procedures in Chapter IV. All major shortfalls resulting in mission degradation will be reported to COMSC as they are identified.

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## CHAPTER IV

## REVIEW OF PORT MOBILIZATION AND OPERATIONS PLAN (PMOP)

1. Purpose. This chapter establishes responsibilities and procedures for the review of PMOPs.

2. Review Criteria. PMOP review involves examination for two general concepts; adequacy and feasibility.

a. Assessment of adequacy includes:

(1) Guidelines of tasking, which involve comprehensiveness and depth of concept of responsibilities

(2) Validity of planning assumptions

(3) Substantive criteria applying to quality of guidance offered

(4) Adherence to administrative criteria outlined in JOPS Volume I and the PMOPG

(5) Legal and financial obligations

b. Assessment for feasibility includes:

Assessment of feasibility to determine whether assigned tasks could be accomplished using available resources, and includes:

(1) Assessment of resources required to perform work:

(a) Port work days/sizing and centralization requirement

(b) Support facilities and resources

(2) Assessment of resources available:

(a) According to planned use of those resources

(b) According to appropriateness of use of resources

(c) According to possible and actual constraint on use of resources (e.g., worst case scenario)

3. Review Cycle. Existing PMOPs must be reviewed annually in accordance with the MSC LSMP planning cycle. The first formulation of a PMOP requires review, by senior commands using the above criteria. The three types of review are outlined below.

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a. Intermediate Review. This is an information review conducted by the appropriate area/subarea command. Rough drafts shall be submitted to the appropriate area/subarea command.

b. Final Review. Completed PMOPs are to be submitted for review to the appropriate Area/Subarea Commander. (see Chapter V)

c. Annual Review. PMOPs are to be examined annually to assess the impact of circumstantial and/or post assignment/tasking changes on PMOP adequacy and feasibility. This examination should include, but not be limited to, data and details that are subject to change from year to year.

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## CHAPTER V

## ADMINISTRATIVE GUIDANCE FOR PMOP PREPARATION

1. Purpose. This chapter provides administrative guidance for preparing MSC Port Mobilization and Operations Plans (PMOPs).

2. General

a. MSCO Reserve units shall prepare PMOPs to provide the necessary information for expeditiously establishing or augmenting MSCO(s) at their assigned mobilization site(s).

b. The preparation of PMOPs will conform to the guidance contained herein. This guidance is based upon information contained in Chapter V of JOPS, Volume 1.

c. Due to personnel limitations at the reserve unit level, and in some cases the limited availability of required mobilization/support information, a complete PMOP may be difficult to complete. In these situations, submission of partially completed PMOPs is authorized with the incomplete sections identified with the words "To Be Developed."

d. Reserve units shall submit PMOPs to the appropriate Area/Subarea Commander for approval. The original of the PMOP shall be retained by the unit.

3. Format and Contents

a. The topics to be included in a PMOP are listed below. Specific information to be included within a PMOP is defined in Chapter VI of JOPS, Volume 1.

MSC PMOP FORMAT

Cover

Letter of Transmittal

Security Instructions/Record of Changes

COMSCINST 3500.8A

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Plan Summary

Classification Guidance

Table of Contents

List of Effective Pages

Basic Plan

Annex A - Task Organization

Annex B - Intelligence

Annex C - Operations

Annex D - Logistics

Annex E - Personnel

Annex F - Public Affairs

Annex G - Civil Affairs

Annex H - Environmental Services

Annex J - Command Relationships

Annex K - Communications - Electronics

Annex L - Operations Security (OPSEC)

Annex M - Mapping, Charting, and Geodesy

Annex N - Mobilization

Annex X - Execution Checklist

Annex Y - Glossary of Terms and Definitions

Annex Z - Distribution

b. The inclusion of all elements of the sample plan (Annex, Appendix, Tab, Exhibit) is mandatory and will conform to the format shown in Chapter VI. Units are encouraged to add information where appropriate but will refrain from creating additional elements (except Exhibits) unless approved by COMSC (Code M-3R2). The letters "I" and "O" will not be used as annex designators. Direct telephone liaison with COMSC is encouraged to discuss format problems.

c. Paragraph and subparagraph headings in Chapter VI will appear in each PMOP. Information or instructions on the subject indicated as not required in the plan, will be annotated "Not Applicable." Information or instructions on required subjects that are not available will be annotated "To Be Developed." Additional paragraphs/subparagraphs may be added. These additions should conform to the basic system of paragraphing illustrated in Chapter VI.

d. Annexes and other plan elements specified in Chapter VI will be assigned designated as listed in the sample table of contents. Any elements not required will be annotated "Not Applicable" in the PMOP table of contents. The remaining elements will retain the prescribed designations. When an annex is omitted, all attachments to that annex will also be omitted.

4. Use of References. The use of standard references as a substitute for reproducing information and instructions in a PMOP is permitted. However, references used should be documents that are readily available to users of the plan and should be referred to by publication number, title, and latest revision.

5. Organization of PMOP. The PMOP will be organized as shown in Chapter VI subject to the additional information provided in this chapter.

a. Letter of Transmittal. A letter of transmittal for a new PMOP will state the PMOP is effective for planning purposes only until approved by the area commander. The PMOP and changes thereto will be approved by MSC area commanders. Upon approval, a letter of notification of approval will be issued by the cognizant area commander. Upon approval by the MSC area command, the letter of notification of approval will provide disposition instructions for the superseded PMOP, changes thereto, and related documents.

b. Security Instructions/Record of Changes. The security instructions will provide security and PMOP classification details. The record of changes page may be incorporated with the security instructions if desired.

c. Table of Contents. The PMOP table of contents will list all annexes and other attachments, including all those listed in the sample table of contents, as well as those annotated "To Be Developed" and "Not Applicable."

d. Annexes, Appendices, Tabs, Exhibits, and Maps. The basic plan and each element will contain a list of attachments (subordinate elements), if any, on the final page. The basic plan should make appropriate reference to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the elements.

e. Distribution List. The distribution list accounts for all copies of the PMOP. It informs users which MSC Area/Subarea Commanders and other organizations hold the PMOP. Since the PMOP may be classified or contain sensitive documents, distribution should be the minimum essential for planning. All appropriate MSC area/subarea commands will receive the PMOP or appropriate extracts.

## 6. Administrative Instructions

a. PMOP pages are numbered at the bottom center to indicate the page order within each elements of the plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C. Text is single-spaced.

b. Each separate element of a plan should bear the date of issue or, when appropriate, revision date and change number. Until a plan is revised, all elements should bear the same date of issue.

c. The basic plan and each annex are signed or authenticated by the commanding officer of the unit preparing the plan. Full signature blocks are used as shown in the sample elements in Chapter 6. Appendices, tabs, exhibits, and maps do not require signature or authentication except when distributed separately from the basic plan. "For" signatures are acceptable.

d. References to specific annexes and other attachments are lower case (Initial Capitals).

e. Paragraph titles are capitalized and underlined (SOLID CAPITALS).

f. Subparagraph titles are in lower case and underlined (Initial Capitals).

g. Sub-subparagraphs and all subtitles are shown in lower case and NOT underlined (Initial Capitals). When a paragraph is subdivided, it must have at least two subdivisions.

(1) When paragraphs are subdivided, numbered, and lettered, they are designated as follows: 1, a. (1), (a), 1, a, (1), (a).

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(2) Each progressive subdivision of a paragraph is initially indented an additional three spaces.

h. In the text of PMOPs, place names are capitalized (SOLID CAPITALS).

i. Upon the first occurrence of a title or designation that is not contained in the PMOP GLOSSARY, it will be spelled out followed immediately in parentheses by the approved abbreviation. Thereafter, within that element of the PMOP, the abbreviation will be used.

j. To facilitate accurate posting, changes will be numbered in sequence and will normally be accomplished by the substitution of pages. Each revised page will bear the number of the change at the right margin on the same line as the page number. The revised passage will be identified by a vertical line in the left margin of the revised page. Pen changes are permissible for minor corrections such as changes to numbers, dates, single words, and short phrases. They will not be used for lengthy changes. Pen changes and page change instructions will be included in the letter announcing the change or attached as a separate cover page to the changed page.

k. Nothing in these instructions is intended to limit the use of machine printouts for PMOPs. Where automated techniques do not permit compliance with underlining, capitalization, or formatting as shown in the models, clarity and consistency will prevail.

7. Information Security Marking. Information security marking will be made in accordance with OPNAVINST 5510.1G and COMSCINST 5510.8B. Information to be included in a PMOP will be reviewed to ensure its classification is consistent with the source(s) from which it was extracted. Security requirements set forth by the references cited in this paragraph will be followed.

#### 8. Distribution

a. Copies of each PMOP will be distributed to the appropriate MSC area commands, subarea commands, and reserve units having a need for the information. Distribution outside of MSC will be determined by each originator and distribution should be made on a need-to-know basis.

b. The PMOP normally will be distributed complete with all necessary annexes and other attachments. However, separate distribution of annexes for security reasons is authorized.

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## CHAPTER VI

## FORMAT AND CONTENT OF PORT MOBILIZATION AND OPERATIONS PLANS (PMOPS)

1. Purpose. This chapter provides specific guidance for the format and content of Military Sealift Command Port Mobilization and Operations Plans (PMOPS).

2. Format and Content

a. This chapter contains a model that illustrates the format of a PMOP. It outlines the information and instructions to be included in each element of the plan. Examples have been prepared for specific elements of the plan.

b. Parentheses are used in some places to indicate that information should be provided as necessary by the unit preparing the PMOP. Where parentheses enclose a name or title to be inserted by the unit, e.g. (Central Facility), that name or title should be in the specific letter type indicated in the model, i.e. either all capitals or initial capitals. Parentheses are also used to indicate where the security classification should be placed.

c. The model PMOP contains two sets of page numbers.

(1) The bottom set refers to page numbers of this guide.

(2) The top set of page numbers refer to the page numbering system to be used in the model PMOP. For example, C-5-C-1-3 is page 3, Exhibit 1, to Tab C, to Appendix 5 to Annex C of the PMOP. This page numbering system must be used when writing the actual PMOP. However, the page numbers shown in the model are illustrative and are not meant to constrain planners in the number of pages an appendix, annex, or other plan element may contain.

3. Partial Development. If information is not presently available to the unit for preparation of a particular section of the PMOP, it will be prepared in skeletal form. This skeletal form will include the unit name and address, title of the section and the notation "To Be Developed", centered in the middle of the page. An appropriate page number will be assigned.

4. Revisions and Changes. Revisions, changes and additions to PMOPS will be submitted as necessary (see Chapter V, paragraph 6 for additional instructions). The format for changes to the PMOP is illustrated on page VI-5.

(CLASSIFICATION)

VI-1

COMSCINST 3500.8A

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(CLASSIFICATION)  
VI-2

(Format, PMOP Cover)

(CLASSIFICATION)

(Unit Name)  
(Address with Zip Code)

\_\_\_\_\_  
(Date)

MILITARY SEALIFT COMMAND OFFICE (CENTRAL FACILITY)  
PORT MOBILIZATION AND OPERATIONS PLAN  
(including the outlying port(s) of \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_)

CLASSIFIED BY  
DECLASSIFY ON

copy \_\_\_\_\_ of \_\_\_\_\_ copies

(CLASSIFICATION)  
VI-3

COMSCINST 3500.8A

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(CLASSIFICATION)  
VI-4

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(Format, Letter Change)

(CLASSIFICATION)

From: Commanding Officer, (Reserve Unit)  
To: Distribution

Subj: CHANGE TO MILITARY SEALIFT COMMAND OFFICE (CENTRAL FACILITY) PORT  
MOBILIZATION AND OPERATIONS PLAN (PMOP)

Ref: (a)  
(b)

Encl: (1) Change (#) to MSCO (CENTRAL FACILITY) Port Mobilization and  
Operations Plan (PMOP)

- 1. ( ) Enclosure (1) is forwarded and is effective upon receipt.
- 2. ( ) Page changes are to be made as follows (superseded pages are to be destroyed in accordance with applicable security regulations):

Remove Pages

Insert Pages

\_\_\_\_\_

\_\_\_\_\_

- 3. ( ) The following pen changes also will be made:

Page \_\_\_\_, paragraph \_\_\_\_\_. (Change classification from "S" to "U", as appropriate).

- 4. ( ) This change was coordinated during preparation with (\_\_\_\_\_).  
( e.g., USCG Captain of the Port of \_\_\_\_\_, U.S. Embassy, \_\_\_\_\_, etc.)

- 5. ( ) This letter will be filed in the front of the PMOP immediately following the plan cover. If separated from the enclosure, it is downgraded to (Classification).

s/  
COMMANDING OFFICER

Distribution:  
COMSC (Appropriate MSC Area/Subarea Commands, MSC Reserve Units, and other  
Commands/Agencies)

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DECLASSIFY ON

(CLASSIFICATION)  
VI-5

COMSCINST 3500.8A

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(CLASSIFICATION)  
VI-6

OCT 14 1988

(Format, Letter of Transmittal)

(CLASSIFICATION)

(Date)

From: Commanding Officer, (Reserve Unit)  
To: Distribution

Subj: MILITARY SEALIFT COMMAND OFFICE (CENTRAL FACILITY) PORT MOBILIZATION  
AND OPERATIONS PLAN (PMOP)

Encl: (1) MSCO (Central Facility) PMOP

1. ( ) Enclosure (1) is the Port Mobilization and Operations Plan (PMOP) for MSCO (CENTRAL FACILITY) including the ports of ( ), ( ), and ( ).
2. ( ) This plan fulfills the requirement established in COMSCINST 3500.8A, MSC Port Mobilization and Operations Planning Guide for MSC Units.
3. ( ) This plan is effective for planning purposes only until approved by the MSC Area/Subarea Commander.
4. ( ) A copy of this letter of transmittal without enclosure (1) has been submitted to COMNAVSURFRESFOR for informational purposes.
5. ( ) When separated from the enclosure, this letter is downgraded to (CLASSIFICATION).

s/  
COMMANDING OFFICER

Distribution:  
COMSC (Appropriate MSC Area/Subarea Commands, MSC Reserve Units, and other  
Commands/Agencies)

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DECLASSIFY ON

(CLASSIFICATION)  
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MAR 18 1986

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(CLASSIFICATION)  
VI-8

(Format, Security Instructions) (CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

MSCO (CENTRAL FACILITY) PMOP (U)  
SECURITY INSTRUCTIONS (U)

1. ( ) The long title of this Plan is Military Sealift Command Office (Central Facility) Port Mobilization and Operations Plan (U). The short title is MSCO (CENTRAL FACILITY) PMOP (U).
2. ( ) This document is classified (overall classification) to protect information revealing operational plans of MSCO (CENTRAL FACILITY) and other U.S. military forces. Information in this plan will be given to those agencies and personnel whose official duties specifically require knowledge of this plan.
3. ( ) This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, United States Code, Sections 793 and 794. The transmission or revelation of information contained herein, in any manner, to an unauthorized person is prohibited by law.
4. ( ) Reproduction of this document in whole or in part without permission of COMMANDING OFFICER, MSCO (CENTRAL FACILITY) is prohibited.
5. ( ) MSCO (CENTRAL FACILITY) PMOP shall be transported, stowed and safeguarded in accordance with instructions contained in the current Department of the Navy Information Security Program Regulations. SECNAVINST 5510.1

RECORD OF CHANGES\*

CHANGE NUMBER	COPY NUMBER	DATE POSTED	POSTED BY

\* May be a separate page if desired.

CLASSIFIED BY  
DECLASSIFY ON

COMSCINST 3500.8A

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ii  
(CLASSIFICATION)  
VI-10

(Format, Plan Summary)

(CLASSIFICATION)

(RESERVE UNIT NAME)  
(RESERVE UNIT ADDRESS)  
(Date)

MSCO (CENTRAL FACILITY) PMOP (U)  
PLAN SUMMARY (U)

1. ( ) PURPOSE. Provide a concise description of the purpose to be achieved by implementing the plan. The statement of purpose should refer to the unit's mission.

2. ( ) CONDITIONS FOR IMPLEMENTATION

a. ( ) Summarize the politico-military situation in which implementation of the plan should be considered. Planners may wish to summarize COMSC LSMP, Plan Summary, paragraph 2a in a short paragraph, tailoring it to the port level.

b. ( ) Include a statement substantially as follows:

"This summary provides military decision makers a brief recapitulation of the major aspects of this plan. It is based on planning factors and estimates available at the time of preparation and subject to modification in the context of a specific contingency. The information contained herein should be reviewed and, if necessary, updated prior to use in adopting courses of action in a particular situation."

c. ( ) Summarize any legal considerations that may impact plan implementation. For example, it would be important to note that a Status of Forces Agreement did not exist between the U. S. and the country in which the port is located, or that national law in the host nation would require specific action before personnel would be permitted to establish an MSCO.

3. ( ) OPERATIONS TO BE CONDUCTED

a. ( ) Force Requirements. Summarize the personnel/material required to establish/augment the MSCO under various scenarios. A summary of each type of support (facilities, communications, vehicles, etc.) required and their sources should be included.

b. ( ) Preconflict Measures. Summarize, in a paragraph, action that might be expected during the 5 day period in which MSC personnel are in place in advance of anticipated ship movements.

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c. ( ) Employment. Summarize the general nature of the operations to be conducted by the MSCO (i.e. what, when, where and how personnel will perform their duties).

d. ( ) Deployment. If applicable, summarize how MSCO personnel will be deployed to outlying ports to husband MSC controlled shipping.

e. ( ) Supporting Plans. There is no requirement for supporting plans to the MSCO PMOP. However, planners should discuss port level plans/instructions published by other local port organizations or commands (such as Coast Guard, MTMC, NCS, Port Authority, etc.) indicating, at a minimum, the organization/command publishing the plan, the plan title and a summary of the amount/type of interface expected with the MSCO.

4. ( ) KEY ASSUMPTIONS. Summarize or list the key assumptions (from paragraph 1. e. of the basic PMOP) that are deemed essential to the success of the plan, including the degree of mobilization assumed. Assumptions are statements used to constrain the planning effort. The COMSC LSMP contains several examples of appropriate assumptions in its Basic Plan, paragraph 1d. Key assumptions stated should be directly relevant to the PMOP and should express conditions that, should they not occur as expected, could invalidate the entire PMOP.

5. ( ) OPERATIONAL CONSTRAINTS. List major factors that might impede accomplishment of the mission, such as lack of secure communications capability.

6. ( ) TIME TO COMMENCE EFFECTIVE OPERATIONS. If applicable, planners may show in this paragraph the time-phased arrival of MSCO personnel to the mobilization site. Planners may wish to indicate which personnel must be available at the site before effective operations can commence. The following factors will be considered:

a. ( ) Time for preparation and transmission of necessary orders.

b. ( ) Reaction time, including all necessary preparations for movement and, if necessary, staging.

c. ( ) Availability and capability of transportation resources and facilities.

d. ( ) Reception and output capabilities of overseas terminals, where applicable.

e. ( ) Availability and capability of transport systems within the area of operations, where required.

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f. ( ) Time required in the area of operations for final preparation of the unit, including movement to the mobilization site prior to employment.

g. ( ) The possibility of enemy actions so that alternatives may be considered.

h. ( ) Other pertinent factors, as appropriate.

7. ( ) COMMAND RELATIONSHIPS. Summarize the command arrangements at the mobilization site.

8. ( ) LOGISTIC AND PERSONNEL APPRAISAL. Provide a brief estimate of logistic feasibility of the MSCO operation, including suitability of the facility and sufficiency of numbers and type of personnel available for plan execution.

9. ( ) CONSOLIDATED LISTING AND IMPACT ASSESSMENT OF SHORTFALLS AND LIMITING FACTORS. Provide a consolidated listing and impact assessment of personnel, movement to mobilization site, location support shortfalls and limiting factors that significantly impact the conduct of the envisioned MSCO operations. The assessment should specify the tasks that cannot be accomplished in view of the shortfalls. Specific documentation of each significant shortfall/limiting factor and efforts to resolve it will be set forth in the appropriate annex to the plan.

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(UNIT NAME)  
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(Date)MSCO (CENTRAL FACILITY) PMOP (U)  
BASIC PLAN (U)

(U) REFERENCES: List any maps, charts, or other documents essential to the understanding of the basic plan.

1. ( ) SITUATION

a. ( ) General. Describe the level of threat and degree of reserve activation that would establish the probable conditions for execution of the plan.

b. ( ) Preconflict Actions. Delineate the nature of actions desired prior to establishment or augmentation of an MSCO in the port. List, in order of decreasing priority, specific resources/actions relative to C-day.

c. ( ) Enemy. Identify opposing forces (civilian/military) that could be expected at the time of plan execution and evaluate their general capabilities. This subparagraph should provide the information essential to a clear understanding of the magnitude of the hostile threat to the port area. Refer to Annex B for details.

d. ( ) Friendly

(1) ( ) Describe the operations of local organizations/commands, other than those tasked to support the MSCO that could have a direct significant influence on the operations.

(2) ( ) List the specific tasks of friendly forces, commands, or governmental agencies that would directly support appropriate numbered OPLAN or PMOP execution.

e. ( ) Assumptions. List the necessary assumptions on which the PMOP is based; i.e., those contingent conditions which have a significant impact on the PMOP. Assumptions normally state expected conditions over which the Commanding Officer/OIC has no control. Those included must be directly relevant to the development of this plan and should express conditions that, should they not occur as expected, would invalidate the entire PMOP or its concept of operations. Additional assumptions relevant to specific aspects of the operation should be included in appropriate annexes. Assumptions must

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specify the degree of mobilization or call up assumed (e.g., full, partial, or none).

f. ( ) Legal Considerations. List those legal considerations on which the PMOP is based.

2. ( ) MISSION. State concisely the task and purpose to be accomplished on execution. The mission stated should be that of the unit originating the PMOP.

3. ( ) EXECUTION

a. ( ) Concept of Operations. This section of the PMOP should contain a brief summary of the concept of operations to be carried out. The concept will be fully developed in Annex C. The concept of operations is based upon the Commanding Officer/OIC's estimate of the situation. The concept states how the commanding officer/OIC intends to accomplish the mission; the general nature and purpose of operations to be conducted; and the interrelated or cross-service support, coordination, and cooperation necessary to successful execution. The concept describes how the MSCO is to be employed. It should mention primary and any secondary ports to be supported. The concept also describes briefly how the MSCO's personnel and required material will be moved from their normal peacetime locations to the locale of assigned ports. Detailed information on logistics is provided in Annex D.

b. ( ) Tasks. In separately numbered sub-paragraphs, list the tasks assigned to the MSCO and any sub-offices which will operate under control of the MSCO. Each task should be a concise statement of a mission to be performed on execution of the PMOP. The task assignment should encompass all actions that any sub-elements must perform to fulfill the concept of operations.

c. ( ) Coordinating Instructions. List the instructions necessary for proper coordination of the operation but which are not appropriate for inclusion in any particular annex. Terms relating to the timing of execution and deployments should be explained, as should other operational terms that appear in the plan but that are not defined in publications of COMSC. Refer to Annex Y.

4. ( ) ADMINISTRATION AND LOGISTICS

a. ( ) Concept of Support. The major portion of guidance on service support normally is contained in a series of detailed annexes. In order to provide a general understanding of the requirements for logistic support, personnel policies, and administrative plans, this subparagraph should provide broad guidance as to how such support is to be obtained. Additional

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subparagraphs refer to the annexes that provide detailed guidance on each major aspect of support.

- b. ( ) Logistics. Annex D.
- c. ( ) Personnel. Annex E.
- d. ( ) Public Affairs. Annex F.
- e. ( ) Civil Affairs. Annex G.
- f. ( ) Environmental Services. Annex H.
- g. ( ) Mapping, Charting, and Geodesy. Annex M.

5. ( ) COMMAND AND SIGNAL

- a. ( ) Command Relationships. Annex J.
- b. ( ) Command Posts. Provide the location and telephone numbers of the operations center for the MSCO in the port and any subordinate ports.
- c. ( ) Succession to Command. Designate in order of succession the individual responsible for assuming command of the MSCO in specific applicable circumstances (by billet).
- d. ( ) Communications and Electronics (C-E). Provide a general statement concerning the scope of communications and electronics relative to the operation. Highlight any C-E systems or procedures requiring special emphasis. Refer to Annex K for details.

s/  
COMMANDER OFFICER

ANNEXES: (List only those actually used)

- A TASK ORGANIZATION
- B INTELLIGENCE
- C OPERATIONS
- D LOGISTICS
- E PERSONNEL
- F PUBLIC AFFAIRS
- G CIVIL AFFAIRS
- H ENVIRONMENTAL SERVICES

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J COMMAND RELATIONSHIPS  
K COMMUNICATIONS-ELECTRONICS  
L OPERATIONS SECURITY (OPSEC)  
M MAPPING, CHARTING, AND GEODESY  
N MOBILIZATION  
X EXECUTION CHECKLIST  
Y GLOSSARY OF TERMS AND ABBREVIATIONS USED BY MSC  
Z DISTRIBUTION

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(Format, Task Organization)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)ANNEX A TO MSCO (CENTRAL FACILITY) PMOP (U)  
TASK ORGANIZATION (U)

1. (U) This Annex shows MSCO (CENTRAL FACILITY) task organization and higher echelon commands (up to MSC Area Command level). Also listed are those organizations not under operational control of MSCO (CENTRAL FACILITY) which may support the operation of this plan.

2. (U) The complete mailing address appears below under the column marked ORGANIZATION. For message purposes, the official short title of the organization is shown under the column marked COMMANDER. Points of Contact (POC) are also provided. The task organization subordination of command is indicated by the indentation of organization titles in the left column. The example task organization shown in subparagraph 2a. and 2b. below is for illustrative format purposes only. The list may include organization code and task force designators. The actual organizations involved in the operation of each specific MSCO should be inserted and arranged to suit the actual situation.

a. ( ) Task Organization (Example)

<u>ORGANIZATION</u>	<u>COMMANDER</u>
COMMANDER, MILITARY SEALIFT COMMAND, EUROPE Box 3 FPO NEW YORK 09510-3700	COMSCEUR LONDON ENG Tel. AUTOVON: 314 443-8784 Navy Switch (9) 695-9801 Commercial: (Name and Title of POC)
COMMANDER, MILITARY SEALIFT COMMAND, MEDITERRANEAN P.O. Box 23 FPO NEW YORK 09521	COMSCMED NAPLES IT Tel. AUTOVON: 625-4124 Navy Switch (9) 695-9801 Commercial: 39-81-760-6544 (Name and Title of POC)
COMMANDING OFFICER Military Sealift Command Office (CENTRAL FACILITY) Mailing Address, Street) (City, State Country Zip)	(Short Title and Location) MSCO (CENTRAL FACILITY) Tel. AUTOVON: Commercial: (Name and Title of POC)

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b. ( ) Supporting Organizations

COMMANDING OFFICER  
U.S. Coast Guard Marine Safety Office  
Street Address  
(City, State, Country, Zip Code)

(Other Commands)  
(Same Format)

USCG MSO (PORT NAME)  
Tel. AUTOVON:  
Commercial:  
(Name and Title of POC)

(Other Commands)  
(Same Format)  
(Name and Title of POC)

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(Format, Intelligence Annex)

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(UNIT ADDRESS)  
(Date)

ANNEX B TO MSCO (CENTRAL FACILITY) PMOP (U)  
INTELLIGENCE (U)

- (U) REFERENCES:
- a. Directives which include requirements for MSCOs to take part in intelligence operations.
  - b. Maps and charts required to enhance the collection of intelligence for this annex.
  - c. Documents that provide intelligence required for planning, including related annexes (such as Annex H, Environmental Services) to this Plan.

1. (U) MISSION AND CONCEPT OF INTELLIGENCE OPERATIONS

a. (U) Mission. State concisely the intelligence responsibilities of the MSCO. These responsibilities should be based upon the perceived interface with both civilian and military intelligence agencies. (e.g. FBI, state/local investigative agencies, port authorities, NIS, Army Intelligence, DIA, etc.)

b. (U) Concept of Intelligence Operations. Outline the purpose of intelligence interfaces and summarize the means to be employed in assisting local agencies tasked with directing, collecting, processing, producing, and disseminating the necessary intelligence.

2. (U) SITUATION

a. ( ) Characteristics of the Area. Summarize the physical, economic, political, social, and psychological aspects and conditions of the port(s) which may affect the concept of this plan. Do not repeat information included in the general situation discussed in the basic plan. The summary may include complete information or may reference documents and reports that contain required intelligence data.

b. ( ) Weather and Terrain. Summarize the existing terrain as it pertains to all aspects of the operation of the office. This includes

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pertinent facts concerning hydrographic data (soundings, tides, and currents) climates and weather conditions as they pertain to the MSCO's operational environment. Specifically incorporate applicable seasonal environmental factors and provide assessment of their impact on the operation of the port. The following seasonal factors should be considered:

(1) ( ) Seasonal occurrence of adverse wind and seas (e.g., monsoons).

(2) ( ) Seasonal occurrence of precipitation and other airborne contaminants (e.g., dust, smog, haze).

(3) ( ) Seasonal occurrence of abnormal tides and currents that could impact port operations.

(4) ( ) Seasonal temperature and humidity variations that could effect port operations.

(5) ( ) Other seasonal environmental factors that could limit operational capability.

c. ( ) Estimate of Enemy Capabilities. Provide an estimate of expected or known enemy capabilities for intelligence gathering operations and terrorism/sabotage in the vicinity of the ports for which the MSCO is responsible.

3. ( ) INTELLIGENCE ACTIVITIES. Identify known intelligence resources and requirements for which the MSCO will be responsible, using the subparagraph organization shown below and the appendices listed at the end of this ANNEX as appropriate, depending on any requirements made by agencies involved in intelligence operations.

- a. ( ) Direction
- b. ( ) Collection
- c. ( ) Reporting
- d. ( ) Processing
- e. ( ) Production
- f. ( ) Dissemination
- g. ( ) Counterintelligence

4. ( ) MISCELLANEOUS INSTRUCTIONS. Provide any instructions necessary for coordinating collection, processing, production, and dissemination of intelligence data by the MSCO. When applicable include a list of points of

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contact to be used as sources of intelligence information, using the following sample format:

Special Agent in Charge  
Federal Bureau of Investigation  
(Street Address)  
(City, State, Zip Code)  
(Agent's Name)  
(Telephone)

Appendices:

- 1 - Essential Elements of Information (EEI)
- 2 - Signals Intelligence
- 3 - Human Intelligence Resources

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(Date)

APPENDIX 1 TO ANNEX B TO MSCO (CENTRAL FACILITY) PMOP (U)  
ESSENTIAL ELEMENTS OF INFORMATION (EEI) (U)

1. ( ) MSCO (CENTRAL FACILITY) is responsible for preparing collection plans for locally identified obtainable intelligence information. This information is to be collected and submitted to the respective Area/Subarea Commander for consolidation into a coordinated DOD master intelligence EEI list.
2. ( ) Locally received information requests from other intelligence agencies will be submitted to MSC Area/Subarea Commander via the chain of command.

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(Format, Signals Intelligence Appendix)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 2 TO ANNEX B TO MSCO (CENTRAL FACILITY) PMOP (U)  
SIGNALS INTELLIGENCE (U)

(U) REFERENCE: a. COMSCINST 3430.1, Meaconing Intrusion, Jamming and Interference of Electromagnetic Systems (MIJI), Reporting (U)

1. ( ) MSCOs will most likely not be staffed/tasked to perform electronic intelligence functions, i.e., monitoring of radio frequencies. However, an assessment should be made of the possibility of jamming and monitoring by hostile forces of voice (UHF, VHF) and radio (CW) frequencies used by the MSCO in the port. Where the probability of jamming and monitoring exists, procedures should be developed to address those topics using the paragraph organization shown below.

- a. Situation
- b. Data Collection
- c. Data Reporting/Disposition

2. ( ) Data reporting by MSCO (CENTRAL FACILITY) should be in accordance with reference a.

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APPENDIX 3 TO ANNEX B TO MSCO (CENTRAL FACILITY) PMOP (U)  
HUMAN INTELLIGENCE RESOURCES (U)(U) REFERENCE: a. COMSCINST 3840.1 Information Collection by MSC Ships  
in Support of National Interests (U)

1. ( ) Because of the direct, day-to-day involvement of MSCO personnel in port operations, opportunities will exist to observe and collect intelligence information in the course of everyday work.
2. ( ) This appendix should be used to impress upon MSCO personnel the need to exploit opportunities afforded them for intelligence gathering in the course of their everyday work. Instruct personnel to observe, note and report any information which is stated in the list of EEI or which may be of intelligence value. Encourage personnel to cultivate relationship with individuals with whom they may come in contact in their work.
3. ( ) The planner should summarize the types of intelligence information sought, as listed in the EEI list. Typical examples of such information might be: ship movements, types of cargo, combatant and merchant ship characteristics, foreign government military activities, port facilities, and political information.
4. ( ) A list of agencies/commands/individuals that might be sources of intelligence information in the port, with a point of contact, should be included. Examples are merchant mariners, host country government officials, labor union officials, stevedores, shipping agents, fishermen, or local residents.
5. ( ) State the procedures to be followed by MSCO personnel in organizing and accurately reporting in a timely fashion any intelligence information obtained. MSCO (CENTRAL FACILITY) should report data in accordance with reference a.

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ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
OPERATIONS(U)

- ( ) REFERENCES: a. COMSC LSMP (S)  
b. List other plans, SOPs, and doctrinal guidance to be followed in conduct of port operations.

1. ( ) GENERAL

a. ( ) Purpose. This ANNEX provides detailed guidance concerning the conduct of operations by MSCO (CENTRAL FACILITY) in support of (list OPLANS supported).

b. ( ) Mission. See basic plan.

c. ( ) Area of Operations. The area of operations encompassed by this PMOP includes the port of (insert name of central facility port) and the ports of (insert names of each port served from the central facility). Describe the geographic sea and land boundaries of the MSCO (CENTRAL FACILITY). Refer to the MSC area command for assistance in defining areas of operation.

2. ( ) CONCEPT OF OPERATIONS. The concept of operations briefly stated in the basic plan should be amplified here. Units should initially follow the format below, adding to it as appropriate.

a. ( ) General. State the commanding officer's/OIC's plan to accomplish the unit's mission. Forces available to the CO/OIC, the general nature and purpose of operations (i.e., husbanding ships operated by or for MSC, etc.), the interrelated or cross-service support with other commands, and the coordination and cooperation necessary for successful operations should be set forth in the paragraph.

b. ( ) Employment. Describe how the MSCO is to be employed including the primary and secondary ports to be supported and indicating the site of the shore-based force required. Example: "When activated, MSCO (CENTRAL FACILITY) will establish an operations center and operate available facilities within the port(s) of (port name) to support the sealift of authorized cargo and passengers and to effect local control of MSC shipping, complying with Naval Control of Shipping requirements, as applicable. The employment of (#)

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officers and (#) enlisted personnel is required."

c. ( ) Deployment. Briefly describe how the MSCO personnel will deploy from their reserve center or other peacetime location to their mobilization site and any other ports serviced from that facility. Detailed information regarding transportation of equipment and material to the port included in Annex D and detailed information concerning recall of Naval Reserve personnel to active duty included in Annex E may be briefly summarized as appropriate in this section.

3. ( ) CONDUCT OF OPERATIONS. This section should provide guidance required for the conduct of specific operations in ports addressed in the plan. Include the criteria for assuring that forces are in an optimal state of readiness. Topics such as container operations, breakbulk operations, lighter operations, ammunition handling, and tanker operations in port should also be discussed using separate lettered subparagraphs with references included. Where required, detailed data and guidance on topic(s) presented in these subparagraphs should be provided in the appendices to this ANNEX.

4. ( ) OPERATIONAL CONSTRAINTS. List any constraints to the conduct of port operations that are not enumerated elsewhere. Estimate the impact of these constraints and how the concept of operations would be modified if these constraints were removed.

t/  
COMMANDING OFFICER

Appendices:

- 1 - Strategic Sealift
- 2 - Amphibious Operations Support
- 3 - Fleet Support Operations
- 4 - Search and Rescue (SAR)
- 5 - Military Sealift Command Office Operations
- 6 - Non-Combatant Evacuation
- 7 - Medical Evacuation
- 8 - Port Administrative Information and Physical Characteristics
- 9 - MSCO/NCSO Liaison and Support

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(UNIT NAME)  
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(Date)APPENDIX 1 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
STRATEGIC SEALIFT (U)

(U) REFERENCE: a. COMSC LSMP (S) - Appendix 1 to Annex C

1. ( ) This Appendix provides information concerning the MSCO's role in support of MSC's mission to provide strategic sealift in support of defense related emergencies world-wide. Reference (a) provides detailed information on current and contingency programs designed to make ships available for military sealift in time of national emergency or war, including information regarding the general location of these assets. It also explains how MSC may acquire additional assets to accomplish its wartime mission.

2. ( ) Planners may wish to include here paragraphs highlighting the importance of the port to strategic sealift operations given the port's geographic location, physical limitations and facilities relative to the execution of a given OPLAN. Mobilizing personnel may find this appendix valuable for an understanding of their mission vis-a-vis the theater scenario. It is, therefore, highly recommended that planners take this opportunity to provide the MSCO with a sense of strategic perspective.

3. ( ) Planners should either extract ship/requirements and loading/discharge summaries for the port(s) from Tabs F and G of reference (a) for each OPLAN considered or, at a minimum, add the tables as a reference at the beginning of this Appendix.

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APPENDIX 2 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
AMPHIBIOUS OPERATIONS SUPPORT (U)

- (U) REFERENCES: a. COMSC LSMP (S)  
b. Other references to be followed in support of amphibious operations

( ) List any known factors likely to require consideration or action in the event that the port becomes a port of embarkation for an amphibious operation or Logistics Over The Shore (LOTS) operations.

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(Format, Fleet Support Operations Appendix)

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(UNIT NAME)  
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APPENDIX 3 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
FLEET SUPPORT OPERATIONS (U)

- (U) REFERENCES: a. COMSC LSMP (S)  
b. Other references, as appropriate, dealing with support of fleet units/commands that the MSCO would support.

( ) Outline current characteristics which would make the port(s) particularly valuable in connection with fleet support operations. For example, the presence of a fuel depot or ammunition handling facilities might make the port particularly valuable as a primary or secondary loadout point for fleet support ships. Refer to Appendix 8 to ANNEX C of this PMOP if applicable.

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(Format, Search and Rescue (SAR) Appendix)

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(UNIT NAME)  
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(Date)APPENDIX 4 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
SEARCH AND RESCUE (SAR) (U)

(U) REFERENCES: a. NWP 37, National Search and Rescue Manual  
b. COMSCINST 11110.1B, U.S. Federal Medical Facilities  
Outside the Contiguous 48 States; Information Concerning

1. ( ) PURPOSE. This appendix should identify the forces/agencies and the resources that are available to respond to potential SAR operations in or near (PORT NAME), or in situations dealing with ships at sea that are serviced by the MSCO. For U.S. ports, the U.S. Coast Guard will be the prime source for this service. In non-U.S. ports, however, this service may be provided by U.S./Allied Military Forces or contracted civilian agencies/organizations.

2. ( ) CONCEPT OF OPERATIONS. The MSCO should outline in subparagraphs of this paragraph procedures to be followed in specific SAR operations that could occur in port. The procedures should include the potential situations and the resources required to manage the situation. Situations to be included are, but are not limited to, the following:

- a. Man Overboard
- b. Explosion/Fire Onboard Vessel
- c. Personnel Casualty Onboard Requiring Shore Assistance
- d. Towing Operations
- e. Salvage Operations

3. ( ) MEDICAL ASSISTANCE/EVACUATION. When requesting medical assistance or evacuation for injured MSC personnel, the request should be directed to the nearest U.S. Federal Government Medical Facility. Reference (b) provides a list of U.S. Medical Facilities that should be included in this Appendix for the units immediate use. Use Appendix 3 to ANNEX D to this plan for additional information.

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(Format, Military Sealift Command Office (MSCO) Operations Appendix)

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(UNIT ADDRESS)  
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APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
MILITARY SEALIFT COMMAND OFFICE (MSCO) OPERATIONS (U)

(U) REFERENCE: a. COMSC LSMP (S) - Appendix 5 to Annex C

( ) This appendix should provide information concerning specific post C-Day operations which will be conducted by the MSCO. Reference (a) provides detailed guidance on the scope of MSCO operations and the functional duties of the MSCO. Paragraph headings in this appendix should coincide with those of reference (a). At a minimum, paragraphs should be included for the following subjects:

- a. Scope of Operations
- b. Centralization (Organization/Support)
- c. Functions/Duties pertaining to civil service manned ships
- d. Functions/Duties pertaining to time and voyage charters, general agency agreements and MSC owned/contract operated ships

TABS:

- A - MSCO Checklist
- B - Standard MSCO Organization Chart
- C - Port Call Checklist
- D - Arrival/Departure Checklist for Port of ( )
- E - Local Agency Relationships/Responsibilities
- F - Docking/Pilot Services-Payment
- G - Cargo Handling
- H - Ship Conversion and Repair
- J - Salvage Services
- K - Oil Pollution Procedures
- L - Ship Supply Support

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TAB A TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSCO CHECKLIST (U)

(U) REFERENCE: a. COMSC LSMP (S) - Tab A to Appendix 5 to Annex C

( ) This tab should be a checklist to be used by personnel establishing or augmenting an MSCO. Its primary function should be to determine the existence/status of facilities, services, agreements, and administrative information that will be necessary to the early operational readiness of the MSCO. Reference (a) should be used as a guide in developing the checklist, with modifications to meet the needs of the port.

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(Format, Standard MSCO Organization Chart Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
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TAB B TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
STANDARD MSCO ORGANIZATION CHART (U)

(U) REFERENCE: a. COMSC LSMP TAB B to Appendix 5 to Annex C

( ) This tab should document the organization of the MSCO under the various scenarios and OPLANS requiring its mobilization. In establishing its organization, the MSCO (CENTRAL FACILITY) should conform generally to the standard organization for a MSCO set forth in reference (a), modified to address the expanded scope of responsibilities/activities of the MSCO upon mobilization.

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(Format, Port Call Checklist Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
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TAB C TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT CALL CHECKLIST (U)

( ) The MSCO should prepare a checklist to address all the requirements associated with husbanding ships that call at the port. A sample checklist is included in exhibit (1) to this tab. This checklist should be modified to meet the requirements of the port.

Exhibit:

1 - PORT CALL CHECKLIST (Example - maybe a stand-a-lone item)

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Exhibit (1) TO TAB C TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT CALL CHECKLIST - PORT OF (PORT NAME) (U)

PORT CALL CHECKLIST - PORT OF (PORT NAME)

VESSEL NAME: \_\_\_\_\_ TYPE: \_\_\_\_\_

ESTIMATED DATE OF ARRIVAL: \_\_\_\_\_

I. When first firm notification of port call received:

- A. Annotate Schedule Board (If schedule msg, post on schedule board. If informal notification, note source in folder.)
- B. Prepare Port Call Folder
  - 1. Legal size folder
  - 2. Prepare blank forms as required.
    - a. Letter of Notification to post sailing board (original and 2 copies, complete top only until sailing time known).
    - b. Letter of Notification of berth shifts (original and 2 copies, if berth shift expected).
    - c. Report of Performance for MSC Chartered Ships (original only, not required for USNS).
    - d. Ship Performance Record (original only).
    - e. Ship Tender & Agreement (original and 2).
    - f. MSCO Boarding Form (original only, staple to front of folder).

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- a. Customs
  - b. Agriculture
  - c. Public Health
3. In addition, if loading/discharging hazardous cargo prepare:
- a. Cover letter and Cargo Ammunition Stowage Evaluation Report (original and 3 copies of report, original and 1 copy of letter, one self-addressed envelope).
  - b. Ship Readiness Inspection for Hazardous Cargo (original and 2).
  - c. Hazardous Cargo Loading Report (original and 2).
- II. As further information is received:
- A. Update Schedule Board (as required).
  - B. In folder file copy of:
    1. MILSTAMP Cargo Traffic Reports from previous ports of voyage.
      - a. Note stowage configuration, nature and amount of cargo for your port.
      - b. Establish working time. Compare to MTMC initial estimates.
      - c. Compare ETA with last known. Verify that ETD is reasonable.
    2. Cargo Stowage Plan.
    3. Optimum Track Ships Routing (OTSR) weather message (watch changes in ETA).
    4. MOVREP and modifications (watch changes in ETA).
    5. Pre-rep message.
      - a. Research answers to all questions (contact MTMC, MSC, Area Command, or agent, as required).
      - b. Release message reply in sufficient time to reach ship prior to port entry.

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## C. General Guidelines.

1. Check ETA and ETD indicated or implied by every message looking for schedule slippage. Resolve contradictions by contacting the MSC Area Command, MTMC, ship agent, or COMSC (if tanker).
2. When in doubt, verify.
3. Notify all parties of any change in schedule.

## III. In week prior to scheduled arrival:

## A. Confirm the following:

1. Work schedule (number of gangs, hours, schedule days, overtime).
2. Availability of cargo.
3. Berthing and necessary shifts.
4. Feasibility of scheduled ETD.
5. Service.
  - a. Linehandlers.
  - b. Tugs.

## B. Confer with ship's agent to confirm:

1. ETA/ETD.
2. His understanding of information obtained from MTMC.
3. Arrangement for tugs, pilots, launches (if at anchor for over one day).
4. Requirements for provisions and bunkers (coordinate with MTMC for non-interference with loading/discharge schedules).
5. Husbanding agent contract listing services/materials and terms covered by agreement or available.
6. If ship arriving from overseas, arrangements for:

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- i. Customs
  - ii. Agriculture
  - iii. Public Health
- C. Confer with MSC Area Command (as required) to confirm:
- 1. Schedule.
  - 2. Relative priority (dictates necessity for overtime).
- D. Obtain hazardous cargo permit from Coast Guard:
- 1. Deliver loading plans.
  - 2. Pick-up permit.
- E. Arrange with Coast Guard for Arrival Inspection (if loading/discharging hazardous cargo):
- 1. Ensure inspection early enough to avoid interference with cargo schedules.
  - 2. Verify time the day before inspection date.
- F. Make travel arrangements to arrive at port prior to sailing (if outport).
- 1. Check-in with MTMC Rep and ship's agent.
- IV. Upon ship arrival:
- A. Prior to boarding.
- 1. Note draft (forward, aft, and mean).
  - 2. Note arrival time.
  - 3. If cargo movement is to begin immediately, note availability of gangs.
  - 4. Ensure availability of tugs, linehandlers, inspection officials (if required).
- B. Upon boarding:
- 1. Greet Master - offer assistance.

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- a. Inform of schedule for working cargo, ETD, number of gangs, special problems, anticipated berth shifts, any required inspections.
  - b. Ascertain any special problems.
  - c. Obtain signature on cover letter and Cargo Ammunition Storage Evaluation Report (if handling ammo, for future use).
  - d. Deliver any mail for crew members.
2. Greet Chief Mate.
    - a. Discuss complete schedule for working cargo.
    - b. If handling ammunition, obtain signature on Hazardous Cargo Loading Report (copy to ship and original and copy to folder).
  3. Greet Chief Engineer.
    - a. Obtain arrival fuel, water, and ballast reading.
    - b. Ascertain any special engineering problems.
- V. During Cargo Operations.
- A. If a Coast Guard inspection is required:
    1. Obtain verbal comments from inspector. Ensure that ship takes immediate corrective action, as required.
    2. Receive inspection report from Coast Guard.
    3. Obtain signature of MTMC Rep and of Master (original and 1 to Master, copy to folder).
  - B. For each day in port:
    1. Maintain a record of the following information:
      - a. Hatches worked.
      - b. Times.

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- c. Number of gangs/gang hours.
  - d. M/T and L/T loaded/discharged.
  - e. Commodities.
  - f. All lost time and causes.
2. Call MSC (cargo OPS) to provide input to the Cargo Ship Location, Status and Utilization Subsystem (CALSTAT). Update cargoes loaded/discharged, problems, and prognosis for schedule. (COMSCINST 4610.32C)
  3. Attend daily cargo operations meetings or contact MTMC Rep daily to review status.
  4. Remain onboard as much as possible during operations.
  5. Check-in with Master/Chief Mate to ascertain problems and/or requirements. Coordinate with agent, as required.
  6. Provide Master with copies of any message traffic of interest to ship or crew members.
- VI. Prior to departure: (Note all security requirements when releasing information.)
- A. Verify receipt of SAILORD/USEORD (issued by other sources).
  - B. Release Optimum Track Ship Routing (OTSR) request (if next port overseas).
  - C. Verify departure arrangements.
    1. Pass OTSR routing to Master when received.
    2. Confirm ETD with MTMC, agent, and area command.
    3. Speak with agent and confirm tugs, pilots, etc.
    4. Confirm linehandlers with MTMC.
    5. Ensure Ships Certificate of Verification is current through arrival at next port.
  - D. Obtain:
    1. Times of completion of loading/discharge security/cleaning.

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2. Total amount (L/T and M/T) loaded/discharged.
  3. Fuel, water, and ballast aboard.
  4. Draft (forward, aft, and mean).
  5. Amount of bunkers received.
  6. Unstowed or missing cargo.
- VII. After Departure: (Note all security requirements when releasing information.)
- A. Release MILSTAMP cargo traffic message (if next port overseas; obtain information as necessary from MTMC).
  - B. Complete required paperwork using accumulated information.
    1. Ship Performance Record.
    2. Report of Performance for MSC Discharged Ships
    3. Ship Tender and Agreement. (Obtain signature of MTMC Rep, copy to MTMC, original and copy to folder).
  - C. Receive from MTMC copies of:
    1. Satisfactory Loading or Discharge of Vessel.
    2. General Cargo List.
    3. Disposition form.
  - D. Forward final Stowage/Cargo Plan Stowage to overseas port.
  - E. Assemble and mail package to MSC Area Command.
    1. Ship Performance Record.
    2. Report of Performance for MSC Chartered Ships.
    3. Ship Tender and Agreement.
    4. Stowage/Cargo Stowage Plan.

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5. Ship in port log.
  6. Letter to set sailing board/shift sailing board.
  7. Letter acknowledging receipt of sailing orders.
  8. Disposition form.
  9. Hazardous Cargo Loading Report (if required).
  10. Ship Readiness Inspection for Hazardous Cargo (if required).
  11. Satisfactory Loading or Discharge of Vessel Form.
- H. File port call folder.

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(Format, Arrival/Departure Checklist for Port of (Port Name)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB D TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
ARRIVAL/DEPARTURE CHECKLIST FOR PORT OF (PORT NAME) (U)

( ) The MSCO should complete an appropriate checklist prior to the arrival/departure of each vessel in port. This is necessary to ensure that ships requirements, including those imposed by the port, are not overlooked. The checklists should be modified as necessary to meet local port requirements and procedures.

Exhibits: 1 - Port Arrival Checklist  
2 - Port Departure Checklist

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(RESERVE UNIT NAME)  
(RESERVE UNIT ADDRESS)  
(Date)EXHIBIT 1 TO TAB D TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT ARRIVAL CHECKLIST (U)PORT ARRIVAL CHECKLIST - PORT OF (PORT NAME)

SHIP \_\_\_\_\_ ETA \_\_\_\_\_

DRAFT Fwd \_\_\_\_\_ Aft \_\_\_\_\_

LENGTH \_\_\_\_\_

CRITICAL CARGO \_\_\_\_\_

ETA \_\_\_\_\_ ETD \_\_\_\_\_

BERTH \_\_\_\_\_

RADIO CIRCUITS \_\_\_\_\_

ITEM	YES	N/A	COMMENTS/ACTION TAKEN
Pre-Arrival LOGREQ Received			DTG of Message
Arrival LOGREQ Reply Sent			DTG of Message
Tugs			
Pilot			
Anchorage			
MTMC Linehandlers Stevedores			
Shippers			
Service Notified			
Services			
Telephone			
Electricity			
Water			
Steam			
Garbage			
Laundry			
Mail			
Currency Exch/Pay			

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PORT ARRIVAL CHECKLIST - PORT OF (PORT NAME) (CON'T)

SHIP \_\_\_\_\_

Fuel:	Amount
Bunkers	Supplier
Diesel	
Lube Oil	

ITEM	YES	N/A	COMMENTS/ACTION TAKEN
Store Req			What When Available

Nav. Aids Req			DTG of Message
---------------	--	--	----------------

Customs \_\_\_\_\_

Immigration \_\_\_\_\_

Public Health \_\_\_\_\_

U.S. Coast Guard \_\_\_\_\_

Certificate of Verification current \_\_\_\_\_

Medical Assistance \_\_\_\_\_

Ship Repairs Needed	What Where
------------------------	---------------

Surveys Required \_\_\_\_\_

Crew Changes \_\_\_\_\_

Cargo:  
Hazardous \_\_\_\_\_

Type \_\_\_\_\_

Off Load (M/T) \_\_\_\_\_

On Load (M/T) \_\_\_\_\_

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ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
 PORT DEPARTURE CHECKLIST (U)

PORT DEPARTURE CHECKLIST - PORT OF (PORT NAME)

SHIP _____	DATE _____
BERTH _____ LENGTH _____	DRAFT: FWD _____ AFT _____
CRITICAL CARGO _____	MEAN DRAFT _____
RADIO CIRCUITS _____	ETA/DESTINATION _____

ITEM	YES	N/A	COMMENTS/ACTION TAKEN
------	-----	-----	-----------------------

DEPARTURE REQUIREMENTS

Time Posted			
Qtrdeck			
NCSO advised			
Linehandlers			
Pilot			
Tugs			
Mail			
Fuel/Water			

DOCUMENTATIONS

CARGO DOCUMENTS

By MTMC-			
Dry cargo			
Disposition form			
By Terminal-bulk liquid			
Stowage plan			
Hazardous Cargo Report			

MESSAGES

Departure Rep			
Discharge Rep			
Movement Rep (by master)			
CALSTAT			

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PORT DEPARTURE CHECKLIST - PORT OF (PORT NAME) (CON'T)

ITEM	YES	N/A	COMMENTS/ACTION TAKEN
<u>VESSEL REPORTS COMPLETED</u>			
Ship Performance Report			
Performance Report MSC Ships			
Ship tender & agreement			
<u>OFFICE FILES COMPLETED</u>			
Port Log			
Vessel File			
<u>MAIL TO MSC AREA COMMAND</u>			
Ship Performance Report			
Report of Performance for MSC Chartered Ships			
Ship Tender and Agreement			
Stowage Plan			
Ship in port log			
Letter of set sailing board/shift sailing board			
Letter acknowledging receipt of sailing orders			
Disposition form			
Hazardous Cargo Loading Report (if required)			
Ship Readiness Inspection for Hazardous Cargo (if rqr'd)			
Satisfactory Loading or Discharge of Vessel Form			

(Format, Local Agency Relationships/Responsibilities Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB E TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
LOCAL AGENCY RELATIONSHIPS/RESPONSIBILITIES (U)

(U) REFERENCES: Federal, State, Local Agency instructions/notices relevant to operational responsibilities of the local MSCO.

1. ( ) This tab should contain information on the procedures to be utilized when employing the service(s) of various agencies (federal, state and local) in executing the operational responsibilities of the MSCO. These agencies might include, but are not limited to Customs, Immigration, U.S. Coast Guard, Department of Agriculture, Public Health Service, U.S. Army Corps of Engineers and the Port Authority in U.S. ports and their counterparts in non-U.S. ports. Points of contact should not be included in this tab. However, reference should be made to their location in Appendix 8 to Annex C (Port Administrative Information and Physical Characteristics).

2. ( ) This tab should also include mention of the 7 Jan 1985 Memorandum of Understanding Between the Department of Defense and the Department of Transportation concerning port readiness. Also, pertinent SDET derived information and any additional knowledge gained from local port support working groups, should be noted.

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(Format, Docking/Pilot Services Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB F TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
DOCKING/PILOT SERVICES - PAYMENT (U)

(U) REFERENCES: List Instructions and Notices that are applicable  
for docking/pilot services - payment

( ) This tab should contain procedures for the procurement and payment of docking and piloting services. The type and extent of services is dependent upon the type of ship contract (e.g. USNS, time charter, etc). Services provided should include pilot, tugs, line handlers, shore power, water, telephone, and garbage removal.

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TAB G TO APPENDIX 5 TO ANNEX C TO MSCO CENTRAL FACILITY PMOP (U)  
CARGO HANDLING (U)

- ( ) REFERENCES:
- a. Code of Federal Regulations, Title 46, Part 146, Transportation or Storage of Military Explosives on Board Vessels
  - b. MTMC PAMPHLET 55-3/MSC PAMPHLET 3120 (1 June 1977), Barge-Ship Systems: Description, Guidance, and Transporting of Cargo
  - c. COMSCINST 5100.17A, MSC Safety Manual
  - d. COMSCINST 8023.1F, Safety Regulations Governing the Handling and Transportation of Ammunition and Other Hazardous Cargo.
  - e. COMSCINST 7300.1C, Cargo Loss and Damage Claims
  - f. Marine Safety Manual, Vol. VI (USCG)

1. ( ) This tab should contain procedures used in securing, paying for, and overseeing cargo handling operations. Separate paragraphs should be used to cover procedures for different cargo types, e.g. break-bulk, containerized, POL, vehicles, etc. Berths in ports designated to handle specific cargo types should also be identified.

2. ( ) This paragraph should cover procedures that the MSCO will follow to ensure that handling of hazardous cargo is done in compliance with U.S. Coast Guard and appropriate military regulations. It is the MSCO's responsibility in U.S. ports to arrange for a Coast Guard safety inspection of any ship scheduled to load/discharge hazardous cargo. This inspection should be scheduled in sufficient time to permit corrective action without delaying scheduled cargo handling. A Hazardous Cargo Loading Report must be prepared by the MSCO from the Coast Guard Inspection Report and approved by the OIC/NCOIC MTMC Load Team on board and the ship's master prior to hazardous cargo operations. The MSCO must ensure that the ship's Master completes the Ship Readiness Inspection for Hazardous cargo. For details on hazardous cargo requirements consult references (a) thru (e). Copies of the Code of Federal Regulations Title 46 - Shipping (Parts 1-199) can be obtained through the U.S. Government Printing Office. This publication is written by the Coast Guard and copies can be reviewed at any Coast Guard Office.

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3. ( ) The procedures that the MSCO will follow in handling and reporting damaged cargo should be covered in this paragraph. Reference (f) covers the reporting of cargo damage and processing of cargo damage claims.

4. ( ) The cargo handling responsibilities of the MSCO, MTMC and the Coast Guard, (if applicable) in the port should be outlined.

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TAB H TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
SHIP CONVERSION AND REPAIR (U)

- ( ) REFERENCES:
- a. COMSCINST 5440.9A, Organization of Standard MSC Office
  - b. COMSCINST 4700.2E, Maintenance and Repair of MSC Ships; Administrative Procedures for
  - c. COMSCINST 4700.1E, Cleaning of Cargo Spaces in MSC-Controlled Dry Cargo Ships
  - d. COMSCINST 4700.4D, Cannibalization of Machinery and Equipment in MSC Ships
  - e. COMSCINST 4720.2C, Report of MSC Ships Undergoing Repair and/or Alterations
  - f. COMSCINST 4730.7, Semi-Annual Inspection and Overhaul Schedule Report of MSC Ships
  - g. COMSCINST 4330.21C, Contract procedures for use in procurement of Ship Maintenance, Repair and Alterations
  - h. COMSCINST 4200.13, Corresponding and Oral Communications with Contractors concerning Department of the Navy Contracting Matters.

1. ( ) This tab should provide background and guidance for the conversion and repair of MSC owned or chartered ships that are assigned in support of military operations.

2. ( ) The maintenance and repair of charter and contract-operated ships remain the sole responsibility of the ship's Master and agent.

3. ( ) Advance planning at the local level for ship conversion and repair is difficult. References (a), (b), and (c) discuss the responsibilities of an MSC office. Responsibilities to be discussed in this tab include but are not limited to:

a. ( ) Arranging for and supervising local emergency and voyage repairs of MSC ships.

b. ( ) Directing the material inspection of hull and machinery as necessary to ensure the operational readiness of USNS ships assigned to the office.

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c. ( ) Overseeing, as COMSC representative, the preparation of specifications, award of contracts, and performance of work in contract-operated tankers.

d. ( ) Conducting inspections of USNS ships in the area when so directed by COMSC.

e. ( ) Administering contracts and job orders for the maintenance, repair and alteration of ships, if any, assigned to the office.

f. ( ) Maintaining liaison with naval shipyards, ship repair firms, and marine inspection agencies such as the U.S. Coast Guard and American Bureau of Shipping.

g. ( ) Preparing technical data and contractual reports incident to maintenance, repair, and alterations.

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TAB J TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
SALVAGE SERVICES (U)

- (U) REFERENCES: a. COMSCINST 5420.2 Salvage of Controlled Shipping; responsibility for  
b. COMSCINST 5890.1 General Average and Salvage  
c. COMSCINST 1601.3 Guidance to SDO's for Reporting Incidents.

1. ( ) This tab should contain information on the procedures to be used in investigating and reporting a salvage situation. Reference (a) outlines responsibility for salvage operations. Upon notification of a salvage situation the MSC unit may be required to immediately contact the appropriate Surface Force Commander and offer any assistance required. During the salvage operation, direct liaison with representatives of the cognizant Surface Force Commander or SUPSALV, if involved, will be established. References (b) and (c) provide guidance on the message formats to be used when reporting salvage situations.

2. ( ) This tab should also contain a list of the MSC Salvage Ships, Equipment and U.S. Coast Guard units available for assistance.

3. ( ) Reference (a) gives guidance as to proper procedures if the salvage incident involves a non-government owned ship.

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TAB K TO APPENDIX 5 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
OIL POLLUTION PROCEDURES (U)

(U) REFERENCE: a. COMSCINST 6240.4 Military Sealift Command  
Environment Protection and  
Enhancement Program; Policy, Procedures, and Assignment of  
Responsibilities.

( ) This tab should contain the procedures to be followed in the event a government owned or chartered vessel discharges POL into waters in or near the port. Enforcement of U.S. oil pollution regulations in U.S. waters is the responsibility of the U.S. Coast Guard. The phone number of the Coast Guard Captain of the Port should be listed here.

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(Format, Ship Supply Support Tab)

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SHIP SUPPLY SUPPORT (U)

- (U) REFERENCES: a. COMSCINST 4230.3 Balance of Payments Program-Supplies and Services for Use Outside the U.S.  
b. COMSCINST 4440.5 Military Sealift Command Afloat Supply Procedures

( ) This tab should contain the procedures to be followed in performing supply functions for ships calling at the port. Although routine supply requisitions will be handled by the ship through normal defense supply systems, the MSCO will be requested to provide services to the ship for emergency requisitions and items outside of the defense supply system. The service responsibilities should be organized into those associated with government owned vessels and vessels operating under charter to the government.

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(Format, Non-Combatant Evacuation)

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(RESERVE UNIT NAME)  
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(Date)APPENDIX 6 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
NON-COMBATANT EVACUATION (U)

- (U) REFERENCES:
- a. COMSCINST 4330.28A Designation of Contracting Officers for Sea Transportation for Evacuation and Other Emergencies
  - b. COMSC OPLAN 9202 (U)

1. ( ) This appendix provides guidance for Noncombatant Evacuation Operations (NEO) involving sealift in the general geographic area of responsibility. Although airlift is generally the preferred means of NEO, unforeseen situations may cause sealift to be used in some evacuation efforts. Movement planning for sealift will consider requirements for evacuation of U.S. nationals and selected foreign nationals. Specific procedures are set forth in reference (a) to permit various MSC and other U.S. Navy commands to procure either U.S. Flag or foreign flag shipping for use during NEO when there is insufficient time for COMSC arranged procurement. MSC evacuation operations will be coordinated by the respective MSC Area Commander. The objective will be to satisfy all NEO requirements for a short-time-at-sea nature (i.e. to nearest safehaven) with any available vessel.

2. ( ) Reference (b) provides guidelines and areas of responsibility for MSC commands. MSC area commands will provide or arrange for necessary personnel and logistical and administrative support of MSC ships assigned to the operation and provide for liaison personnel to man the ports as directed by COMSC. The primary concern of MSC will be the acquisition of adequate shipping to accommodate the number of personnel to be evacuated. Planning factors to be considered are: ship capacities, medical facilities, messing/galley facilities and food supplies, potable water, security for crowd control, and general law and order for the evacuees. A planning factor of 350-400 miles sailed per day should be used. Provision of NEO supplies and facilities for sealift is the responsibility of the supported CINC.

3. ( ) Direct liaison for planning and operations is authorized between MSC Area Commands and designated supported CINC and U.S. diplomatic or consular representatives. COMSC is to be informed of all such contacts. Liaison with JCS, CNO, TRANSCOM, and the Secretary of State will be through COMSC channels.

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APPENDIX 7 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP ( )  
MEDICAL EVACUATION (U)

1. ( ) A statement should be made in this appendix indicating that information for medical evacuation can be cross referenced in Appendix 4 to Annex C (Search and Rescue) and Appendix 3 to Annex D (Medical Services).
2. ( ) Describe the procedures necessary to effect a medical evacuation from MSCO ships or remote port sites.

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APPENDIX 8 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT ADMINISTRATIVE INFORMATION AND PHYSICAL CHARACTERISTICS (U)

- (U) REFERENCES:
- a. COMSCNOTE 5410., Memorandum of Understanding on Port Readiness
  - b. List here the specific reference documents, publications, charts, plans and other written sources that would provide useful information on the subject port (s). List the name of each document, the publisher, and most recent date of publication. Examples of such references are: Port directories, charts, sailing directions, local telephone directory, port service technical publications, trade journals and periodicals, information published by the host country government and information published by the U.S. Coast Guard, the U.S. Army Corps of Engineers and other U.S. government agencies.

1. ( ) This appendix provides information and data on: the physical characteristics of the port, the regulatory and management authorities, ship berthing and anchorages, and services and contacts for information available in the port.

Tabs:

- A - Port Geography
- B - Port Administration
- C - Port Services

2. ( ) Reference should also be made to Annex C of the Memorandum of Understanding between the Department of Defense and the Department of Transportation concerning Port Readiness, dated 07 Jan 1985. This MOU annex is a tabular presentation of various port functions of pertinent agencies; their responsibilities, primary users, coordination requirements, and informational needs.

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(Format, Port Geography Tab)

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TAB A TO APPENDIX 8 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT GEOGRAPHY (U)

1. ( ) GENERAL. This tab summarizes the physical configuration of the port, the major geographical features, climate and weather, tides and currents, population and demographics, industry, commerce, agriculture, the harbor and its approaches, aids to navigation and major transportation facilities.

2. ( ) PHYSICAL CONFIGURATION OF PORT

a. ( ) General. Insert here a general narrative description of the port's physical layout, including directional orientation of approaches from sea and geographical boundaries; width, length and depth of channels; major visual land falls; surrounding terrain; orientation and size of harbor and important rivers, bays or estuaries. Make reference to current and applicable charts and maps which should be contained in Annex M.

b. ( ) Climate and weather. Give a brief description of weather conditions for the major seasons of the year, showing amounts of precipitation, maximum and minimum temperatures, humidity levels, prevailing wind directions and velocities, fog frequency and duration, and ice conditions, if any. List sources of information for current weather forecasts, especially radio frequencies for local weather forecasts.

c. ( ) Tides and currents. List heights of mean high and low tides and any special or unusual local tidal conditions. List velocity and direction of any currents which may affect navigation or ship handling.

3. ( ) AIDS TO NAVIGATION. List location and appropriate information concerning local navigation aids, including buoys, lighthouses, vessel tracking services, radio navigation beacons, Loran, channel markers, audible fog signals and radio communications channels and frequencies. Make ample reference to appropriate navigational charts and publications.

4. ( ) POPULATION AND DEMOGRAPHICS. Give a brief narrative summary of the metropolitan region surrounding and served by the port. Include such matters as population, languages, religions, local customs, principal industries and types of cargoes which move through the port.

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5. ( ) MAJOR TRANSPORTATION FACILITIES. List and briefly describe major transportation facilities which are located within the port region. These would include ocean freight and passenger terminals; rivers, bays, canals and other inland waterways connecting with the harbor; major highways including bridges and terminals, airports, and rail facilities. Especially emphasize in this section those capabilities that exist for transferring cargoes and/or passengers between ocean-borne shipping and other transportation modes. Make reference to appropriate charts and maps which locate these facilities and which provide more complete information.

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(Format, Port Administrative Tab)

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(UNIT NAME)  
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(Date)TAB B TO APPENDIX 8 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT ADMINISTRATION (U)

1. ( ) GENERAL. This tab should provide information on the administrative and regulatory authorities which govern the use of the port and its facilities. Specific laws, rules, regulations and administrative procedures under which the port is operated should be determined and described.

2. ( ) ADMINISTRATIVE AND REGULATORY AUTHORITIES. Give the title of each agency, its mailing address, physical location, telephone number, and telex or cable address. List the name of the official in charge and those of specific department heads, as applicable. Also give a brief summary of the area of port operations over which each agency has cognizance, and/or the body of law or regulations which the agency administers.

- a. ( ) Port Authority.
- (1) Port Director
  - (2) Traffic Manager
  - (3) Dock Superintendent
  - (4) Facility Engineer
  - (5) Port Security Officer
  - (6) Harbor Master
- b. ( ) U.S. Coast Guard (or Host Nation Counterpart).
- (1) Marine Inspection
  - (2) Pollution Control
- c. ( ) Other U.S. Military Commands.
- d. ( ) Local (Host Nation) Military Commands.
- e. ( ) Customs Authorities.
- f. ( ) Agriculture Department.
- g. ( ) Public Health.

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- h. ( ) Federal Bureau of Investigation
  - i. ( ) Police Force Having Jurisdiction
  - j. ( ) Fire Protection
  - k. ( ) Immigration Authorities
  - l. ( ) Naval Control of Shipping Organization
  - m. ( ) Military Traffic Management Command
  - n. ( ) Diplomatic Agencies
  - o. ( ) Other, as appropriate
3. ( ) GOVERNING LAWS AND REGULATIONS. List all applicable national, state and local laws, regulations and administrative procedures under which port operations are carried out. Reference each by title, number, most recent date of publication and the name of the publishing authority. List task reporting and documentation required to be performed by the ship or its agent in each instance.
- a. ( ) Navigational Rules
  - b. ( ) Pilotage Requirements
  - c. ( ) Vessel Safety and Seaworthiness Regulations
  - d. ( ) Port Operating Schedules
  - e. ( ) Public Health Regulations
  - f. ( ) Customs Requirements
  - g. ( ) Vessel and Cargo Documentation
  - h. ( ) Port Emergency Plan
  - i. ( ) Crew Identification and Documentation
  - j. ( ) Communications Information
  - k. ( ) Port Regulations
  - l. ( ) Other, as appropriate

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TAB C TO APPENDIX 8 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT SERVICES (U)

1. ( ) GENERAL. This tab provides information on services and contacts for information which are available in the port. This information should specify the nature and extent of the services available, procurement procedures and associated costs and limitations. The identity and role of the ship's agent in arranging for port services should be discussed in each case. The name of each contact, supplier or agency, and their mailing address and telephone number should be included.

2. ( ) PORT SERVICES AVAILABLE. Separately list each category of port services. The list below is not intended to be all inclusive but shows only the most frequently used categories. Additional services should be listed as appropriate in each case.

- a. ( ) Pilotage
- b. ( ) Tugs
- c. ( ) Dockside Linehandlers
- d. ( ) Fuel
- e. ( ) Potable Water
- f. ( ) Sewerage
- g. ( ) Garbage and Trash Removal
- h. ( ) Stores
- i. ( ) Mail
- j. ( ) Medical Facilities
- k. ( ) Ship Chandlers
- l. ( ) Stevedoring Services

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- m. ( ) Inspection Services.
  - n. ( ) Security Services.
  - o. ( ) Repair Facilities and Services.
  - p. ( ) Fire and Emergency Services.
  - q. ( ) Ground Transportation.
  - r. ( ) Pollution Control Services.
  - s. ( ) Freight Forwarders.
3. ( ) CONTACTS FOR INFORMATION  
A sample list of organizations which the MSCO may need to contact would include:
- a. ( ) Local Weather Facility.
  - b. ( ) Maritime Unions.
  - c. ( ) American Bureau of Shipping.
  - d. ( ) Commercial Airport Authority (when not under Port Authority).
  - e. ( ) Other, as appropriate.

(Format, MSCO/NCSO Liaison and Support Appendix)

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APPENDIX 9 TO ANNEX C TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSCO/NCSO LIAISON AND SUPPORT (U)

(U) REFERENCES: a. ATP-2 Allied Naval Control of Shipping Manual  
b. OPNAVINST C3450.14

1. ( ) GENERAL. This paragraph should describe those Naval Control of Shipping (NCS) related responsibilities and support functions performed by MSC during voluntary or full NCS. Areas where MSC may be required to support NCSORG prior to mobilization should be outlined.

2. ( ) RESPONSIBILITIES. The MSCO should outline the NCS related functions performed by MSC as the DOD Transportation Operating Agency (TOA) for Strategic Sealift.

3. ( ) SUPPORT FUNCTIONS. Describe the support functions that the MSCO (CENTRAL FACILITY) can provide in support of NCSORG. Reference (b) provides guidance.

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ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LOGISTICS (U)

- ( ) REFERENCES: a. COMSC LSMP Annex D  
b. Others may include Unit Instructions and Local Military Command Instructions

1. ( ) GENERAL

a. ( ) PURPOSE. The purpose of this annex is to provide information and guidance pertaining to logistic support of the MSCO, its outlying ports, and all MSC controlled shipping entering/departing the ports. The annex also assigns tasks and responsibilities to accomplish that support in conjunction with other missions detailed elsewhere in the PMOP. (Since the format of the PMOP follows the format of the COMSC LSMP, the LSMP will be a major resource in preparing this part of the unit PMOP. Some sections will require only slight modification before being inserted into the PMOP, others will only give an example of how your section should appear.)

The remainder of Paragraph 1 should summarize the following topics regarding logistics for the port(s) involved:

- b. ( ) Concept of Logistics Support  
c. ( ) Assumptions  
d. ( ) Resource Availability  
e. ( ) Responsibilities (of the port unit, not the area command)

2. ( ) SUPPLY AND DISTRIBUTION. Summarize supply functions to be performed by the MSCO on its own behalf and in support of MSC controlled shipping. Include a summary of financial and procurement management responsibilities.

3. ( ) MAINTENANCE, MODIFICATION, AND ACTIVATION. Summarize anticipated requirements, if any, to assist MSC units in obtaining maintenance or repair services.

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4. ( ) MORTUARY SERVICES. Briefly summarize information contained in the mortuary services appendix to this annex.
5. ( ) MEDICAL SERVICES. Briefly summarize information contained in the medical services appendix to this annex.
6. ( ) MOBILITY/TRANSPORTATION. Summarize the procedures for transportation of MSCO personnel and equipment from their residences to their ultimate CONUS or overseas destinations.
7. ( ) LOGISTIC CONSTRAINTS. Summarize known logistic constraints that impact on the ability of MSCO (CENTRAL FACILITY) to perform its mission.

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COMMANDING OFFICER

Appendices:

- 1 - Petroleum, Oil and Lubricants (POL) Supply
- 2 - Mortuary Services
- 3 - Medical Services
- 4 - Mobility/Transportation
- 5 - Support Agreements
- 6 - Financial Management
- 7 - Facilities, Equipment, and Supply

(If any of the appendices are not developed, then insert "TO BE DEVELOPED" after the appendix name)

AUTHENTICATED:

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(Format, Petroleum, Oil and Lubricants (POL) Supply Appendix)

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PETROLEUM, OIL AND LUBRICANTS (POL) SUPPLY (U)

- (U) REFERENCES:
- a. COMSC LSMP, Appendix 1 to Annex D
  - b. COMSCINST 4020.2E, Bunkering Instructions
  - c. COMSCINST 4101.1A, MSC Conservation Program
  - d. COMSCINST 6240.4C, Environmental Protection and Enhancement Program
  - e. Area and other Local Command Instructions of POL

1. ( ) GENERAL. Information on Petroleum, Oil and Lubricants (POL) supply pertaining to MSC bunkering requirements is contained in each numbered MSC OPLAN as well as references (a) through (d). Information on Post C-Day bunkering procedures and other relevant, in-depth POL-related issues should make up the remainder of this appendix.

2. ( ) POL SUPPLY FOR MSCO (CENTRAL FACILITY). List, for the Central Facility and each outlying port, possible military and civilian sources of bunkering fuels, and unusual restrictions or problems that might affect bunkering.

a. ( ) POL PORT INFORMATION. List in TAB A of this Appendix each port which can supply POL.

b. ( ) POL PURCHASING AUTHORITY. Indicate in Tab B of this appendix what purchasing authority the (MSCOs CENTRAL FACILITY) have upon mobilization. Review COMSC and area command instructions for guidance. List pertinent instructions as references to the appendix.

c. ( ) POL TERMINALS AND FACILITIES. Indicate in Tab C details for each POL facility.

Tabs:

A - POL Port/Berth Information

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B - POL Purchasing Authority

C - POL Facilities

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(Format, POL Berthing Information Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB A TO APPENDIX 1 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
POL PORT/BERTHING INFORMATION (U)

(U) REFERENCES: a. As Applicable

1. ( ) This tab should include the following for each POL Berth: port name, berth number or name, types of POL available, size of berth (length, depth of water, etc.), any restrictions that would affect bunkering and any other items that are pertinent.

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VI-104.

(Format, POL Purchasing Authority Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB B TO APPENDIX 1 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
POL PURCHASING AUTHORITY (U)

(U) REFERENCES: As applicable

1. ( ) This tab should include information on purchasing authority of MSCO (CENTRAL FACILITY) for POL.

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VI-106

MAR 18 1986

(Format, POL Terminals and Facilities Tab)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

TAB C TO APPENDIX 1 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
POL TERMINALS AND FACILITIES (U)

(U) REFERENCES: As applicable

1. ( ) This tab should include the following information for each POL terminal and facility: name, address, phone number, point of contact, POL items available and probable quantities, instructions on obtaining supplies, maps or photographs showing location of facility in reference to port; ports that the facility will service; and working hours and other items that are pertinent.

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MAR 18 1986

(Format, Mortuary Services Appendix)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 2 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MORTUARY SERVICES (U)

- (U) REFERENCES:
- a. NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations
  - b. BUMEDINST 5360.1, Decedent Affairs Manual
  - c. COMSCINST 5100.17A, MSC Safety Manual
  - d. COMSCINST 6000.1B, MSC Medical Manual
  - e. COMSCINST 6000.3, Reporting of Killed-in-Action, Missing-in-Action and Wounded-in-Action (KIA, MIA AND WIA) During Contingency
  - f. BUMEDINST 5360.22, Armed Services Graves Registration Office

1. ( ) Information concerning mortuary services is set forth in each numbered MSC OPLAN and in references (a) through (f). (In-depth information pertaining to this subject may be developed by reviewing the references above, Area Command instructions and one or more MSC OPLANS).

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(Format, Medical Services Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

APPENDIX 3 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MEDICAL SERVICES (U)

- (U) REFERENCES:
- a. COMSC LSMP, Appendix 3 to Annex D.
  - b. OPNAVINST 4630.9, Worldwide Aeromedical Evacuation
  - c. NAVMED P-5010, Manual of Naval Preventive Medicine
  - d. COMSCINST 6000.1B, MSC Medical Manual
  - e. COMSCINST 6440.1, Navy Medical Department Support to the Military Sealift Command
  - f. BUMEDINST 6230.1, Immunization Requirements and Procedures
  - g. COMSCINST 11110.1, U.S. Federal Medical Facilities Outside the Contiguous 48 States

1. ( ) GENERAL. Information on medical services is set forth in each numbered MSC OPLAN as well as references (a) through (g). Specific information for each port served by MSCO (CENTRAL FACILITY) is described below.

2. ( ) MEDICAL AND DENTAL SERVICES/FACILITIES. In general terms, the types and scope of medical and dental services that are available in the area of the MSCO (CENTRAL FACILITY) should be described. Tab A of this appendix should provide more detailed information for the MSCO (CENTRAL FACILITY) and each of the outlying ports.

3. ( ) MSC MEDICAL REPORTING REQUIREMENTS. Describe in general terms the types of medical reports required, when they are required, for what personnel and to whom they are sent. Tab B of the appendix will provide specific information such as copies of locally required forms and any variations in requirements for the outlying ports.

Tabs:

- A - Medical and Dental Facilities
- B - MSC Medical Reporting Requirements

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(Format, Medical and Dental Facilities Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB A TO APPENDIX 3 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MEDICAL AND DENTAL FACILITIES (U)

- ( ) REFERENCES: a. COMSCINST 11110.1B, U.S. Federal Medical Facilities  
Outside the Contiguous 48 States  
b. COMSCINST 6000.1B, Military Sealift Command Medical  
Manual

1. ( ) This tab should provide information about the medical and dental facilities available at each port that MSCO (CENTRAL FACILITY) will service. The following information should be included: name, address, phone number, and point of contact for each facility.

2. ( ) Chapter 3 Reference (b), identifies persons entitled to medical care, and to what extent, charges for medical care, and the various sources of medical support available. Also included are procedures for obtaining dental care and at sea medical assistance. Describe procedures for obtaining medical and dental care services that are specific for the MSCO port area.

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(Format, MSC Medical Reporting Requirements Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB B TO APPENDIX 3 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSC MEDICAL REPORTING REQUIREMENTS (U)

- (U) REFERENCES: a. COMSCINST 6000.1B, Military Sealift Command Medical Manual  
b. COMSCINST 5100.17A, MSC Safety Manual

1. ( ) This tab should include a list of specific reports required by references (a) and (b) and by the respective area commanders directives. Also included should be procedures and requirements regarding submission of the reports that apply to the specific MSCO (CENTRAL FACILITY).

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MAR 18 1986

(Format, Mobility and Transportation Appendix)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 4 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILITY AND TRANSPORTATION (U)

(U) REFERENCES: a. COMSC LSMP

1. ( ) This appendix should begin with a general discussion of reserve force mobilization. Upon mobilization, Military Sealift Command (MSC) shore-based forces will require transportation at government expense from their residence to their assigned port. The Chief of Naval Reserve (CNAVRES) LSMP discusses reserve mobilization in general terms while reference (a) deals with topics specific to the MSC organization. This first paragraph should conclude with a statement of purpose of the Appendix, which is to specify post C-Day procedures for the transportation of personnel to their MSCO location.

2. ( ) Procedures for the notification of personnel will be detailed in ANNEX E of this PMOP. Procedures for mobilization of the MSCO will be detailed in ANNEX N of this PMOP.

3. ( ) TRANSPORTATION PROCEDURES.a. ( ) Transportation to and In-Processing at Reserve Centers

This section should describe in detail the anticipated procedures for movement of Reservists from their homes to their respective Reserve Centers and the procedures for in-processing at the Reserve Centers. Consideration should be given to maximum permissible time between notification and reporting, authorized methods of transportation to Reserve Centers, berthing and messing during in-processing and while awaiting deployment and other matters pertinent to post notification and pre-deployment action.

b. ( ) Deployment to (CENTRAL FACILITY) Overseas.

(1) ( ) For any MSCO that will deploy overseas, its movement requirements are made part of the cognizant CINC'S OPLAN by placement in the Time Phased Force Deployment Data (TPFDD). Reference should be made to the existence of the TPFDD and its role in the preparation of actual travel orders for unit personnel including INCONUS transportation and transportation to the Port of Embarkation (POE) and Port of Debarkation (POD).

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(2) ( ) Subsequent paragraphs should state that intra-theater transportation to the ultimate destination is the responsibility of the cognizant CINC. The CINC will also, upon execution of a specific OPLAN, call Active Unit Identification Codes (AUIC's) by Force Requirement Number (FRN) at his discretion, to prioritize unit movement.

c. ( ) Deployment to (CENTRAL FACILITY) CONUS. One or more paragraphs will be required to fully explain transportation arrangements to be made for your specific unit. Details regarding transporting the mobilizing unit will be developed based on applicable information from reference (a).

4. ( ) REPORTING. Include reporting instructions for mobilized reservists upon arrival at the destination location.

Tab:

A - Transportation Shortfalls

(Format, Transportation Shortfalls Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB A TO APPENDIX 4 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
TRANSPORTATION SHORTFALLS (U)

( ) List any known shortfalls in transportation methods or facilities for both the assembly of unit personnel at the reserve center and for deployment of personnel to the mobilization site. Indicate specific instructions to be followed in the event of shortfalls in transportation, either for the assembly of unit personnel or subsequent deployment. Also include instructions for providing temporary accommodations in the event transportation inadequacies for mobilizing personnel occur.

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MAR 18 1986

(Format, Support Agreements Appendix)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 5 TO ANNEX D TO MSCO (CENTRAL) FACILITY PMOP (U)  
SUPPORT AGREEMENTS (U)

- (U) REFERENCES:
- a. COMSC LSMP to Annex D
  - b. Status of Forces Agreement (Country)
  - c. Inter Service Support Agreement (ISSA)
  - d. Host Nation Support Agreement (HNS)
  - e. Memorandum of Understanding (MOU)
  - f. COMSCLANTINST 5410.3, Administration for Local Agreements

1. ( ) This appendix should identify all support agreements which would apply to each MSCO under present conditions and upon mobilization. Support agreements and Memorandums of Understanding (MOU's) may be between two or more governments, two services, intraservice, a MSCO and a private business, etc. and may become effective under varying situations (e.g. full mobilization, partial mobilization, training exercises, etc.)

2. ( ) Information on support agreements is set forth in each numbered MSC OPLAN and MSC Area/Subarea Commander's instructions. Reference (a) contains some specific information in the Area Commander's addendum. Other sections of the COMSC LSMP have information on agreements affecting specific subjects. References (b) through (f) may be applicable to certain units.

3. ( ) Current support agreements should be listed in Tab A to this appendix. Tab B should identify any support agreement shortfalls which could degrade the capabilities of the MSCO's. SDET's will be instrumental in identifying and arranging support agreements for U.S. ports.

## Tabs:

- A - Current Support Agreements
- B - Support Agreement Shortfalls

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(Format, Current Support Agreements Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB A TO APPENDIX 5 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
CURRENT SUPPORT AGREEMENTS (U)

1. ( ) This tab should list any current Support Agreements that would affect the MSCOs for the Central Facility and each outlying port. (Copies of the agreements may be included as exhibits to this tab)

Exhibits:

To be Determined

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D-5-A-1  
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VI-123

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VI-124

(Format, Support Agreement Shortfalls Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB B TO APPENDIX 5 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPORT AGREEMENT SHORTFALLS (U)

1. ( ) For each port, the shortfalls in present agreements, along with any alternatives for their resolution, should be documented. Lack of a written agreement maybe a shortfall and should be listed as referenced in D-7-5-1.

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VI-126

MAR 18 1986

(Format, Financial Management Appendix)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 6 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
FINANCIAL MANAGEMENT (U)

- (U) REFERENCES:
- a. COMSC LSMP ANNEX D
  - b. COMSCINST 4330.22K, Designation of Contracting Officers at MSC Area Commands
  - c. COMSCINST 4330.28A, Designation of Contracting Officers for Sea Transportation for Evacuation and other Emergencies
  - d. COMSCINST 7600.3H, MSC Billing Rates

1. ( ) GENERAL. This paragraph should contain general statements about the normal functioning of financial and contracting operations and the changes that occur in the event of an emergency.

2. ( ) CONTRACT MANAGEMENT. Specific requirements that relate to contract management in the MSCO (Central Facility) should be included.

3. ( ) ACCOUNTING PROCEDURES. Describe accounting procedures that would apply to the mobilized MSCO (Central Facility).

4. ( ) DISBURSING FUNCTIONS. Describe local MSCO responsibilities for currency exchange and crew payment.

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
FACILITIES, EQUIPMENT, AND SUPPLY (U)

- (U) REFERENCES:
- a. COMSC LSMP Annex D
  - b. OPNAV 41P3 The Table of Advanced Base Facility Operations
  - c. World Port Index, Pub No. 150
  - d. DMA Catalog of Maps, Charts, and Related Products, Part 2, Volume 12
  - e. COMSCINST 4420.1B, Support of Military Sealift Command by Ships Parts Control Center
  - f. COMSCINST 4440.2E, NIF-MSC Special Material (Cognizance Symbol OX) Inventory Control Plan
  - g. COMSCINST 4440.5A, Military Sealift Command Afloat Supply Procedures
  - h. COMSCINST 4614.2B, Uniform Material Movement and Issue Priority Systems (UMMIPS)

1. ( ) PURPOSE. This appendix provides in-depth data on the facilities, equipment, and supply resources available to the centralized MSCO (CENTRAL FACILITY) and its outlying ports (Names). It lists the facilities, equipment and supply resources needed to augment/establish and sustain MSCO forces deployed/employed in support of the MSC strategic sealift support mission in MSCO (CENTRAL FACILITY) assigned area of responsibilities. It lists the shortfall of facilities, equipment and supplies at MSCO (CENTRAL FACILITY) and its outlying ports.

2. ( ) GENERAL. Information on facilities, equipment and supply resources needed to establish/augment and sustain MSC deployed/employed forces is listed in each numbered MSC OPLAN and in references (a) through (h) above.

Tabs:

- A - Port Facilities
- B - Port Equipment
- C - Supply Resources
- D - Mobilization Facilities Requirements
- E - Mobilization Equipment Requirements
- F - Supplies Required for Mobilization
- G - Supply Procurement Forms and Procedures
- H - Fly-Away Containers
- J - Facility, Equipment, and Supply Shortfalls

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(Format, Port Facilities Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT FACILITIES (U)

( ) REFERENCES: a. As Applicable

1. ( ) PURPOSE. This tab provides a detailed listing of all port facilities: civilian, military and local government. Items to be included in this tab are individual berth information sheets, dry dock facilities, maintenance facilities, engineering facilities, etc. POL terminals and facilities are detailed in Appendix 1 of this annex.

## EXHIBITS:

- 1 - Berth Information Sheet
- 2 - Anchorage Information Sheet
- 3 - Dry Dock/Floating Dry Dock Facilities
- 4 - Engineering, Maintenance and Repair Facilities
- 5 - Warehousing Facilities
- 6 - Vehicle Support Facilities
- 7 - Small Boat Repair Facilities
- 8 - Specialty Piers Facilities
- 9 - Office Facilities
- 10 - Container Operations Facilities
- 11 - Miscellaneous Facilities and Services

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(Format, Berth Information Sheet Exhibit)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 1 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
BERTH INFORMATION SHEET (U)

BERTH INFORMATION

PORT OF \_\_\_\_\_ DATE \_\_\_\_\_

Obtain chart of port and surrounding area. Locate each berth and note the following data (one sheet per berth).

1. Berth \_\_\_\_\_
2. Location \_\_\_\_\_
3. Size and Length \_\_\_\_\_  
Depth Alongside \_\_\_\_\_
4. Shed Size \_\_\_\_\_
5. Shed Clearance \_\_\_\_\_
6. Rail Service \_\_\_\_\_
7. Rail Clearance \_\_\_\_\_
8. Rail Location \_\_\_\_\_
9. Electricity \_\_\_\_\_
10. Fire Equipment \_\_\_\_\_

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- 11. Garbage Facilities \_\_\_\_\_
- 12. Telephones \_\_\_\_\_
- 13. Dock Weight Capability \_\_\_\_\_
- 14. Cranes (if any), type, lifting capability \_\_\_\_\_
- \_\_\_\_\_
- 15. Distance between piers \_\_\_\_\_
- 16. Roll-on/Roll-off Ramp \_\_\_\_\_
- 17. Construction of Dock-Wood, Concrete, or Steel \_\_\_\_\_
- \_\_\_\_\_
- 18. Hazardous Material Storage \_\_\_\_\_
- 19. Container Storage \_\_\_\_\_
- 20. POL Storage \_\_\_\_\_
- 21. Security \_\_\_\_\_

(Format, Anchorage Information Sheet Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 2 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
ANCHORAGE INFORMATION SHEET (U)

ANCHORAGE INFORMATION

PORT OF \_\_\_\_\_ DATE \_\_\_\_\_

Obtain chart of port and surrounding area. Locate each anchorage and note the following data (one sheet per anchorage).

1. Anchorage number \_\_\_\_\_
  2. Location \_\_\_\_\_
  3. Size \_\_\_\_\_
  4. Depth \_\_\_\_\_
  5. Bottom conditions \_\_\_\_\_
  6. Restrictions or special requirements \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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(Format, Dry Dock/Floating Dry Dock Facilities)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 3 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
DRY DOCK/FLOATING DRY DOCK FACILITIES (U)

( ) Include in this exhibit all dry dock/floating dry dock facilities in the port area that would be available to MSC vessels if required. Include points of contact and procedures to be followed to obtain dry dock space.

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VI-138

(Format, Engineering, Maintenance and Repair Facilities Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 4 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
ENGINEERING, MAINTENANCE, AND REPAIR FACILITIES (U)

- (U) REFERENCES:
- a. COMSCINST 4700.2E, Administrative Procedures for Maintenance and Repair of MSC Ships
  - b. COMSCINST 4700.1E, Cleaning of Cargo Spaces in MSC-Controlled Dry Cargo Ships
  - c. COMSCINST 4700.4D, Cannibalization of Machinery and Equipment on MSC Ships
  - d. COMSCINST 4700.7B, Material and Machinery Operations Standards for Ships Permanently assigned to MSC;
  - e. COMSCINST 4720.2C, Report of MSC Ships Undergoing Repair and/or Alteration
  - f. COMSCINST 4730.7, Semi Annual Inspection and Overhaul Schedule Report of MSC Ships
  - g. COMSCINST 4330.21C, Contract Procedures for use in Procurement of Ship Maintenance

( ) Include in this exhibit all available information on engineering, maintenance, and repair facilities in the port area that are available for MSC use. Include points of contact and procedures to be followed.

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MAR 18 1986

(Format, Warehousing Facilities Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 5 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
WAREHOUSING FACILITIES (U)

( ) Include in this exhibit all available information on warehousing facilities that may be required by MSC and how they can be obtained. Include points of contact and procedures to be followed.

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VI-142

(Format, Vehicle Support Facilities Exhibit)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 6 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
VEHICLE SUPPORT FACILITIES (U)

( ) This exhibit contains a summary of information on where and how to obtain vehicle support. (It should be completed locally by the MSC unit)

- a. Requisition from:
- b. Lease from:
- c. Rent from:
- d. Repairs:
- e. Petroleum, Oil, and Lubricants (POL):

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MAR 18 1966

(Format, Small Boat Repair Facilities Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 7 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SMALL BOAT REPAIR FACILITIES (U)

( ) If the MSCO has any small boat repair requirements, facilities and procedures should be determined and documented in this exhibit.

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MAR 18 1986

(Format, Speciality Piers Facilities Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 8 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SPECIALTY PIERS FACILITIES (U)

( ) This exhibit contains information on special berths and facilities (e.g., heavy lift, ammunition/hazardous cargoes, special cargo, passengers, etc.) that are critical for special operations (to be completed locally by MSC unit).

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MAR 18 1986

(Format, Office Facilities Exhibit)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 9 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
OFFICE FACILITIES (U)

( ) List office facilities known to be available plus the location of other military and government (U.S. and allied) agencies.

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COMSCINST 3500.8A

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(Format, Container Operations Facilities Exhibit)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 10 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
CONTAINER OPERATIONS FACILITIES (U)

( ) This exhibit should describe all port container operations facilities pertinent to MSCO's mission. Include information concerning the lack of such facilities that may have a negative impact on mission accomplishment.

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MAR 18 1986

(Format, Miscellaneous Facilities and Services Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 11 TO TAB A TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MISCELLANEOUS FACILITIES AND SERVICES (U)

(U) This exhibit contains information on miscellaneous port facilities and services not included elsewhere but deemed of sufficient importance by the MSC Office Commanding Officer to assemble here. This information should be listed below or on insert pages indexed below:

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_  
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(CLASSIFICATION)  
VI-154

(Format, Port Equipment Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
PORT EQUIPMENT (U)

- (U) REFERENCES:
- a. CINCPAC and CINCLANT Port Guides
  - b. World Port Index, Pub No. 150
  - c. Local port directories
  - d. Local command "Equipment" instructions
  - e. Area command "Equipment" instructions
  - f. COMSC LSMP APPENDIX 7
  - g. "Country" port directory
  - h. Sailing directions (Number)

( ) PURPOSE. The purpose of this tab is to provide detailed information on equipment available in the ports of (Port Names) from civilian, military, and government sources. Items to be included are cranes, mobile cranes, forklifts, lighters, heavy lift cranes, container handling equipment, small boats, vehicles, office equipment, etc.

EXHIBITS:

- 1 - List of Cranes, Mobile Cranes and Heavy Lift Cranes
- 2 - List of Container Handling Equipment Including Cranes
- 3 - List of Barges, Lighters, Small Craft and Tugs
- 4 - List of Warehouse/Dock Cargo Handling Equipment
- 5 - List of Stevedoring Equipment

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(Format, List of Crane, Mobile and Heavy Lift Cranes)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 1 TO TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF CRANES, MOBILE, AND HEAVY LIFT CRANES (U)

<u>Quantity</u>	<u>Capacity</u>	<u>Crane Type</u>	<u>Brief Description</u>	<u>Location</u>	<u>Owned By</u>	<u>Contact Phone and Name</u>
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(Format, List of Container Handling Equipment Including Cranes Exhibit)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

EXHIBIT 2 TO TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF CONTAINER HANDLING EQUIPMENT INCLUDING CRANES (U)

( ) Include in this exhibit all information available relative to container handling equipment, including cranes, located within the port.

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MAR 18 1986

(Format, List of Barges, Lighters, Small Craft, and Tugs Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 3 TO TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF BARGES, LIGHTERS, SMALL CRAFT AND TUGS (U)

( ) Prepare a list of barges, lighters, small craft, and tugs located at the port that could be used by MSC. Include points of contact and procedures to be followed in obtaining port water craft.

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(Format, List of Warehouse/Dock Handling Equipment Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 4 TO TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF WAREHOUSE/DOCK CARGO HANDLING EQUIPMENT (U)

( ) Include in this exhibit all major material handling equipment available within the port. Include an estimate of the capability of that equipment to support the load/discharge of projected MSC ships.

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(Format, List of Stevedoring Equipment Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 5 TO TAB B TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF STEVEDORING EQUIPMENT (U)

( ) Include in this exhibit stevedoring equipment available within the port and an estimate of any impact it may have on the MSCO mission.

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(Format, Supply Resources Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPLY RESOURCES (U)

- (U) REFERENCES: a. COMSC LSMP ANNEX D APPENDIX 7  
b. Local "Supply" Instructions  
c. Area Command "Supply" Instructions  
d. Local Civilian Yellow Pages

1. ( ) PURPOSE. The purpose of the tab is to provide a detailed list of supply resources for equipment and supplies required by MSCO (CENTRAL FACILITY). Items to be included are relevant supply instructions, list of military supply depots, list of civilian suppliers, items that they can supply, and general procedures for obtaining items from each supply resource.

## EXHIBITS:

- 1 - Supply Instructions and Procedures
- 2 - List of Military Supply Centers/Depots
- 3 - List of Local Civilian Supply Sources
- 4 - List of Government Agency Supply Sources
- 5 - Pubs, Charts, and Supply Information Sources

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(Format, Supply Instructions and Procedures Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 1 TO TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPLY INSTRUCTIONS AND PROCEDURES (U)

( ) This exhibit should list all applicable references and a detailed description of the steps necessary to carry out the supply functions of the MSCO.

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(Format, List of Military Supply Centers/Depots Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 2 TO TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF MILITARY SUPPLY CENTERS/DEPOTS (U)

( ) Prepare a list of military supply sources, showing requisitioning channels and procedures, that would be available for MSCO use.

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MAR 18 1986

(Format, List of Local Civilian Supply Sources Exhibit)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

EXHIBIT 3 TO TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF LOCAL CIVILIAN SUPPLY SOURCES (U)

( ) This exhibit should list all available/dependable local sources of supply at MSCO (CENTRAL FACILITY). It also should include instructions on how and when they should be used.

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(CLASSIFICATION)  
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(Format, List of Government Agencies Supply Sources Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 4 TO TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
LIST OF GOVERNMENT AGENCY SUPPLY SOURCES (U)

( ) This exhibit should provide a listing of government supply sources other than military. It should contain instructions on how and when they should be used.

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(CLASSIFICATION)  
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(Format, Pubs, Charts, and Supply Information Sources Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 5 TO TAB C TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
PUBS, CHARTS, AND SUPPLY INFORMATION SOURCES (U)

- (U) REFERENCE: a. DMA Catalog of Maps, Charts, and Related Products,  
Part 2, Volume 12  
b. COMSCINST 3145.1, Nautical Chart and Publication  
Allowance

( ) In addition to the reference cited above, list any other sources of supply information available and applicable to MSCO (CENTRAL FACILITY).

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MAR 18 1986

(Format, Mobilization Facilities Requirement Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB D TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILIZATION FACILITIES REQUIREMENTS (U)

- (U) REFERENCES: a. COMSC LSMP Annex D Appendix 7  
b. Area Command Requirements  
c. Local Military Command LSMP  
d. Other Relevant Instructions

( ) PURPOSE. The purpose of this tab is to provide a detailed facilities requirements list to establish/augment and sustain MSCO (CENTRAL FACILITY) in the event of mobilization, and to identify specific support agreements or provide specific contract details for obtaining the required facilities.

EXHIBITS:

- 1 - Office Space Requirements
- 2 - Berthing and Messing Facility Requirements
- 3 - Communications Facilities Requirements
- 4 - Miscellaneous Facilities Requirements

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MAR 18 1986

(Format, Office Space Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 1 TO TAB D TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
OFFICE SPACE REQUIREMENTS (U)

( ) List office space requirements and support agreements (if any) providing the required space.

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VI-182

MAR 18 1986

(Format, Berthing and Messing Facility Requirement Exhibit)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

EXHIBIT 2 TO TAB D TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
BERTHING AND MESSING FACILITY REQUIREMENTS (U)

( ) List berthing and messing requirements for MSCO (CENTRAL FACILITY) and support agreements for each requirement.

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(Format, Communications Facilities Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 3 TO TAB D TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMUNICATIONS FACILITIES REQUIREMENTS (U)

( ) List communications requirements for MSCO (CENTRAL FACILITY) to augment/  
establish a MSCO at its MOB site.

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MAR 18 1986

(Format, Miscellaneous Facilities Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 4 TO TAB D TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MISCELLANEOUS FACILITIES REQUIREMENTS (U)

( ) List all additional, not otherwise specified, facility requirements for MSCO (CENTRAL FACILITY) to carry out its mission.

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(Format, Mobilization Equipment Requirements Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILIZATION EQUIPMENT REQUIREMENTS (U)

- (U) REFERENCES: a. COMSC LSMP ANNEX D  
b. Local Military Command Instructions on Equipment Allocation  
c. Local Government Agency Instructions on Equipment Allocation

( ) PURPOSE. The purpose of this tab is to provide a detailed list of equipment required by MSCO (CENTRAL FACILITY) to augment/establish in the event of mobilization. In addition to listing the required equipment, the specific support agreement or contract details must be listed for each requirement. Those items not provided for by an agreement or contract should be listed in Tab J to Appendix 7 to Annex D to the PMOP.

EXHIBITS:

- 1 - Office Equipment Requirements
- 2 - Safe/Secure Stowage Requirements
- 3 - Motor Vehicle Requirements
- 4 - Small Boat Requirements
- 5 - Communications Equipment Requirements
- 6 - Miscellaneous Equipment Requirements

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(Format, Office Equipment Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)EXHIBIT 1 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
OFFICE EQUIPMENT REQUIREMENTS (U)

( ) List equipment requirements and support agreement or contract number covering each requirement.

Example:

<u>Quantity</u>	<u>Item</u>	<u>Contract or Support Agreement</u>	<u>Date Required</u>
2	Office Desk (stock or description)	ISSA 00000 (provide copy of each agreement)	M+5

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(Format, Safe/Secure Stowage Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 2 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SAFE/SECURE STOWAGE REQUIREMENTS (U)

( ) Provide details on safe or secure information stowage requirements and the agreement or contract that provides the items listed in the requirements.

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(Format, Motor Vehicle Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 3 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOTOR VEHICLE REQUIREMENTS (U)

( ) List vehicles plus support agreement or contract details that provide for each requirement.

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(Format, Small Boat Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 4 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SMALL BOAT REQUIREMENTS (U)

( ) List requirements plus agreement or contract that provides requirement.

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(Format, Communications Equipment Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 5 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMUNICATIONS EQUIPMENT REQUIREMENTS (U)

( ) List communications equipment required to support ANNEX K of this PMOP plus support agreement or contract number that provides each piece of equipment.

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(Format, Miscellaneous Equipment Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 6 TO TAB E TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MISCELLANEOUS EQUIPMENT REQUIREMENTS (U)

( ) List all miscellaneous equipment required for MSCO (CENTRAL FACILITY) to augment/establish its MOB site MSCO.

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(Format, Supplies Required for Mobilization Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB F TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPLIES REQUIRED FOR MOBILIZATION (U)

(U) REFERENCE: a. COMSC LSMP Annex D

( ) PURPOSE. The purpose of this tab is to list all supplies required by MSCO (CENTRAL FACILITY) to augment/establish and sustain itself and its MSCO MOB site. Items to be included are consumables, repair parts for equipment, general supplies, pubs and charts. Specific instructions on how items are obtained, how transported to MOB site and who is responsible shall be included. Any items not obtainable from current resources shall be listed in Tab J to Appendix 7 to Annex D of the PMOP.

EXHIBITS:

- 1 - Minimal Consumables Listing
- 2 - General Supply Requirements
- 3 - Pubs and Charts Requirements

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MAR 18 1986

(Format, Minimal Consumables Listing Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)EXHIBIT 1 TO TAB F TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MINIMAL CONSUMABLES LISTING (U)( ) Basic Office Material

3-hole punch  
2-hole punch  
short rulers  
long rulers  
\*transparent tape/dispensers  
\*pencil sharpeners  
\*markers, felt tip  
    various colors  
message forms  
color ink  
note pads  
\*envelopes-various sizes  
chalk  
typewriter ribbons  
paper clips  
\*grease  
pencils  
\*grease pencils/acetate  
\*log books  
    2 & 3 hole fasteners  
\*pencils  
\*pens  
\*scissors  
\*carbon paper sets  
    erasers  
\*correction tape  
    binders  
\*folders-manila-long & short

local commercial/military phone  
    directories  
\*masking tape  
\*staplers/staples/staple removers  
    correction fluid  
    retype (paper for correction)  
\*writing tablets  
\*bond paper  
\*letterhead  
    rubber bands  
\*calculator

Navigational Materials

\*dividers  
\*parallel rulers  
\*charts  
\*plotting board  
    padlocks  
    tape (adding machine)  
    packing materials (boxes, labels)  
    flashlights  
    memo pads  
    microfiche ready

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\*Material which should be taken to OUTCONUS MSCO MOB sites when mobilized.

\*\*Fleet Material Support Office (FMSO, Mechanicsburg, PA) produces a computerized Initial Pre-planned Supply (IPSS) package for the first 30 days of requirements. MSCO B16 series materials are included.

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(Format, General Supply Requirements Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 2 TO TAB F TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
GENERAL SUPPLY REQUIREMENTS (U)

(U) REFERENCE: a. COMSC LSMP ANNEX D

( ) List port items and general supply items required for MSCO (CENTRAL FACILITY) to augment/establish and sustain MSCO operations at its MOB site. Units with medical personnel attached list medical equipment and supplies required to augment establish and sustain MSCO operations at its MOB site.

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(Format, Pubs and Charts Requirements Exhibit)

(CLASSIFICATION)

(RESERVE UNIT NAME)  
(RESERVE UNIT ADDRESS)  
(Date)

EXHIBIT 3 TO TAB F TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
PUBS AND CHARTS REQUIREMENTS (U)

( ) List pubs and charts requirements for MSCO operations at its MOB site.  
Items should be part of "Mobilization Support Package."

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(Format, Supply Procurement Forms and Procedures Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB G TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPLY PROCUREMENT FORMS AND PROCEDURES (U)

- (U) REFERENCE:
- a. COMSC LSMP ANNEX D.
  - b. COMSINST 4200.13, Correspondence and Oral Communications with Contractors concerning Department of the Navy Contracting Matters
  - c. COMSCINST 4295.2A, Disclosure of procurement information
  - d. COMSCINST 4310.2A, Business Clearance Review Procedure
  - e. COMSCINST 4330.21C, Contract procedures for use in procurement of Ship Maintenance, Repair and Alternations
  - f. COMSCINST 4330.22K, Designation of Contracting Officers at MSC Area Commands

( ) PURPOSE. Identify all forms necessary for supply procurement and the local MSCO (CENTRAL FACILITY) procedures to be employed in procuring supply material necessary to establish/augment and sustain MSCO operations in the event of mobilization/contingency.

EXHIBITS:

- 1 - Supply Forms
- 2 - MSCO Supply Procurement Procedures

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(Format, Supply Forms Exhibit)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

EXHIBIT 1 TO TAB G TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPLY FORMS (U)

(U) List all required forms necessary to procure supplies for MSCO operations.

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(Format, MSCO Supply Procurement Procedure Exhibit)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

EXHIBIT 2 TO TAB G TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSCO SUPPLY PROCUREMENT PROCEDURES (U)

(U) List all local MSCO procedures to be followed to procure and/or requisition supplies necessary for MSCO operations.

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(Format, Mobilization Support Package Containers Tab)

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(CLASSIFICATION)

(RESERVE UNIT NAME)  
(RESERVE UNIT ADDRESS)  
(Date)TAB H TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILIZATION SUPPORT PACKAGE (U)

(U) REFERENCES: a. COMSC LSMP

1. ( ) PURPOSE. The purpose of this tab is to identify the MSCO (CENTRAL FACILITY) Mobilization Support Package in detail, provide input to transportation section on the number and weight of the containers, and provide an index to each containers' contents. See reference (a) for recommended minimum Mobilization Support Package requirements.

2. ( ) MOBILIZATION SUPPORT PACKAGE. Write general description of Mobilization Support Packages and sources of data.

3. ( ) MOBILIZATION SUPPORT PACKAGE CONTAINER DATA. See Exhibit 1 of this tab. List specific data on size and weight of each container plus the contents of the container.

## EXHIBIT:

1 - Mobilization Support Package Container Data

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(Format, Mobilization Support Package Exhibit)

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(RESERVE UNIT NAME)  
(RESERVE UNIT ADDRESS)  
(Date)EXHIBIT 1 TO TAB H TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILIZATION SUPPORT PACKAGE CONTAINER DATA (U)

(U) REFERENCES: a. COMSC LSMP

1. (U) PURPOSE. Paragraph 3 lists the recommended minimum requirements for port Mobilization Support Package(s). The list is specific to port mobilization and does not necessarily include instructions and publications used for training of Naval Reserve personnel.

2. (U) OTHER INSTRUCTIONS/FORMS. MSC Area Commanders will determine any additional requirements for Mobilization Support Package(s) contents and will include a listing of such requirements in the Area Command addendum to the LSMP.

3. (U) Mobilization Support Package(s) Contents. Include an inventory list (Load List) on each Mobilization Support Package(s) container. Include transportation data or reference to paragraph or Tab in Appendix 4 of the PMOP that provides transportation for the Mobilization Support Package(s) containers. See Part I, Chapter 3, Section 2, to reference (a) for recommended minimum Mobilization Support Package requirements.

COMSCINST 3110.3	- MSC Controlled Fleet Ship Inventory Report
3120.2D	- Administrative and operating procedures for MSC civil service manned ships (USNS)
3121.9	- Standard Operating Manual (SOM)
3123.5H	- MSC Movement Report Instructions
4330.21C	- Contract procedures for use in procurement of ship maintenance, repair and alterations
4365.7	- Contract claims
4610.4D	- MSC policy governing the acquisition and utilization of shipping for carriage of cargo except bulk POL
4610.32C	- Cargo Ship Location Status and Utilization Subsystem (CALSTAT) reporting instructions
4622.9K	- Policy and conditions governing MSC use of foreign flag ships
4700.2E	- Maintenance and repair of MSC ships; administrative procedures for
5440.1W	- MSC Command Organization
5440.2L	- Boundaries of MSC area and subarea commands
5440.9A	- Organization of standard MSC Office
7000.7A	- Voyage Charter Tanker Billing Instruction

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COMSCINST 3500.8A CH-1

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- 7000.8A - Dry Cargo Chartered Ships Billing Instruction
- 7000.9 - Time Charter Tanker Billing Instruction
- 7000.10 - Container Leasing/Rental Billing Instructions
- 7240.2K - Audit and payment procedures of Government Bills of Lading and Through Government Bills of Lading covering ocean transportation of Department of Defense cargoes
- 7240.7B - Payment of carriers invoices for shipments under MSC Shipping Agreements (Common Carriage)
- 7240.8B - Payment of carriers invoices for shipments under MSC Container Agreements (Common Carriage)
- 11110.1B - U.S. Federal medical facilities outside the contiguous 48 states; information concerning

COMSCNOTE 3110 - Assignment of MSC Ships and Service Craft

OPNAVINST 3100.6D - Special Incident Report Procedures

NTP 3(G) - Telecommunications Users Manual

NWP 7(A) - Operational Reports

NAVSUP PUB 409 - MILSTRAP DESK GUIDE

MSC P-504 - Current Ship Register

PORT NAUTICAL CHARTS

PORT INFORMATION

PORT PHONE BOOKS

Joint message form DD173/2 (one pad)

Office consumables (paper, pens, pencils) (limited supply)

DOD Single Line Item Requisition System Document Manual (DD Form 1348) (25 ea.)

Order for Work and Services (NAVCOMPT Form 2275) (10 ea.)

Requisition and Invoice/Shipping Document (DD Form 1149) (25 ea.)

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(Format, Facility, Equipment and Supply Shortfalls Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB J TO APPENDIX 7 TO ANNEX D TO MSCO (CENTRAL FACILITY) PMOP (U)  
FACILITY, EQUIPMENT AND SUPPLY SHORTFALLS (U)

(U) REFERENCES: a. COMSC LSMP ANNEX D

( ) PURPOSE. This tab consolidates all MSCO (CENTRAL FACILITY) shortfalls in the areas of facilities, equipment and supply necessary to establish/augment and sustain MSCO operations in the event of mobilization. These have been identified during the development of Appendix 7. This tab should be structured and consistent with the organization of Tabs A through H of Appendix 7. Addition of exhibits is encouraged.

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MAR 18 1986

(Format, Personnel Annex)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(DATE)ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
PERSONNEL (U)

- (U) REFERENCES:
- a. COMSC LSMP, Annex E
  - b. Other instructions and references that provide guidance relative to this annex

1. (U) GENERAL

a. (U) Purpose. This annex and the above reference(s) provide the information and guidance necessary for the personnel support of a MSCO. It sets forth personnel policies and procedures in time of emergency and/or mobilization. Each unit will address the mobilization requirements peculiar to its mobilization site. This annex also gives guidance for providing services for ships' crews visiting the port.

b. ( ) Concept of Personnel Support

- (1) ( ) Read and be familiar with COMSC LSMP and appropriate Area Command Addendum.
- (2) ( ) Concepts of logistic support should be tailored to fit local mobilization site needs.

c. ( ) Assumptions

- (1) ( ) Read and be familiar with COMSC LSMP assumptions.
- (2) ( ) Assumptions should be tailored to fit local mobilization site needs.

2. ( ) PERSONNEL POLICIES AND PROCEDURES

- a. ( ) Read and be familiar with COMSC LSMP personnel policies and procedures.

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b. ( ) MSCO (CENTRAL FACILITY) will set forth the general guidance on its personnel policies taking into account both afloat and ashore requirements as applicable to the unit. The following areas should be addressed:

(1) ( ) General Guidance. See COMSC LSMP, Annex E.

(2) ( ) Specific Guidance. Coordinate with local commands supporting MSC command on personnel policies and procedures. State policies, assign responsibilities, cite references and ISSAs. Include discussion of the following, as applicable:

- (a) Reporting Procedures
- (b) Replacement and Filler Policies
- (c) Rotation Policies
- (d) Use of Personnel with Critical Skills, and Specialists
- (e) US Citizen Civilian Personnel
- (f) Non-US Citizen Labor
  - (1) Estimates of Availability and Requirements
  - (2) Responsibility for Procurement and Administration
- (g) Enemy Prisoners of War, Civilian Internees, and other Detained Persons
- (h) Captured, Missing or Detained U.S. Personnel
- (i) Morale, Recreation, and Welfare
- (j) Casualty Reporting
- (k) Decorations and Awards
- (l) Hostile Fire Pay and War Zone Benefits
- (m) Travel Procedures
- (n) Medical
- (o) Leave
- (p) Passports
- (q) Unit Recall
- (r) Security Clearances (Military and Civilian)

3. (U) FINANCE AND DISBURSING

a. ( ) General Guidance. See COMSC LSMP Annex E.

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b. ( ) Specific Guidance. Coordinate with local commands and supporting MSC command on finance and disbursing policies and procedures. State policies, assign responsibilities, cite references and ISSAs, including discussion of the following, as applicable:

- (1) Currency and Credit Controls
- (2) Pay Functions
- (3) Control and Financial Institutions
- (4) Inspection and Audit
- (5) Funding
- (6) Cost Data

4. ( ) LEGAL

a. ( ) General Guidance. See COMSC LSMP, Annex E.

b. ( ) Specific Guidance. Coordinate with local commands supporting MSC command on legal policies and procedures. State policies, assign responsibilities and site references and ISSAs including discussion of the following as applicable:

- (1) Claims
- (2) International Legal Considerations
- (3) Legal Assistance
- (4) Military Justice

5. ( ) POSTAL AND COURIER SERVICES

a. ( ) General Guidance. See COMSC LSMP, Annex E.

b. ( ) Specific Guidance. Coordinate with local commands and supporting MSC command on courier policies and procedures. State policies, assign responsibilities, cite references and ISSAs.

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COMMANDING OFFICER

Appendices:

- 1 - Military Personnel Requirements
- 2 - Civilian Marine Personnel Requirements
- 3 - Civilian Personnel Ashore
- 4 - National Defense Executive Reserve
- 5 - Unit Recall Bill

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(Format, Military Personnel Requirements)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(DATE)APPENDIX 1 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
MILITARY PERSONNEL REQUIREMENTS (U)

- ( ) REFERENCES: a. COMSC LSMP, Appendix 1 to Annex E  
b. Applicable area command instructions

1. (U) GENERAL. MSCO (CENTRAL FACILITY) must be prepared to deploy as a unit to meet its responsibility at the MOB site. This appendix describes the categories of MSC personnel (officer and enlisted) needed to accomplish the mission.

2. ( ) SPECIFIC GUIDANCE

- a. ( ) Read and be familiar with COMSC LSMP, Appendix 1 to Annex E.
- b. ( ) MSCO self-supporting forces needed to augment existing MSCOs or establish new MSCOs will complete Tabs A and B with specific unit information.

Tabs:

- A - Location and Size of MSCO
- B - Description of MSCOs/ABFCs
- C - MSC Military Transportation Units Interface
- D - COMSC/JDA Liaison Office Military Manpower Mobilization Requirements (Headquarters Use Only)
- E - COMSC Headquarters Military Manpower Mobilization Requirements (Headquarters Use Only)

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(Format, Location and Size of MSCO Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB A TO APPENDIX 1 TO ANNEX E OF MSCO (CENTRAL FACILITY) PMOP (U)  
LOCATION AND SIZE OF MSCO (U)

(U) REFERENCE: a. COMSC LSMP, Annex E

1. ( ) PURPOSE. This tab identifies the mobilization location and size of the MSCO. The size of the MSC self supporting force required to establish or augment existing MSCOs is based upon TPFDD force movement requirements translated by MSC Headquarters (M-6, M-1) into Ship Traffic Volume. Exhibits 1-12 give ship traffic volume per port per OPLAN.

2. ( ) SPECIFIC GUIDANCE

Units will be required to either reproduce the information contained in the ship traffic volume table for each port the unit is responsible for under each numbered OPLAN, or reference the applicable annex in COMSC LSMP that contains the effective information. If the unit has no responsibility under an OPLAN, the enclosure will be inserted and listed as not applicable. Units are reminded that the information in the Ship Traffic Volume Tables is the data being used in the deliberate planning process but may not necessarily be the same upon mobilization.

Exhibits: (As appropriate)

- 1 - Ship Traffic Volume Table - OPLAN 1001
- 2 - Ship Traffic Volume Table - OPLAN 1002
- 3 - Ship Traffic Volume Table - OPLAN 1003
- 4 - Ship Traffic Volume Table - OPLAN 1004
- 5 - Ship Traffic Volume Table - OPLAN 2200
- 6 - Ship Traffic Volume Table - OPLAN 4102
- 7 - Ship Traffic Volume Table - OPLAN 5000
- 8 - Ship Traffic Volume Table - OPLAN 5001
- 9 - Ship Traffic Volume Table - OPLAN 5027
- 10 - Ship Traffic Volume Table - OPLAN 5051
- 11 - Ship Traffic Volume Table - OPLAN 6501
- 12 - Ship Traffic Volume Table - OPLAN 7121

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MAR 18 1986

(Format, Description of MSCOs/ABFCs Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB B TO APPENDIX 1 TO ANNEX E OF MSCO (CENTRAL FACILITY) PMOP (U)  
DESCRIPTION OF MSCOs/ABFCs (U)

(U) REFERENCE: a. COMSC LSMP, Tab B to Appendix to Annex E

1. ( ) PURPOSE. This tab describes the relationship between monthly port days workload, and the size of the MSCO/ABFC or augmentation requirement.2. ( ) SPECIFIC GUIDANCE

Each MSCO will prepare appropriate exhibits (1-10) for this Tab that describe the units' mobilization requirements, including outlying ports.

<u>TITLE</u>	<u>GRADE</u>	<u>NOBC/NEC</u>	<u>S/R</u>	<u>M+30 days</u>	<u>M+60 days</u>
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## Exhibits:

- 1 - OUTCONUS LARGE OFFICE
- 2 - OUTCONUS MEDIUM OFFICE
- 3 - OUTCONUS SMALL OFFICE
- 4 - OUTCONUS VERY SMALL OFFICE
- 5 - OUTCONUS MINIMUM OFFICE
- 6 - INCONUS LARGE OFFICE
- 7 - INCONUS MEDIUM OFFICE
- 8 - INCONUS SMALL OFFICE
- 9 - INCONUS VERY SMALL OFFICE
- 10 - INCONUS MINIMUM OFFICE

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VI-232

(Format, MSC Military Transportation Units (MSCMTUs) Interface)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB C TO APPENDIX 1 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSC MILITARY TRANSPORTATION UNITS (MSCMTUs) INTERFACE (U)

- (U) REFERENCES: a. COMSC LSMP, Tab C to Appendix 1 to Annex E  
b. COMSCINST 1000.1B, Readiness and Training Guide  
for Military Sealift Command and Naval Control of  
Shipping Organization Naval Reserve Program

(U) GENERAL. MSC units may, in conducting port operations, be called upon to support and/or interface with MSCMTUs. For those units mobilizing to ports that are also specifically designated as mobilization ports for MSCMTUs, this tab should provide as detailed a discussion as required to ensure that MSCO personnel understand the functions and duties of the MSCMTU, and their potential role in conjunction with the MSCMTU. All other MSC units should utilize this tab to ensure awareness of the functions of the MSCMTU, and the requirement for interface and coordination should that MSCOs mobilization port be utilized for military debarkation or embarkation.

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(Format, COMSC/JDA Liaison Office Military Manpower Mobilization Requirements Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB D TO APPENDIX 1 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMSC JDA/LIAISON OFFICE MILITARY MANPOWER MOBILIZATION REQUIREMENTS (U)

FOR HEADQUARTERS USE ONLY

Note: This tab is inserted to maintain consistency of organization between the PMOP and COMSC LSMP through the tab level.

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(Format, COMSC Headquarters Military Manpower Mobilization Requirements Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB E TO APPENDIX 1 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMSC HEADQUARTERS MILITARY MANPOWER MOBILIZATION REQUIREMENTS (U)

FOR HEADQUARTERS USE ONLY

Note: This tab is inserted to maintain consistency of organization between the PMOP and COMSC LSMP through the tab level.

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MAR 18 1986

(Format, Civilian Mariner Personnel Requirements Appendix)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

APPENDIX 2 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
CIVILIAN MARINER PERSONNEL REQUIREMENTS (U)

(U) REFERENCE: a. COMSC LSMP, Appendix 2 to Annex E

1. ( ) GENERAL. MSCs civilian mariner personnel requirements are set forth in reference (a). The MSCO is not responsible for personnel support functions with respect to civilian mariners. The MSCO is responsible for providing services for mariners when they make a port visit.

Tab:

A - Ship's Crew Personnel Ashore

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(Format, Ship's Crew Personnel Services Tab)

(CLASSIFICATION)

(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB A TO APPENDIX 2 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
SHIP'S CREW PERSONNEL SERVICES (U)

- (U) REFERENCES:
- a. COMSCINST 3121.9, Standard Operating Manual
  - b. COMSCINST 6000.1B, Military Sealift Command Medical Manual
  - c. COMSCINST 6440.1, Navy Medical Department Support to the Military Sealift Command
  - d. COMSCINST 11110.1B, U.S. Federal Medical Facilities Outside the Continuous 48 states; Information Concerning
  - e. UCMJ
  - f. JAG Manual
  - g. COMSCINST 7820.1D, Financial Repatriation of Destitute MSC Civilian Mariner Personnel

1. ( ) GENERAL. This tab should contain procedures for providing services for civilian marine crew members. The UCMJ and JAG manual are included as references because they may be applicable to civilian personnel in certain wartime situations.

2. ( ) SPECIFIC. MSCO (CENTRAL FACILITY) should provide the following services for ship's crewmembers:

- a. Mail
- b. Medical/Dental care
- c. Personnel injury reports and investigations
- d. Arrested/Jailed Crewmembers
- e. Repatriation, Desertion, Deportation
- f. Currency Exchange, Crew Payment
- g. Service Oriented Facilities Available

This tab should expand on the above services as they may be provided in the specific port.

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(Format, Civilian Personnel Ashore Appendix)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 3 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
CIVILIAN PERSONNEL ASHORE (U)

(U) REFERENCE: a. COMSC LSMP, Appendix 2 to ANNEX E

1. ( ) GENERAL. Civilian personnel requirements for all subordinate MSC shore activities will be developed on the basis of recommendations from MSC area commanders. Employment and/or utilization of civilian personnel (U.S. or foreign national) working for MSC activities in an overseas area during contingency or general war operations will be governed by personnel regulations outlined by the appropriate unified command plan in effect. Emergency recruitment of civilian employees during mobilization will be administered by the MSC Civilian Personnel Officer (M-2) and accomplished by the personnel staffs at COMSC as well as MSC area/subarea commands.

2. ( ) ACTION. Using reference (a) as a guide, the MSC unit should develop a list of civilian manpower which will be needed to bring the MSCO (CENTRAL FACILITY) to full mobilization strength.

Tab:

A - Civilian Manpower Mobilization Requirements

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(Format, Civilian Manpower Mobilization Requirement Tab)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

TAB A TO APPENDIX 3 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
CIVILIAN MANPOWER MOBILIZATION REQUIREMENTS (U)

( ) Purpose. This tab establishes the levels of additional civilian manpower required at MSCO (CENTRAL FACILITY) in time of war or national emergency.

POSITION DESCRIPTIONM-30 daysM+60 daysM+180 days

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(Format, National Defense Executive Reserve Appendix)

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(UNIT NAME)

(UNIT ADDRESS)

(Date)

APPENDIX 4 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
NATIONAL DEFENSE EXECUTIVE RESERVE (NDER) (U)

FOR HEADQUARTERS USE ONLY

Note: This tab inserted to maintain consistency of organization between the PMOP and COMSC LSMP through the tab level.

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MAR 18 1986

(Format, Unit Recall Bill Appendix)

(CLASSIFICATION)

(UNIT NAME)

(UNIT ADDRESS)

(Date)

APPENDIX 5 TO ANNEX E TO MSCO (CENTRAL FACILITY) PMOP (U)  
UNIT RECALL BILL (U)

( ) Purpose. This appendix should outline the procedures the unit will follow in notifying its personnel of mobilization. A copy of the unit's Recall Bill should be made a part of this appendix.

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(Format, Public Affairs Annex)

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(UNIT NAME)

(UNIT ADDRESS)

(Date)

ANNEX F TO MSCO (CENTRAL FACILITY) PMOP (U)  
PUBLIC AFFAIRS (U)

- (U) REFERENCES:
- a. COMSINCST 5720.11, MSC Legislative and Public Affairs
  - b. OPNAVINST 5510.1, Information Security Program
  - c. COMSCINST 5510.8, COMSC Security Manual
  - d. List other instructions, directives, SOPs or guidance to be followed for preparing/implementing public affairs (PA) plans to support MSCO operations.

1. ( ) This annex should provide information and guidance for the conduct of public affairs matters by the MSCO. It should emphasize such things as the high interest of news media in the mobilization of Naval Reserve Units, the sensitive nature of MSC operations and the potential for unintentional release of intelligence information. Referral of any requests for information or interviews regarding MSC or the assets it controls must be referred to higher authority. Specific cautions prohibiting "on" or "off" the record statements should be given. Specific guidance should also be given regarding physical control of media access to information. Reference (a) thru (c) provide guidance.

2. ( ) The planner should include in the annex specific contacts (name, location, phone, public affairs (PA) responsibility) within local and area command organizations from whom direct guidance may be obtained.

3. ( ) The planner may also include information of an educational nature on the customs, traditions, etc. of the inhabitants in the local area. The purpose of this is the enhancement of the people-to-people side of public affairs.

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ANNEX G TO MSCO (CENTRAL FACILITY) PMOP (U)  
CIVIL AFFAIRS (U)

- (U) REFERENCES:
- a. COMSCINST 5720.11, MSC Legislative and Public Affairs
  - b. List other references that establish general guidance for the conduct of civil affairs, in particular any civil military agreements affecting civil affairs functions in the specific area of MSCO operations.

1. ( ) SITUATIONa. ( ) General

(1) ( ) Outline the expected scope of civil affairs activities in the MSCO area of responsibility. Identify and comment on the legal base for relevant civil-military agreements.

(2) ( ) State the purpose of this annex, which will normally be to provide instructions for guiding all relationships between military and civil authorities and inhabitants in the area of operations.

b. ( ) Assumptions. List the basic assumptions on which civil affairs planning is based, with particular attention to radical/terrorist groups active in the area, availability of local resources, anticipated enemy courses of action, and conclusion of necessary agreements with foreign governments on forces.

2. ( ) MISSION. State the mission to be accomplished by civil affairs activities in support of MSCO operations in the area.

3. ( ) EXECUTION. Civil affairs activities may range from civil-military liaison to military assumption of full governmental powers. This paragraph may therefore, require considerable detail and/or alternative plans. Use appendices as necessary to provide detailed guidance on the MSCO's involvement in this function.

a. ( ) Concept of Operations. As a minimum include guidance on how civil affairs activities are expected to support the accomplishment of the MSCO's mission.

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- b. ( ) Coordinating Instructions. Provide guidance applicable to:
- (1) ( ) Establishment of civil affairs boundaries
  - (2) ( ) Claims policy
  - (3) ( ) Liaison and coordination with U.S. Government or foreign host Government agencies.
  - (4) ( ) Application of status of forces agreements (e.g. Host Nation agreement or Interservice Support Agreement)
  - (5) ( ) Emergency measures for defense of civil population.

4. ( ) ADMINISTRATION and LOGISTICS

a. ( ) Military Resources Requirements. State any requirements to maintain military supplies/equipment for support of civil affairs functions. Refer to Annex D, Logistics.

b. ( ) Civilian Personnel. Estimate the local civilian labor required and available to support MSCO operations. Refer to Annex E, Personnel.

c. ( ) Civilian Facilities and Supplies. Estimate the local civilian facilities (hospitals) and supplies required and available to support MSCO operations. Refer to Annex D, Logistics.

d. ( ) Reports. Establish any necessary reporting requirements and provide examples, if appropriate.

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ANNEX H TO MSCO (CENTRAL FACILITY) PMOP (U)  
ENVIRONMENTAL SERVICES (U)

- (U) REFERENCES: a. COMSCINST 3141.1 Environmental Reports and Services  
b. List any other references that provide guidance for obtaining, handling or disseminating environmental data.

(U) PURPOSE. This annex to be used to describe how the MSCO (CENTRAL FACILITY) may function in support of the environmental services requirements of vessels temporarily under its control.

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(Date)ANNEX J TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMAND RELATIONSHIP (U)

- (U) REFERENCES: a. COMSC LSMP, Annex J  
b. Refer to any existing agreements (ISSAs, MOUs, HNS agreements, that govern relationships between the MSCO and other organizations in the area of operations)

## 1. (U) GENERAL

a. ( ) Purpose. In this annex, the planner will set forth the relationship between the MSCO (CENTRAL FACILITY) and those various military and civilian agencies which operate at the mobilization site and/or hold other command or coordination relationships to the MSCO.

b. ( ) Scope. The command relationships established in this annex apply to post C-Day military sealift operations conducted in accordance with unified commanders OPLANS.

2. ( ) COMMAND LINES. This paragraph should briefly discuss those direct and formalized command relationships that exist for operations. These may include MSC area/subarea commanders, component fleet and surface force commanders, and others that may be specified by governing OPLANS and/or formal documents. Appendix 3 provides detailed information on these relationships.

3. ( ) SUPPORT AND COORDINATION RELATIONSHIPS. This paragraph should briefly discuss those indirect relationship that exist for support and coordination within the MSCOs area(s) of operation. These may include relationships between the MSCO and MTMC, NCSO (also addressed in Annex C), U.S. Coast Guard, diplomatic agencies, international organizations, foreign commands, and any other local military or civilian organizations that have operational or administrative responsibilities in the port area(s). Appendix 4 provides detailed information on these relationships.

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Addendices:

- 1 - MSC Command Relationships as a Navy Operating Force Commander (For Headquarters Use Only)
- 2 - MSC Command Relationships as a Fleet Component of the Operating Force (For Headquarters Use Only)
- 3 - Command Lines
- 4 - Support and Coordination Relationships

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(Format, MSC Command Relationships as a Navy Operating Force Commander Appendix)

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APPENDIX 1 TO ANNEX J TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSC COMMAND RELATIONSHIPS AS A NAVY OPERATING FORCE COMMANDER (U)

FOR HEADQUARTERS USE ONLY

Note: This appendix inserted to maintain consistency of organization between the PMOP and COMSC LSMP.

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(Format, MSC Command Relationships as a Fleet Component of the Operating Force  
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APPENDIX 2 TO ANNEX J TO MSCO (CENTRAL FACILITY) PMOP (U)  
MSC COMMAND RELATIONSHIPS AS A FLEET COMPONENT OF THE OPERATING FORCE (U)

FOR HEADQUARTERS USE ONLY

Note: This appendix inserted to maintain consistency of organization between  
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APPENDIX 3 TO ANNEX J TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMAND LINES (U)

(U) REFERENCES: a. List those specific agreements (ISSAs, MOUs, HNS agreements, etc.) that govern specific command relationships for the MSCO in its port(s) of operation

( ) This appendix should develop in detail, with discussion and diagrams as applicable, all direct and formal command relationships that exist for operations within the MSCO (CENTRAL FACILITY) area of responsibility.

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APPENDIX 4 TO ANNEX J TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUPPORT AND COORDINATION RELATIONSHIPS (U)

(U) REFERENCES: a. List any agreements that may exist governing specific support or coordination relationships for the MSCO in its port(s) of operation.

( ) This appendix should develop in detail, with discussion and diagrams as applicable, all support or coordination relationships that may or should exist for operations within the unit's area of responsibility.

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ANNEX K TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMUNICATIONS-ELECTRONICS (U)

- (U) REFERENCES:
- a. COMSCINST C2650.1, Cryptographic Capability for MSC Civil Service Manned Ships (USNS) (U)
  - b. COMSCINST 2330.1, Special Signals for Use Between U.S. and Soviet Ships
  - c. COMSCINST 2000.1, Procedures For Communicating with MSC INMARSAT Equipped Ships By Telephone
  - d. COMSCINST 5605.4, Publications Allowance for MSC Civil Service Manned Ships (USNS)
  - e. COMSCINST 9670.1, Allowance of Electronic Equipment on MSC Ships in Service (USNS)
  - f. OPNAVINST 5510.1, Department of the Navy Information Security Program Regulations
  - g. COMSCINST 5510.8, COMSC Security Manual

1. ( ) PURPOSE. This annex provides communications operating procedures and identifies necessary communication equipment that will be required to rapidly establish the communications capability for MSCO (CENTRAL FACILITY) operations.

2. ( ) GENERAL. This annex should be organized to cover all aspects of communications: (a) telecommunications message traffic, (b) local ship/shore and shore voice communications, (radio); (c) telephone communications and (d) incoming/outgoing mail and courier services. References (a) through (e) provide general COMSC instructions that, although related to MSC ships, may be useful in preparation of this ANNEX. Local communication procedures, must account for the storage and handling of classified material in accordance with reference (f) and (g).

3. ( ) MOB SITE COMMUNICATIONS. This section should summarize each appendix of Annex K and contain specific data for MSCO (CENTRAL FACILITY) MOB site. The appendices should establish MSCO communication requirements, MSCO standard operating procedures, significant other agency interfaces and required equipment availability or (shortfalls).

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Appendices:

- 1 - Communications Establishment
- 2 - Secure Telecommunications
- 3 - Non-Secure Communications

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(Date)APPENDIX 1 TO ANNEX K TO MSCO (CENTRAL FACILITY) PMOP (U)  
COMMUNICATIONS ESTABLISHMENT (U)(U) REFERENCES: a. COMSCINST 5605.4, Publications Allowance for MSC  
Civil Service Manned Ships (USNS)

1. ( ) This appendix should provide specific details for rapidly establishing (MSCO CENTRAL FACILITY) communications capability including interfaces with military governmental, and commercial communications, and mail/courier services, telecommunications center. It should identify sources of services (e.g. telecommunication, local radio, telephone and mail/courier), describe the procedures for activating those services and assign responsibilities for such activation. This appendix should also describe all pre-mobilization actions necessary to effect the rapid and orderly establishment of MSCO communication capability, such as establishing communications files and procedures, accumulating necessary publications and obtaining equipment.

2. ( ) In accordance with reference (a), the following publications should be obtained from the Naval Warfare Publications (NWP) system and should be included in the unit "Fly-Away Kit":

NTP 3	Telecommunications Users Manual
NTP 3 Supp 1	Plain Language Address Directory
NTP 10	Communications Instructions for Ships Controlled by MSC
ACP 100	Navy Address Groups and Allied Call Signs
ACP 113	Call Sign Book for Ships
ACP 122	Communications Instructions-Security
ACP 125	Communications Instructions-Radiotelephone

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JANAP 137	Automatic Voice Network (AUTOVON) Operating Procedures
JANAP 183	Automatic Secure Voice Communications Network (AUTOSEVOCOM) Operating Procedures
NTP 9	Naval Telecommunications Procedures-Commercial Communications Instruction
NTP 4	Naval Telecommunications Procedures-Fleet Communications

FOR MSCO UNITS THAT INTERFACE WITH NATO:

APP 1	Allied Maritime Voice Reporting Procedures
APP 3	NATO Subject Indicator System (NASIS)
APP 4 Binder I	Allied Maritime Message Formats (Binder I)
APP 4 Binder II	Allied Maritime Message Formats (Binder II)
APP 4 Binder III	Allied Maritime Message Formats (Binder III)

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(UNIT NAME)  
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(Date)APPENDIX 2 TO ANNEX K TO MSCO (CENTRAL FACILITY) PMOP (U)  
SECURE TELECOMMUNICATIONS (U)

- (U) REFERENCES:
- a. COMSC LSMP, Annex D, Appendix 7, Tab G, Exhibit 1
  - b. JANAP 183, Automatic Secure Voice Communication Network (AUTOSEVCOM) Operating Procedure
  - c. ACP 122, Communications Instruction - Security
  - d. OPNAVINST 5510.1, Department of the Navy Information Security Program Regulations
  - e. COMSCINST 5510.8, COMSC Security Manual
  - f. COMSCINST 5440.9, Organization of Standard MSC Office

1. (U) GENERAL. This appendix should document MSCO (CENTRAL FACILITY) secure telecommunications requirements, establish MSCO standard operating procedures, identify communications interfaces and establish communication equipment/capability availability or shortfall. References (a) through (e) should be used as they apply.

2. (U) SECURE COMMUNICATIONS REQUIREMENTS. Secure communication requirements from reference (a) must be assessed for both the MSCO (CENTRAL FACILITY) and out-lying ports to be supported. The following secure communications requirements should be identified and discussed. Discussion should include types of services needed (e.g. narrative, data) anticipated volume and utilization of such service, necessary quantities and types of equipment to support of both services and supporting equipment:

- a. ( ) Secure message telecommunication capability.
- b. ( ) Secure voice communications (AUTOSEVCOM) capability.  
(reference (b) applies)
- c. ( ) courier/mail services for classified material.

3. ( ) SECURE COMMUNICATION STANDARD OPERATING PROCEDURE. This section should establish MSCO (CENTRAL FACILITY) standard operating procedures, for each of the communication categories listed in paragraph 2 above. Consideration should be given to:

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a. ( ) Responsibility for establishing maintaining and managing the capability.

b. ( ) What internal/external message handling/control procedures are required, how are they accomplished and by whom? Include internal routing/chopping of incoming/outgoing messages.

c. ( ) Authorization for release of message traffic

d. ( ) Appropriate direction for handling classified material and observing communication security IAW reference (c), (d) and (e).

e. ( ) MSCO (CENTRAL FACILITY) organization billet responsibilities defined IAW reference (f).

4. ( ) SECURE COMMUNICATIONS INTERFACES. This section should identify significant other agency interfaces that impact establishment and/or maintenance of MSCO (CENTRAL FACILITY) secure communications capability. Interface examples include (but are not limited to):

a. ( ) DOD and allied telecommunication facilities. Provide name, address, telephone, POC, etc.

b. ( ) Others. (e.g. Department of State, etc). Provide name, address, telephone, POC, etc.

5. ( ) SECURE COMMUNICATION AVAILABILITY/SHORTFALLS. This section should discuss the availability of shortfalls in the secure communication capability compared to the requirements for mobilization identified in paragraph 2 above.

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(Date)APPENDIX 3 TO ANNEX K TO MSCO (CENTRAL FACILITY) PMOP (U)  
NON-SECURE COMMUNICATIONS (U)

- (U) REFERENCES: a. COMSC LSMP, ANNEX D, Appendix 7, Tab G, Exhibit 1.  
b. COMSCINST 5440.9, Organization of Standard MSC Office

1. ( ) GENERAL. This appendix should document non-secure MSCO communications requirements, establish MSCO standard operating procedures, identify communication interfaces and establish communications equipment availability or short falls.

2. ( ) NON-SECURE COMMUNICATION REQUIREMENTS. Communication requirements from reference (a) must be assessed for both the MSCO (CENTRAL FACILITY) and outlying ports to be supported. The following communications requirements should be identified and discussed. Discussion should include the types of services needed, anticipated volume and utilization of such services, necessary quantities and types of equipment to support the services and expected sources of both services and supporting equipment.

a. ( ) Ship-to-shore portable VHF radio transceivers with standard frequencies, single side band preferred.

b. ( ) TELEX hard copy transmission/reception machines or ready access thereto.

c. ( ) Civilian commercial telephone lines and telephone equipment.

d. ( ) AUTOVON telephone lines and telephone equipment.

e. ( ) Direct telephone service to following agencies:

- (1) ( ) MSC Area/Subarea commands.  
(2) ( ) Local Installation Transportation Office (ITO)  
(3) ( ) Appropriate Military Export Cargo Offering and Booking Office (MECOBO)  
(4) ( ) Other agencies, as required

f. ( ) Others (to be defined)

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3. ( ) NON-SECURE COMMUNICATIONS STANDARD OPERATING PROCEDURES. This section should establish MSCO (CENTRAL FACILITY) standard operating procedures, for each of the communication categories listed in paragraph 2 above. Consideration should be given to following items:

- a. ( ) Responsibility for establishing capability
- b. ( ) Identity of authorized users and procedures to control
- c. ( ) Record keeping and control requirements and procedures
- d. ( ) Responsibility for maintenance and procedures to accomplish
- e. ( ) Appropriate direction for non-disclosure of classified information over non-secure transmission media.
- f. ( ) MSCO (CENTRAL FACILITY) organization billet responsibilities in accordance with reference (b)

4. ( ) NON-SECURE COMMUNICATIONS INTERFACES. This section should identify those significant other agency interfaces that impact the establishment and/or maintenance of MSCO CENTRAL FACILITY communication capability. Interface examples include (but not limited to):

- a. ( ) DOD or allied telecommunications facilities. Provide, address, telephone, POC, etc.
- b. ( ) Local telephone, telegraph company. Provide name, address telephone etc.
- c. ( ) Local Communication equipment sales and service representatives. Provide names, addresses, telephone, POC etc.
- d. ( ) Supporting agencies having telephone or TELEX capability. Provide name, address, telephone, POC etc.
- e. ( ) Commercial TELEX capability. Provide name, addresses, telephones, POC, etc.

5. ( ) NON-SECURE COMMUNICATION CAPABILITY AVAILABILITY/SHORTFALL. This section should discuss the availability of or shortfalls in non-secure communications capability compare to requirements for mobilization identified in paragraph 2 above.

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(Date)APPENDIX 4 TO ANNEX K TO MSCO (CENTRAL FACILITY) PMOP (U)  
MAIL/COURIER SERVICES (U)

- (U) REFERENCES: a. COMSCINST 3120.2, Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)  
b. Others

1. (U) GENERAL. This Appendix should document mail and courier service requirements for the MSCO and for MSC vessels calling at the port establish MSCO standard operating procedures to be followed with respect to incoming and outgoing mail and courier package, and identify sources of services and possible shortfalls.

2. (U) MAIL/COURIER SERVICE REQUIREMENTS. Mail and courier service requirements must be assessed for MSC vessels and the MSCO (CENTRAL FACILITY) and outlying ports to be supported. Assessment should include discussion of types of services needed (regular/registered mail, guard mail, courier, etc), anticipated volume and utilization of such services, and expected sources of such services.

3. (U) MAIL/COURIER SERVICE STANDARD OPERATING PROCEDURES. This section should establish MSCO (CENTRAL FACILITY) standard operating procedures for each of the types of mail/courier services identified in paragraph 2 above for the MSCO and for handling incoming/outgoing mail/courier packages for MSC vessels calling at the port in accordance with reference (a). The following factors should be considered:

- a. ( ) Assigning responsibility for establishing and maintaining adequate postal and courier services through liaison with appropriate postal authorities or other agencies.
- b. ( ) Providing personnel and logistics support for handling mail/courier deliveries.
- c. ( ) Establishing incoming/outgoing routing, releasing and accountability procedures.

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4. ( ) MAIL/COURIER SERVICE SOURCES. This section should discuss the sources of services identified in paragraph 2 and specifically describe names, addresses, telephone numbers and othe appropriate information concerning such sources.

5. ( ) MAIL/COURIER SERVICE AVAILABILITY/SHORTFALL. This section should discuss the availability of or shortfall in mail/courier service compared to the requirements for mobilization identified in paragraph 2 above.

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ANNEX L TO MSCO (CENTRAL FACILITY) PMOP (U)  
OPERATIONS SECURITY (OPSEC) (U)

- (U) REFERENCES:
- a. JCS PUB 18, Operations Security
  - b. OPNAVINST 3070.1A, Operations Security
  - c. Security Program Regulation
  - c. COMSCINST 5510.8, COMSC Security Manual
  - d. COMSCINST 5530.1, Wartime Information Security Program (WISP)
  - e. COMSCINST 5530.3, MSC Ship Physical Security
  - f. OPNAVINST 5530.15, Physical Security (NOTAL)

1. ( ) In this annex the planners should summarize the anticipated security environment. Comments as to the current situation may be appropriate as background. Briefly state requirements for secrecy in regards to MSCO/military capabilities and intentions.

2. ( ) The preparation phase of an operation (deployment) is important from an OPSEC planning standpoint, since related exercises (unit training) over a long period and physical activity prior to the operation (deployment) may alert the enemy to future intentions. The planner describes in this annex the MSCO's responsibility to plan/train for OPSEC, execute protective measures, and monitor the situation.

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Appendices:

- 1 - Operations Security Estimate
- 2 - Operations Security Threat
- 3 - Protective Measures

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APPENDIX 1 TO ANNEX L TO MSCO (CENTRAL FACILITY) PMOP (U)  
OPERATIONS SECURITY ESTIMATE (U)

1. ( ) ADVERSARY KNOWLEDGE. The planner may briefly state probable enemy knowledge of the MSCO's mission under the situation that will exist upon mobilization. This should be a statement of background knowledge believed to be, or known to be available to the enemy.
2. ( ) ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI): Suggested EEFI are contained in Tab A to this Appendix. EEFI are guides which describe information needing protection. Such information concerns aspects of MSCO and port operations which, if revealed to hostile forces, could jeopardize the mission.
3. ( ) REMINDERS: The planner should include the following suggested reminders in the unit plan related to operations security:
  - a. Use the EEFI list to determine what information needs protection.
  - b. Use secure means of passing EEFI whenever possible.
  - c. When passing EEFI over non-secure communications, use the codes and authenticators specified in the OPLAN/OPORD/EXORD.
  - d. Follow the physical security procedures. Be especially careful to control access to areas where classified data or data of intelligence value is handled and/or posted.
  - e. Whenever possible, avoid repetitive (stereotyped) operations which provide a discernible pattern for hostile forces to exploit.

Tab:

A - Subjects requiring protection

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TAB A TO APPENDIX 1 TO ANNEX L TO MSCO (CENTRAL FACILITY) PMOP (U)  
SUBJECTS REQUIRING PROTECTION

(U) REFERENCE: As Applicable.

( ) Include in this list subjects requiring protection relative to the MSCO (and Reserve unit prior to mobilization).

SUGGESTED ITEMS FOLLOW:

SUBJECTS REQUIRING PROTECTION	PROTECTION		REQUIRED	DURING
	PLAN PHASE	PREP PHASE	EXEC PHASE	POST PHASE
Classified and For Official Use Only Material	X	X	X	X
Association or correlation of this plan with other real world contingency plans.	X	X	X	X
The fact that this plan is about to be, or has just been executed.	X	X	X	
Changes in unit/force/mission requirements and capabilities.	X	X	X	X
Airlift or sealift information which indicates deployment, employment or redeployment, or dates/times, routes, locations, number/type of aircraft/ships, or cargo data, or troop data.	X	X	X	X

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SUBJECT REQUIRING PROTECTION	PROTECTION		REQUIRED	DURING
	PLAN PHASE	PREP PHASE	EXEC PHASE	POST PHASE
Identity, strength and readiness of forces available for immediate deployment.	X	X	X	
Force augmentation capability	X	X	X	X
Reaction times	X	X		
Prepositioning of equipment and supplies	X	X	X	
Personnel status reports	X	X	X	
Vulnerability of your reserve center to sabotage and penetration during mobility operations.	X	X	X	X
Locations, contents, and control procedures of war readiness packages.	X	X	X	X
MOGAS/Ship fuel requirements to support operations.	X	X	X	X
Information on orders which could divulge mission, duration, or location of sensitive and/or classified operations.	X	X	X	X
Classified cargo courier location and movement	X	X	X	

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SUBJECT REQUIRING PROTECTION	PROTECTION		REQUIRED	DURING
	PLAN PHASE	PREP PHASE	EXEC PHASE	POST PHASE
Inter-face of MTMC and MAC with deploying forces.	X	X	X	X
Standard load plans and load plan planning factors	X	X	X	X
After action reports				X

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APPENDIX 2 TO ANNEX L TO MSCO (CENTRAL FACILITY) PMOP (U)  
OPERATIONS SECURITY THREAT (U)

1. ( ) DETECTABLE ACTIVITIES. Indicate the types of detectable activities that will not be protected by information security procedures. Detectable activities may include: personnel or materiel actions or movements that can be observed, captured or photographed: public releases, conversations, documents, habitual procedures, etc. Detectable activities occur in all functional areas. Those that cannot be controlled or eliminated will require covers or other deceptions to preserve secrecy.
2. ( ) INFORMATION-GATHERING THREAT. Indicate the enemy capability to obtain information. This estimate should cover (as applicable):
  - a. ( ) Espionage.
  - b. ( ) Open Source Collection. Discuss known uses/ways of gaining access to news media, technical publications, MSC specific operational or administrative documents, etc.
  - c. ( ) Surveillance.
    - (1) Human Intelligence (HUMINT)
    - (2) Electronic Intelligence (ELINT)
    - (3) Communications Intelligence (COMINT)
    - (4) Visual
    - (5) Other
  - d. ( ) Reconnaissance.
    - (1) Aircraft
    - (2) Ships
    - (3) Humans
    - (4) Vehicles
  - e. ( ) Tactical. List any information gathering capabilities of hostile units, as applicable.

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(Format, Protective Measures Appendix)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 3 TO ANNEX L TO MSCO (CENTRAL FACILITY) PMOP (U)  
PROTECTIVE MEASURES (U)

1. ( ) GENERAL. This appendix should address those protective measures which are or may be necessary to support overall OPSEC for the MSCO (CENTRAL FACILITY).
2. ( ) SPECIFIC MEASURES. Some of the measures that should be discussed include:
  - a. ( ) Special Access Requirements. Discuss special access requirements for any material that is sufficiently sensitive to require greatly restricted distribution and access. See ANNEX E for personnel security control.
  - b. ( ) Code Words and Nicknames. If code words and/or nicknames are utilized to provide security, give guidance for their use. (The use of nicknames over telephones can be an OPSEC indicator).
  - c. ( ) Administrative Security. Discuss the safeguarding of classified material and the disposal of classified material. Provide guidance to insure that changes in physical or administrative practices do not alert adversaries of intended activities.
  - d. ( ) Combat Actions. Indicate hostile capabilities that cannot be adequately countered except through destruction of classified material or destruction of office equipment and facilities to deny their use to the enemy. State when destruction should occur. Give general guidance on destruction procedures.
  - e. ( ) Physical Security. Outline/list the procedures/actions required to insure physical security of the MSCO (CENTRAL FACILITY). This appendix should include Ship Physical Security actions.

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ANNEX M TO MSCO (CENTRAL FACILITY) PMOP. (U)  
MAPPING, CHARTING, AND GEODESY (U)

(U) REFERENCES: a. DMA Catalog of Maps, Charts, and Related Products

1. ( ) This Annex contains general information for obtaining the necessary maps, charts and other related material to support the operations of MSCOs. Specific supply sources for MSCO (CENTRAL FACILITY) are found in Exhibit 5 to Tab C to Appendix 7 to Annex D of this PMOP. A comprehensive listing of charts and publication requirements for MSCO (CENTRAL FACILITY) is found in Exhibit 3 To Tab F to Appendix 7 to Annex D of this PMOP.

2. ( ) Units may obtain required charts and maps by ordering them, using SF 344 or DD 1348, from the Defense Mapping Agency (DMA), Office of Distribution and Sales or by purchasing them from a local agent or office of DMA. A listing of these agents and offices can be found in reference (a).

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Appendix:

1- Publications and Charts

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)APPENDIX 1 TO ANNEX M TO MSCO (CENTRAL FACILITY) PMOP (U)  
PUBLICATIONS AND CHARTS (U)

1. ( ) GENERAL. This appendix should contains a series of publications and charts which may be needed by the MSCO to carry out its mission. Publications and charts may become dated and each MSCO must ensure the currency of its own publications as well as determine the applicability of publication and charts to its mobilization operations.

2. ( ) SPECIFIC PUBLICATIONS. The following publications must be listed in Appendix 1 to Annex M and should be in the "Mobilization Support Package":

a. ( ) World Port Index. This is an annual publication, published by the Defense Mapping Agency, Hydrographic/Topographic Center, Washington, DC 20315. It is not necessary that each mobilization site maintain a complete publication. Copies of the relevant port(s) can be obtained from local library and/or local port authorities.

b. ( ) Port Directory (assigned port). This publication is issued by Fleet Intelligence Center, Norfolk, VA. or by Fleet Intelligence Center, Pacific, and is designed to provide up to date information to U.S. Navy Ships making port visits. It is not necessary for each mobilization site to have this publication. Excerpts of portions applicable to the mobilization site should suffice.

c. ( ) Sailing Directions (assigned port). This publication provides detailed information to ship's captains concerning navigational aids and hazards and will be most helpful in providing information to ships masters. This publication may be ordered from the Defense Mapping Agency.

d. ( ) MSC Ship Register. Obtain latest issue from COMSC, Code M-3T12E, Washington, DC 20398-5100.

e. ( ) Fleet Guides. Fleet Guides are a Defense Mapping Agency publication of the East and West coastal ports frequented by Naval shipping.

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ANNEX N TO MSCO (CENTRAL FACILITY) PMOP (U)  
MOBILIZATION (U)

- (U) REFERENCES:
- a. COMSC LSMP
  - b. COMSCINST 1001.1, Naval Reserve  
Readiness and Training Guide
  - c. CNAVRESINST 1510.7, The Naval Reserve Training Program
  - d. OPNAV 41P3A
  - e. JCS PUBLICATION 21
  - f. OPNAVINST 4650.11, Official Temporary Duty Travel to  
Military and Civilian Installations, Activities and Units;  
Policy and Procedures
  - g. NAVMILPERCOMINST 4650.2, Navy Passenger Transportation  
Manual (PTM)

1. ( ) PURPOSE. The purpose of preparing this annex is to provide unit personnel with overall general guidance relative to mobilization. Specific details on the various aspects of mobilization are set forth in other annexes.

2. ( ) BACKGROUND. Once force movements are determined in support of a Unified Commander OPLAN, MSC ascertains the anticipated volume of shipping for each POE (Port of Embarkation) and POD (Port of Debarkation) identified in the OPLAN. MSC then identifies reserve units, personnel and support equipment necessary to meet the sealift requirements of the OPLAN.

3. ( ) MOBILIZATION OF PERSONNEL. This section, should describe the sequence of events which lead to the mobilization of the unit. See Annex X for a suggested checklist of actions to be taken prior to and after mobilization.

a. ( ) Mobilization Action. In the event of general mobilization, COMNAVRESFOR, with guidance from higher authority, would direct the appropriate NAVRESREDCOM and RESCEN to recall the MSC units required. The respective reserve centers would activate the unit, process MSCO personnel, write orders, and arrange for transportation.

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b. ( ) General Mobilization Process. The Planner should develop the details for the following steps to be taken in the mobilization process:

(1) ( ) Recall - Activate the unit recall plan upon receipt of an appropriate Emergency Action Plan (EAP) message. Include report date/time, processing site and any other special instructions in the recall message. Coordinate with local Reserve center to ensure proper warning of all units.

(2) ( ) Appoint a unit commander for each deployment of the MSCO in support of COMSC plans/orders and exercises.

(3) ( ) Request UIC and DOD activity address code (IAW NAVCOMPT Manual 025003).

(4) ( ) Coordinate with local reserve center in arranging for normal support channels, including the preparation of ISSAs, BPAs and other necessary agreements.

(5) ( ) Review availability of key logistical supplies including: essential references (port information, etc.), communication facilities and plans, security, local transportation, local facilities for office operations, messing and berthing.

(6) ( ) Establish liaison with any other local agencies/commands involved in in OPLAN/OPORD execution.

(7) ( ) Brief all personnel on dealing with inquiries from the news media. Unit PAO shall coordinate all formal news releases with Reserve Center Public Affairs and ensure all information is timely, accurate and consistent with security requirements.

(8) ( ) Coordinate with Reserve Center personnel to ensure record proper activation processing including, ID cards, Emergency Data and medical updates, and review of legal rights. etc.

(9) ( ) Passports

(a) ( ) The Planner, in this section, should outline the procedures for obtaining passports when required and to the extent necessary. All MSC Reservists who mobilize to OUTCONUS sites that require passports must obtain a passport. Personnel traveling in hostile areas normally would travel with a U.S. Passport for their own safety as directed by the area commander. Next to money, a valid passport is

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considered the most valuable possession in foreign lands. As an official U.S. document, it is accepted as proof of identity and nationality. It also is useful when converting currencies, checking into hotels, or seeking help from U.S. Embassies and consulates. The Planner should ascertain from appropriate references as to when the passports for unit members should be obtained (references (f) and (g)).

(b) ( ) All that is usually needed to obtain a U.S. Passport is completed DD Form 1056 (Authorization to Apply for a "NO-FEE" passport and/or Request for Visa) and Form DSP-11 (Department of State Passport Application) and two recent full-face 2X2 inch (black and white or color) photographs. These forms are available through normal supply channels.

(10) ( ) Special Clothing - For units mobilizing to regions of the world where climatic conditions require special clothing, the Planner should determine the type, allowances and means of procurement/issue.

(11) ( ) Mobilization Site "Fly-Away" Kit - Refer to Tabs F, G and H App. 7 Annex D (See also LSMP ANNEX D) for details on equipment for offices by size and detail information as appropriate.

(12) ( ) Status Of Forces Agreement. The MSCO/Planner should include a "STATUS OF FORCES AGREEMENT" (SOFA) for the appropriate host nation when applicable. The SOFA may be part of Annex D, Appendix 5.

4. (U) TRANSPORTATION TO MOBILIZATION SITE. This section should explain the preplanned model(s) for transportation of the MSCO from the reporting site to MOB site(s). Detailed transportation requirements shall be given in Paragraph 3, Appendix 4, Annex D of this PMOP.

Included shall be:

- a. (U) Establishment of Chain of Command for any sub-unit deployments.
- b. (U) Proper transfer of the correct Fly-Away Kit.
- c. (U) Proper handling of orders/contact with Military Airlift Command (MAC) or Military Transportation Management Command (MTMC).

5. (U) ARRIVAL AT MOBILIZATION SITE. This section should explain the preplanned procedures to be performed on initial arrival at the MOB site.

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Included shall be:

- a. ( ) Review availability of key logistical supplies including: essential references, updated port information, communications facilities, local transportation and facilities for office operation, messing and berthing.
- b. ( ) Contact appropriate MSC Area Commander/MSC Subarea Commander with unit report (UNITREP).
- c. ( ) Implement/upgrade security measures.
- d. ( ) Contact nearest military telecommunications center for guard requirements and establish message releasing/pickup authority.
- e. ( ) IAW NTP3 establish communication files to control and route incoming and outgoing messages.
- f. ( ) Commence and maintain full MSCO operations.

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Appendix:

1 - Pre-Mobilization Letters

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APPENDIX 1 TO ANNEX N TO MSCO (CENTRAL FACILITY) PMOP ( )  
PRE-MOBILIZATION LETTERS (U)

(U) REFERENCES: a. COMSC LSMP

( ) PURPOSE. This appendix contains sample letter forms which may be used to acquire pre-mobilization information for a port. (U.S. Ports only) It is recommended that a MSCO Commanding Officer contact the following:

- (a) Local or nearby military facilities, if any
- (b) Port Authority Personnel
- (c) Chamber of Commerce, if any.

These letters are suggested samples only and will be tailored to suit the individual Unit's situation. Informational copies of letters sent should be forwarded to the cognizant MSC Area Commander/MSC Subarea Commander.

**NOTE: DO NOT SEND PRE-MOBILIZATION LETTERS OUTSIDE OF THE U.S.**

Tabs:

- A - Sample Letter to a Military Installation
- B - Sample Letter to a Port Authority
- C - Sample Letter to a Chamber of Commerce

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(Format, Sample Letter To A Military Installation Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB A TO APPENDIX 1 TO ANNEX N TO MSCO (CENTRAL FACILITY) PMOP (U)  
SAMPLE LETTER TO A MILITARY INSTALLATION (U)COMMANDING OFFICER  
NR Military Sealift Command Office\_  
Naval Reserve Center  
(Address)OO:  
5000  
(Date)

To: Commanding Officer, \_\_\_\_\_

Subj: Port Facilities and Information

1. As a Naval Reservist, I have been designated Commanding Officer of a Military Sealift Command Office Unit Reserve which, at time of mobilization or national emergency, would be assigned to \_\_\_\_\_. Our office would execute Military Sealift Command functions such as exercising local control of USNS, General Agency Agreements Ships (GAA) and ships under charter to MSC; establishing liaison with local authorities concerned with ocean transportation; conducting on-and-off hire surveys; and providing general assistance to MSC controlled ships.

2. It is requested that any information regarding the identification and location of local and/or regional military and other communication facilities, as well as the point of contact for carrying out current liaison with MSC vessels that may enter the port of \_\_\_\_\_ be forwarded to me. Also, a list of other reserve units which have mobilization assignments in or around your port would be appreciated.

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3. The following may be of some assistance in pin-pointing areas of concern. We are generally interested in any information, in whatever form it may be conveniently available to you, which might focus upon cargo, vessel, and port operations involving the Port of \_\_\_\_\_ . The following are offered for your consideration:

a. Aspects of cargo operations to \_\_\_\_\_ including problems of movement, dock storage, vessel loading, cargo damage, and related matters.

b. Labor operations and problems, including longshoremen, teamsters, or others.

c. Port operations and problems, including coordination with port officials, Department of Defense, and others, as well as methods of accounting for cargo, demurrage, wharfage, expenses, etc.

d. Vessel management operations and problems.

4. The above information will be part of our mobilization plan and will be used upon mobilization. If you have any questions, please do not hesitate to contact me at: ( ) \_\_\_\_\_ .

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(Format, Sample Letter To A Port Authority Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)TAB B TO APPENDIX 1 TO ANNEX N TO MSCO (CENTRAL FACILITY) PMOP (U)  
SAMPLE LETTER TO A PORT AUTHORITY (U)COMMANDING OFFICER  
NR Military Sealift Command Office\_  
Naval Reserve Center  
(Address)

Date

Name  
Address

Dear \_\_\_\_\_:

As a Naval Reservist, I have been designated Commanding Officer of a Military Sealift Command Office Reserve unit which, in time of mobilization or national emergency, will be assigned to \_\_\_\_\_. Our office would execute Military Sealift Command functions such as exercising local control of USNS, GAA, and ships under time charter to MSC; establishing liaison with local authorities concerned with ocean transportation; conducting on-and-off hire surveys; and providing general assistance to MSC controlled ships. In order to facilitate our readiness and training, we are seeking to collect as much data as possible about \_\_\_\_\_, the port area and facilities, and the type and source of cargo likely to be encountered.

We would appreciate your assistance in obtaining this type of information including, but not necessarily limited to, the following:

1. Identification of port authority personnel, including names, titles, duties, and telephone numbers.
2. Any port regulations, such as those pertaining to harbor facilities, harbor speed restrictions, cargo handling, and storage, etc.
3. Port emergency plans, if any.
4. Port publications and notices. (I would appreciate being placed on any mailing list the port has.)
5. Port security arrangements.

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6. Port firefighting facilities.
7. Port communication facilities.
8. Port weather facilities.
9. Port legal services, if any.
10. Identification of appropriate government agencies and officials, including U.S. Marshal, U.S. Coast Guard, Customs and Immigration, and Occupational Safety and Health Authority.
11. Identification of medical facilities, including U.S. Public Health Service, Veterans Administration, and private.
12. Emergency medical and transportation facilities such as ambulances.
13. Identification of sources for bunkers, diesel oil, and fresh water.
14. Identification of leading/recommended ship chandlers.
15. Identification of leading/recommended local repair facilities, including shipyards and electrical shops.
16. Identification of local maritime union offices, or representatives.
17. Nearest American Bureau of Shipping Office.
18. Leading/recommended freight forwarders.
19. Identification of probable and current cargoes, usual sources of cargo in vicinity, and means of transportation to port.
20. Identification of local and/or county police and jail facilities.
21. Identification of leading/recommended bail bondsmen.
22. Identification of appropriate charts of the port area, channels, and local anchorage areas plus appropriate notice to mariners, as well as a source where we may obtain the latest copies.

I would like my unit to know as much about \_\_\_\_\_ as possible. We anticipate trying to visit sometime during this coming \_\_\_\_\_ to tour the port facilities and meet with you and other officials.

Thank you for your time and consideration and I look forward to your response.

Sincerely,

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(Format, Sample Letter To A Military Installation Tab)

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)

TAB C TO APPENDIX 1 TO ANNEX N TO MSCO (CENTRAL FACILITY) PMOP (U)  
SAMPLE LETTER TO CHAMBER OF COMMERCE (U)

COMMANDING OFFICER  
NR Military Sealift Command Office, \_\_\_\_\_  
Naval Reserve Center  
(Address)

Date

Name  
Address of Chamber of Commerce

Dear \_\_\_\_\_:

As a Naval Reservist, I have been designated Commanding Officer of Military Sealift Command Office Reserve unit \_\_\_\_\_ which, in time of mobilization or national emergency, will be assigned to \_\_\_\_\_ . Our office would execute Military Sealift Command (MSC) functions such as exercising local control of USNS, General Agency Agreement (GAA) Ships and ships under charter to MSC; establishing liaison with local authorities concerned with ocean transportation; conducting on-and-off hire surveys; and providing general assistance to MSC controlled ships. In order to facilitate our peacetime training, we are seeking to collect as much information as possible about \_\_\_\_\_, the port area and facilities, and the type and source of cargo likely to be encountered.

We are contacting the Port Director asking for some of the specific information relating to port facilities and services, but we would appreciate any information you have regarding \_\_\_\_\_ and the region with regard to industry, commerce, and recreation. We would appreciate copies of local and/or regional maps, as well as other information you may have available.

Thank you for your assistance and cooperation.

Sincerely,

\_\_\_\_\_

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(UNIT NAME)  
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(Date)ANNEX X TO MSCO (CENTRAL FACILITY PMOP (U)  
EXECUTION CHECKLIST (U)

- (U) REFERENCES:
- a. COMSCINST C3060.1, Checklist for Periods of Emergencies
  - b. COMSCINST 3000.1, Ship Movements on the Outbreak of War or Upon Future Declaration of Emergency
  - c. COMSCINST S3500.4, Uniform System of Alert Condition (LERTCONS)

(U) GENERAL

a. (U) Purpose: Planners shall prepare an "Execution Checklist" Annex to assist in rapid and complete mobilization. The checklist should be designed so that every essential step is identified. Emphasize, primarily for commands external to the originator, actions necessary to ensure coordination. While the format shown below should be used in compiling the checklist, the actions listed are merely illustrative, not comprehensive.

<u>Action</u>	<u>Responsible Organization</u>	<u>Timing</u>
<u>PRE MOB</u>		
(1) Port Data Complete (Ref. TABS A,B,C App 8 Annex C) TABS A,B,C App _ Annex D)	MSCO OPS	ASAP
(2) Ensure each office member has verifiable security clearance up to, and including, SECRET	MSCO Admin	When member joins unit & before CONUS Departure
(3) Identify source(s) and procedures to procure portable SSB VHF Marine Radio(s) to provide voice communications with ships for coordination	MSCO OPS/Supply	ASAP

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<u>Action</u>	<u>Responsible Organization</u>	<u>Timing</u>
(4) "Fly-Away Kits" complete with minimum consumables e.g. COMSC & Area Commander Instructions, Forms, Office Supplies & Consumables (Ref. Exhibit 1; Tab F App 7 Annex D and LSMP Annex D)	MSCO Supply	ASAP
(5) Possession of proper navigation charts and pubs (IAW OCEANAVINST 5804.1)	MSCO OPS	ASAP
(6) Ensure all personnel have valid/current passports (military)	MSCO Admin	When member joins unit & before CONUS Departure

MOBILIZATION

(7) Review COMSC LSMP for required actions/procedures concerning mobilization and logistic support	MSCO CO/XO/OPS	Upon receipt of warning order/alert order
(8) Review reference (a) and develop appropriate plans of action	MSCO OPS	DEFCON 4
(9) Review next DEFCON action/condition	MSCO OPS	ASAP
(10) Implement Recall Procedures to include report date/time, processing site and special instruction.	MSCO CO/Dept Heads	M Day
(11) Request UIC and DOD activity address code (IAW NAVCOMPT Manual 025003)	MSCO Admin	ASAP
(12) Arrange for establishment of normal support channels, including the preparation of ISSAs, BPAs, other necessary agreements General Services Administration contracts & Federal Supply Schedules	MSCO/Area Commander OPS/Admin	ASAP
(13) Review availability of key logistical supplies including:	MSCO Supply	ASAP

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<u>Action</u>	<u>Responsible Organization</u>	<u>Timing</u>
(a) Essential references, charts/port information and consumables		
(b) Appropriate communications facilities and plans		
(c) Security (e.g. small arms and safes)		
(d) Transportation (e.g. vehicle and boats)		
(e) Facilities for office operations, messing, berthing		
(14) Review Minimal Consumables listing for availability	MSCO Supply	ASAP
(15) Review the following references in regard to unit movements for units being airlifted:	Area Admin Off	ASAP
(a) OPNAVINST 4630.23, Policies and Procedures for Obtaining Passenger Reservations for DOD International Air Travel		
(b) OPNAVINST 4630.27, Movement of Units in Air Force Aircraft		
(c) OPNAVINST 4614.1, Uniform Material Movement and Issue Priority System (UMMIPS)		
(16) Establish liaison with other local agencies/commands involved in OPLAN/OPORD execution	MSCO CO/OPS	M+Appropriate time phase
(17) Review Advanced Base Initial Outfitting Listings (ABIOLs) received from Commander, Naval Facilities Engineering Command (NAVFAC)	MSCO OPS/Supply	M+Appropriate time phase
(18) Establish liaison with USCG regarding status of crewing and operations associated with activating additional ships.	MSCO CO/OPS	M+Appropriate time phase
(19) Brief all personnel on dealing with inquiries from the news media	MSCO PAO	M+Appropriate time phase
(20) Arrange transportation to MOB Site Annex D, Appendix 4	MSCO Admin	M+Appropriate time phase
(21) Complete activation processing at Reserve Center including Personnel Records, Updated page 2's, Medical updates, legal review of rights and	Reserve Center MOB Team	M+Appropriate time phase

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<u>Action</u>	<u>Responsible Organization</u>	<u>Timing</u>
hardship cases. Package medical/personnel records		
(22) Ensure Fly - Away Package is Transferred to MAC or commercial Terminal	MSCO Supply	M+Appropriate time phase
(23) Upon arrival at APOE, contact Military Airlift Command (MAC) or MTMC passenger transportation office with orders in hand	MSCO CO	Upon Arrival
(24) Upon arrival at MOB site, contact appropriate MSC Area Commander/MSC Subarea Commander with unit report (UNITREP) type data	MSCO CO/OPS	ASAP
(25) Implement/upgrade local security measures	MSCO OPS	ASAP
(26) Contact nearest military telecommunications center reference guard requirements. Provide written authorizations for message pickup/delivery as well as releasing authorities for CO/XO	MSCO OPS	ASAP
(27) Establish communications files to control and route incoming and outgoing messages to cognizant personnel IAW NTP 3	MSCO OPS	ASAP
(28) Procure telephone service (minimum of 3 lines should be requested)	MSCO OPS	ASAP
(29) Commence and maintain an inventory of U.S. Flag Merchant shipping and chartered foreign flag shipping in respective port area and within the OCA's geographic areas.	MSCO OPS	Upon first change in DEFCONS

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ANNEX Y TO MSCO (CENTRAL FACILITY) PMOP (U)  
GLOSSARY OF TERMS AND ABBREVIATIONS USED BY MSC (U)

- (U) REFERENCES:
- a. COMSCINST 3500.8A, MSC Port Mobilization and Operations Planning Guide
  - b. COMSCINST 5030.1, MSC Abbreviated Titles and Symbols
  - c. COMSC LSMP, Annex Y

1. Planners should list in this annex those terms, abbreviations, acronyms and definitions they wish to explain for the recipients of their plan. Particular attention should be paid to describing items that are geographically unique or peculiar to the nation/local in which the mobilization site is located. The list will primarily contain those items that are common to MSC and to those commands/agencies/organizations with which MSC would routinely coordinate.

2. References (a), (b), and (c) contain lists of abbreviations, terms and acronyms which may be useful in developing the annex.

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Appendices:

- 1 - Abbreviations
- 2 - Definitions

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(UNIT NAME)  
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(Date)APPENDIX 1 TO ANNEX Y TO MSCO (CENTRAL FACILITY) PMOP ( )  
ABBREVIATIONS (U)

1. ( ) List of Abbreviations is provided for the planners review and selection.

AAFIF	automated airfield facilities information file
ABFC	Advanced Base Functional Component
ABIOL	Advanced Base Initial Outfitting Listings
ACE	Allied Command Europe
ACFT	aircraft
ACP	Allied Communications Publication
AD	priority add-on
ADCOM	Aerospace Defense Command
ADN	ACE DGZ number
ADNAC	Aerospace Defense of the North American Continent
ADP	automatic data processing
AFCE	Air Force civil engineering unit
AFRTS	American Forces Radio and Television Service
AID	Agency for International Development
AIF	automated installation intelligence file
ALD	available to load date (personnel and cargo)
ALOG	air logistic
APO	Army Post Office
APOD	aerial port of debarkation
APOE	aerial port of embarkation
ARRS	Aerospace Rescue and Recovery Service
ASAP	as soon as possible
ASCC	Air Standardization Coordinating Committee
ASD (PA)	Assistant Secretary of Defense (Public Affairs)
ASGRO	Armed Services Graves Registration Office
ASMRO	Armed Services Medical Regulation Office
ASW	antisubmarine warfare
ATP	Allied Tactical Publication
AUID	Active Unit Identification Code
AUTODIN	Automatic Digital Network
AUTOSEVOCOM	Automatic Secure Voice Communications
AUTOVON	Automatic Voice Network
AVGAS	aviation gasoline
AWSR	Air Weather Service Regulation

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BBLs/CBBLS	barrels/hundreds of barrels
BD	base development
BE	Basic Encyclopedia
BPS	Basic PSYOP Study
C2	command and control
C2S	command and control systems
C3	command, control and communications
C3CM	command, control and communications countermeasures
CALSTAT	Cargo Ship Location, Status and Utilization Subsystem
CAO SOP	Standing Operating Procedures for Coordination of Atomic Operations
CAS	Crisis Action System
CAT	Crisis Action Team
CDREUDAC	Commander, USEUCOM Defense Analysis Center
CDRMTMC	Commander, Military Traffic Management Command
CEP	circular error probable
CESP	Civil Engineering Support Plan
CESPG	Civil Engineering Support Plan Generator
CI	civilian internees
CIA	Central Intelligence Agency
CIN	cargo increment number
CINCS	Commanders of unified and specified commands
CINCAD	Commander in Chief, Aerospace Defense Command
CINCCFC	Commander in Chief, Combined Forces Command
CINCMAC	Commander in Chief, Military Airlift Command
CINCNORAD	Commander in Chief, North American Air Defense Command
CINCSAC	Commander in Chief, Strategic Air Command
CINCUNC	Commander in Chief, United Nations Command
CINCUSAFE	Commander in Chief, US Air Forces in Europe
CINCUSAREUR	Commander in Chief, US Army, Europe
CIR	Continuing Intelligence Requirement
CNAVRES	Chief of Naval Reserve
CNTY/CNTRY	country
COMDCAEUR	Commander, Defense Communications Agency, Europe
COMDT COGARD	Commandant, US Coast Guard
COMINT	communications intelligence
COMJTF	Commander, Joint Task Force
COMJUWTF	Commander, Joint Unconventional Warfare Task Force
COMNAVSURFRESFOR	Commander, Naval Surface Reserve Forces
COMPES	Contingency Operations and Mobility Planning and Execution System

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COMSC	Commander, Military Sealift Command
COMSCLANT	Commander, Military Sealift Command, Atlantic
COMSCPAC	Commander, Military Sealift Command, Pacific
COMSCFE	Commander, Military Sealift Command, Far East
COMSCMED	Commander, Military Sealift Command, Mediterranean
COMSCSEA	Commander, Military Sealift Command, So. East Asia
COMSCSWA	Commander, Military Sealift Command, So. West Asia
COMSEC	communications security
COMSOTFE	Commander, Special Operations Task Force, Europe
COMUSJTF	Commander, US Joint Task Force
CONPLAN	operation plan in concept format
CONUS	continental United States
COOP	Continuity of Operations Plan
CPFL	contingency planning facilities list
CRA	command relationships agreement
CRAF	Civil Reserve Air Fleet
CRITIC	critical intelligence communication
CRITICOMM	Critical Intelligence Communication System
CSG	cryptologic support group
CUSRPG	Canada-United States Regional Planning Group
CW	chemical warfare
DAME	defense against methods of entry
DASE	defense against sound equipment
DAT	deployment action team
DCA	Defense Communications Agency
DCID	Director of Central Intelligence Directive
DCS	Defense Communications System
DE	damage expectancy
DEFCON	Defense Readiness Condition
DET	detainees
DF	dispersion factor
DFE	division force equivalent
DFSC	Defense Fuel Supply Center
DG	Defense Guidance
DGZ	desired ground zero
DIA	Defense Intelligence Agency
DIAM	DIA Manual
DIAR	DIA Regulation
DIP	Defense Intelligence Plan
DIPP	Defense Intelligence Projections for Planning
DIRNSA/CHCSS	Director, National Security Agency/Chief, Central Security Service
DJSM	Director, Joint Staff Memorandum
DLA	Defense Logistics Agency

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## (CLASSIFICATION)

DLAR	Defense Logistics Agency Regulation
DMA	Defense Mapping Agency
DNA	Defense Nuclear Agency
DOD	Department of Defense
DODIC	DOD Identification Code
DRB	Defense Resources Board
DSAR	Defense Supply Agency Regulation
DSSCS	Defense Special Security Communications System
DSTP	Director of Strategic Target Planning
DTF	direct to forces
DTG	date-time group
EAD	earliest arrival date
EAP	Emergency Action Plan
ECAC	Electromagnetic Compatibility Analysis Center
ECCM	electronic counter-countermeasures
ECM	electronic countermeasures
EDD	estimated departure date
EDP	emergency defense plan
E&E	evasion and escape
EEFI	essential elements of friendly information
EEFIS	Evasion and Escape Fingerprint Identification System
EEI	essential elements of information
ELINT	electronic intelligence
EMCON	emission control
EPW	enemy prisoner of war
EPW/CI/DET	enemy prisoners of war/civilian internees/detainees
ERT	execution reference time
ESC	Electronic Security Command
ESM	electronic warfare support measures
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EXORD	Exercise Order
FAA	Federal Aviation Administration
FATs	fatalities
FEMA	Federal Emergency Management Agency
FIDP	foreign internal defense plan
FM	force module
FMA	Foreign Media Analysis
FRAG	fragmentation code
FRD	Formerly Restricted Data
FRG	Force Requirement Generator
FRN	force requirement number
FYDP	Five Year Defense Program

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GAA	General Agency Agreement
GDP	general defense plan
GEOFILE	Standard Specified Geographic Location File
GLOC	Geographic Location Codes
GSA	General Services Administration
GWOA	guerrilla warfare operational area
HALO	high altitude-low opening
HF	high frequency
HNS	host-nation support
HOB	height of burst
HUMINT	human resources intelligence
IADB	Inter-American Defense Board
IAW	in accordance with
ICAO	International Civil Aeronautics Organization
ICOD	intelligence cutoff date
ICP	inventory control point
ICR	intelligence collection requirement
ICRC	International Committee of the Red Cross
ID	identification
IFF	identification, friend or foe
IFFN	identification, foe or neutral
IG	Interdepartmental Group
IMINT	imagery intelligence
INCONREP	Intra CONUS Report
INS	insert code
IPSP	Intelligence Priorities for Strategic Planning
IPSS	Initial Pre-planned Supply Support
ISSA	Interservice Support Agreement
ITO	Installation Transportation Office
IV	intravenous
JANAP	Joint Army-Navy-Air Force Publication
JCC	Joint Coordination Center
JCGRO	Joint Central Graves Registration Office
JCS	Joint Chiefs of Staff
JDA	Joint Deployment Agency
JDC	Joint Deployment Community
JDS	Joint Deployment System
JDSSC	Joint Data Systems Support Center
JIB	Joint Information Bureau
JIEP	Joint Intelligence Estimate for Planning

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JLREID	Joint Long-Range Estimating Intelligence Document
JLRSA	Joint Long-Range Strategic Appraisal
JLRSS	Joint Long-Range Strategic Study
JMRC	Joint Mobile Relay Center
JMRO	Joint Medical Regulating Office
JMTSS	Joint Multichannel Trunking and Switching System
JOPEs	Joint Operation Planning and Execution System
JOPS	Joint Operation Planning System
JOPS I	Volume I (Deliberate Planning Procedures)
JOPS II	Volume II (Supplementary Planning Procedures)
JOPS III	Volume III (ADP Support)
JOPS IV	Volume IV (Crisis Action System)
JOPSREP	JOPS Reporting System
JPAM	Joint Program Assessment Memorandum
JPAO	Joint Public Affairs Office
JPP	joint planning process
JRC	Joint Reconnaissance Center
JRS	Joint Reporting Structure
JSAM	Joint Security Assistance Memorandum
JSCP	Joint Strategic Capabilities Plan
JSOA	Joint Special Operations Agency
JSOTF	Joint Special Operations Task Force
JSPDSA	Joint Strategic Planning Document Supporting Analysis
JSPS	Joint Strategic Planning System
JSTPS	Joint Strategic Target Planning Staff
JTB	Joint Transportation Board
JTD	joint table of distribution
JTF	joint task force
KIA	killed in action
KT	kiloton
LAD	latest arrival date
LAT	latitude
LCE	Logistic Capability Estimator
LERTCON	Alert Conditions
LFF	Logistic Factors File
LFM	Landing Force Manual
LOC	line of communication
LOC ACC	location accuracy
LONG	longitude
LOTS	Logistics Over the Shore Operations
LSMP	Logistics Support and Mobilization Plan

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## (CLASSIFICATION)

MAAG	military assistance advisory group
MAB	Marine Amphibious Brigade
MAC	Military Airlift Command
MACR	Military Airlift Command Regulation
MAF	Marine Amphibious Force
MAGTF	Marine air-ground task force
MAO	major attack option
MAP	Military Assistance Program
MARAD	Maritime Administration (Dept of Transportation)
MASINT	measurement and signature intelligence
MAU	Marine Amphibious Unit
MBPO	Military Blood Program Office
MC	NATO Military Committee Document
MCC	Military Cooperation Committee
MCD	manipulative communication deception
MC&G	mapping, charting, and geodesy
MCO	Marine Corps Order
METCON	meteorological control
MHE	materials handling equipment
MIA	missing in action
MIJI	meaconing, interference, jamming and intrusion
MILCON	military construction
MILGP	military group
MILSTAMP	Military Standard Transportation & Movement Procedures
MISCAP	mission capability
MMPNC	medical materiel program for nuclear casualties
MNC	Major NATO Commander
MOB	Mobilization
MOP	memorandum of policy
MOS	military occupational specialty
MOU	Memorandum of Understanding
MPM	Medical Planning Module
MRF	mobile relay facility
MRG	Movement Requirements Generator
MSC	NATO Major Subordinate Command
MSC	Military Sealift Command
MSCO	Military Sealift Command Office
MSR	main supply routes
M/T	measurement tons
MTMC	Military Traffic Management Command
MTONS	measurement tons
MU	marry up
MSCLNO	Military Sealift Command Liaison Office
MSCMTU	MSC Military Transportation Units
MSCPREPOGRU	MSC Prepositioned Group(s)
MSCREP	Military Sealift Command Representative

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## (CLASSIFICATION)

NATO	North Atlantic Treaty Organization
NAVFAC	Naval Facilities Engineering Command
NAVMAT	Navy Material Command
NAVSECGRUCOM	Naval Security Group Command
NBC	nuclear, biological, and chemical
NBI	nonbattle injury
NCA	National Command Authorities
NCEUR	NSA/CSS Europe
NCPS	Nuclear Contingency Planning System
NCREP	National Security Agency/Central Security Service Representative
NCS	Naval Control of Shipping
NCSO	Naval Control of Shipping Office
NCSORG	Naval Control of Shipping Organization
NDBS	National Data Buoy System
NDL	national DGZ list
NDRF	National Defense Reserve Fleet
NEO	noncombatant evacuation operation
NFIB	National Foreign Intelligence Board
NFIBONLY	NFIB Departments Only
NIPS	National Military Command System Information Processing System
NISP	NUWEP Intelligence Support Plan
NLT	not later than
NMCS	Nation Military Command System
NOAA	National Oceanic & Atmospheric Administration
NOCONTRACT	Not Releasable to Contractors or Contractor/ Consultants
NOFORN	Not Releasable to Foreign Nationals
NOMS	Nuclear Operations Monitoring System
NOMSS	National Operational Meteorological Satellite System
NOP	nuclear operations
NOPLAN	no plan
NORAD	North American Aerospace Defense Command
NR	number
NRC	non-unit-related cargo
NRP	non-unit-related personnel
NRL	NUWEP reconnaissance list
NSA/CSS	National Security Agency/Central Security Service
NSC	National Security Council
NSCID	National Security Council Intelligence Directive
NSN	national stock number
NSO	non-SIOP option
NSRL	National SIGINT Requirements List

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NSTL	National Strategic Target List
NSWTG	Naval Special Warfare Task Group
NSWTU	Naval Special Warfare Task Unit
NTPF	Near Term Prepositioning Force
NUWEP	Policy Guidance for the Employment of Nuclear Weapons
NWP	Naval Warfare Publication
NWS	National Weather Service
OADR	Originating Agency's Determination Required
OASD(PA)	Office of the Assistant Secretary of Defense (Public Affairs)
OCA	Operational Control Authority
ODC	Office of Defense Cooperation
OER	operational ELINT requirements
OIC	officer in charge
OJCS	Organization of the Joint Chiefs of Staff
OMB	Office of Management and Budget
OMC	Office of Military Cooperation
OPCOM	operational command
OPCON	operational control
OPLAN	operation plan in complete format
OPORD	operation order
OPR	office of primary responsibility
OPREP	commanders operational report
OPSEC	operations security
ORCON	Dissemination and Extraction of Information Controlled by Originator
OSD	Office of the Secretary of Defense
OTSR	Option Track Ships Routing
PA	public affairs
PAMIS	Psychological Operations Automated Management Information System
PAO	Public Affairs Office
PAR	population at risk
PAX	passengers
PD	probability of damage
PDM	Program Decision Memorandum
PEAD	Presidential Emergency Action Document
PEAS	PSYOP Effects Analysis Subsystem
PID	plan identification number
PIN	personnel increment number
PMOP	Port Mobilization & Operations Plan
PMOPG	Port Mobilization & Operations Plan Guide
PNIO	Priority National Intelligence Objectives
POD	port of debarkation

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POE	port of embarkation
POL	petroleum, oils and lubricants
POLAD	political advisor
POM	Program Objective Memorandum
POMCUS	pre-positioning of materiel configured to unit sets
PPBS	Planning, Programming, and Budgeting System
PRI	priority
PROPIN	Caution--Proprietary Information Involved
PSA	psychological operations support activity
PSB	poststrike base
PSYOP	psychological operations
PTM	Navy Passenger Transportation Manual
PV	physical vulnerability
PW/POW	prisoner of war
PWRMR	pre-positioned war reserve materiel requirement
PWRMS	pre-positioned war reserve materiel stocks
R&C	review and comment
R&D	research and development
RCA	riot control agents
RD	Restricted Data
RDD	required delivery date
RDF	rapid deployment force
RDP	rapid deployment planning
REPOL	Petroleum Damage and Deficiency Report
RFI	radio frequency interference
RFI	ready for issue
RLT	regimental landing team
ROE	rules of engagement
RO/RO	roll-on/roll off
RQMT/REQMT	requirement
RRF	Ready Reserve Force
RUAD	Reserve Unit Assignment Document
RUIC	Reserve Unit Identification Code
SACEUR	Supreme Allied Commander Europe
SACR	Strategic Air Command Regulation
SADM	special atomic demolition munition
SAFE	selected area for evasion
SAILORD	Merco Message for Sailing Orders
SAO	selected attack option
SAR	search and rescue
SAS	special ammunition storage

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## (CLASSIFICATION)

SCE	Service Cryptologic Element
SCI	Sensitive Compartmented Information
SDETs	Support Determinaton Evaluation Teams
SEACOP	Strategic Sealift Contingency Planning System
SEAL	Sea/Air/Land
SECDEF	Secretary of Defense
SELREL	Selected Release Procedures
SERE	survival, evasion, resistance, and escape
SERV/SVC	service
SI	special intelligence
SIF	specialinterdiction force
SIG	Senior Interdepartmental Group
SIG-DP	Senior Interdepartmental Group-Defense Policy
SIG-FP	Senior Interdepartmental Group-Foreign Policy
SIG-I	Senior Interdepartmental Group-Intelligence
SIGINT	signals intelligence
SIGSEC	signals security
SIOP	Single Integrated Operational Plan
SNL	standard nomenclature list
SO	special operations
SOC	special operations command
SOF	special operations force
SOFA	Status of Forces Agreement
SOFADS	Special Operations Foreign Area Data Subsystem
SOP	standing operating procedure
SOTA	SIGINT operational tasking authority
SPOD	Sea Port of Debarkation
SPOE	Sea Port of Embarkation
SPS	Special PSYOP Study
SRC	source
SRF	Surface Reserve Force
SRP	SIOP Reconnaissance Plan
SSBN	Fleet ballistic missile submarine (nuclear propulsion)
SSO	Special Security Office/Officer
SSP	SIGINT Support Plan
SSR	SACEUR Strategic Reserve
S/T	short tons
STANAG	Standardization Agreement
STONS	stort tons

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## (CLASSIFICATION)

TAC	Tactical Air Command
TACM	Tactical Air Command Manual
TAD	temporary additional duty
TDD	target DGZ designator
TDI	Target Data Inventory
TDY	temporary duty
TFE	Transportation Feasibility Estimator
TGT	target
TI	target island
TO	table of organization
TOA	transportation operating agency
TOE	table of organization and equipment
TOT	time over target
TPFDD	Time-Phased Force and Deployment Data
TPFDL	Time-Phased Force and Deployment List
TPTRL	Time-Phased Transportation Requirements List
TUCHA	Type Unit Data File
UCP	Unified Command Plan
UDL	Unit Designator List
UDT	underwater demolition team
UIC	unit identification code
UK	United Kingdom
ULC	unit level code
ULN	unit line number
UMMIPS	Uniform Material Movement & Issue Priority System
UNAAF	Unified Action Armed Forces
UNITREP	Unit Status and Identity Report
US	United States
USACE	US Army Corp of Engineers
USAF	US Air Force
USAINSCOM	US Army Intelligence and Security Command
USARRED	US Army Forces, US Readiness Command
USBRO	US Base Requirements Overseas
USCENTCOM	US Central Command
USCG	US Coast Guard
USCINCCENT	Commander in Chief, US Central Command
USCINCEUR	Commander in Chief, Europe
USCINCLANT	Commander in Chief, US Atlantic Command
USCINCPAC	Commander in Chief, US Pacific Command
USCINCREC	Commander in Chief, US Readiness Command
USCINCSO	Commander in Chief, US Southern Command
USEORD	Merco message directing naval authorities for onward movement of a ship(s)

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## (CLASSIFICATION)

USEUCOM	US European Command
USG	US Government
USIA	US Information Agency
USLANTCOM	US Atlantic Command
USNS	United States Naval Ship
USPACOM	US Pacific Command
USREDCOM	US Readiness Command
USSOUTHCOM	US Southern Command
USSS	US SIGINT System
UTC	unit type code
UW	unconventional warfare
VEH	vehicle
VNTK	vulnerability number for a degree of hardness
WEP	weapon
WET	weekend away exercise training
WIA	wounded in action
WIN	WWMCCS Intercomputer Network
WISP	Wartime Information Security Program
WNINTEL	WARNING NOTICE--Intelligence Sources and Methods Involved
WWMCCS	Worldwide Military Command and Control System
YLD	yield

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(RESERVE UNIT NAME)  
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(Date)APPENDIX 2 TO ANNEX Y TO MSCO (CENTRAL FACILITY) PMOP ( )  
DEFINITIONS (U)

( ) A list of definitions is provided for the planners review and selection.

Adequacy. Operation plan review criterion. The scope and concept of planned operations are sufficient to accomplish the task assigned.Allocation. The resources provided to the commander of a unified or specified command by the Joint Chiefs of Staff for execution planning or actual execution.Apportionment. The resources made available to the commander of a unified or specified command for deliberate planning. Apportioned resources are used in the development of operation plans and may be more or less than those allocated for execution planning or actual execution.Augmentation Forces. Forces to be transferred to the operational command of a supported commander during the execution of an operation.Command and Control. The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communication facilities, and procedures that are employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.Command and Control Systems. The procedures, facilities, equipment, communications, data processing systems, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the missions assigned.Command, Control, and Communications Countermeasures. The integrated use of operations security, military deception, jamming, and physical destruction supported by intelligence to deny information to, influence, degrade, or destroy adversary C3 capabilities and to protect friendly C3 against such actions.Deliberate Planning. Operation planning as a result of JSCP or other tasking directive using JOPS I, II, and III procedures.\* Unless otherwise indicated, definitions are "as applied to JOPS, Volume I and II."Y-2-1  
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Deployment Data Base. The JDS data base containing the necessary information on forces, materiel, and filler and replacement personnel movement requirements to support execution. The data base reflects information contained in the refined TPFDD or data developed during the various phases of the CAS and the movement schedules or tables developed by the TOAs to support the deployment of required forces, personnel, and materiel.

Execution Planning. The phase of the CAS (JOPS IV) planning in which an approved operation plan or other NCA-designated course of action is adjusted and refined, as required by the prevailing situation, and converted into an OPORD that can be executed at a designated time. Execution planning can proceed on the basis of prior deliberate planning, or it can take place under a NOPLAN situation.

Feasibility. Operation plan review criterion. The assigned tasks could be accomplished by utilizing available resources.

Filler Personnel. One of a number of individuals, officer or enlisted, required to bring a unit, organization, or approved allotment to authorized strength. (JCS Pub 1)

Force List. The total list of forces required by an operation plan, including assigned forces, augmentation forces, and other forces to be employed in support of the plan.

Force Module. A grouping of combat, combat support, combat service support forces, together with their appropriate non-unit-related personnel and supplies, for a specified period of time, usually 30 days. The elements of force modules are linked together or uniquely identified so that they may be extracted from or adjusted as an entity in the TPFDD to enhance flexibility and usefulness of the operation plan during a crisis.

Force Requirement Number. The alphanumeric code used to uniquely identify force entries (UTCs) in a given operation plan TPFDD.

Grossly Transportation Feasible. A determination made by the supported commander that a draft OPLAN can be supported with the apportioned transportation assets. This determination is made by utilizing the transportation feasibility estimator to simulate movement of personnel and cargo from POE to POD within a specified timeframe. This permits submission of a draft OPLAN and supporting TPFDD to JCS and appropriate agencies for review prior to the Phase I TPFDD refinement conference.

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Initial Pre-planned Supply Support. Standardized procedures to identify, locate, and prioritize for shipment critical items of supply (Classes III, V, and VII) that must commence movement simultaneously with the implementation of an OPLAN. IPSS is mandatory for the first 30-day requirements for those OPLANS specifically designated by the Joint Chiefs of Staff.

Intensive Management. The continuous process by which the JDA, the supported and supporting commanders, the Services, TOAs, and appropriate Defense agencies insure that movement data in the JDS deployment data base for the initial days (approximately the first 15 days) of deployment/mobilization are current to support immediate execution.

Joint Deployment Agency. The JDA supports the Joint Chiefs of Staff and supported commanders in planning for and executing deployments. As directed by the Joint Chiefs of Staff, the JDA is responsible for coordination of deployment planning and execution IAW terms of reference for the JDA (SM-735-81), and will act as the focal point for deployment associated decisionmaking. During peacetime deliberate planning, the JDA will interact with the JDC and coordinate deployment activities relating to the development, refinement, and maintenance of operation plans, deployment exercises, and establishment of necessary interfaces and procedures for wartime.

Joint Deployment Community. Those headquarters, commands, and agencies involved in the training, preparation, movement, reception, employment, support, and sustainment of military forces assigned or committed to a theater of operations or objective area. The JDC usually consists of the OJCS, Services, certain Service major commands (including the Service wholesale logistic commands), unified and specified commands (and their Service component commands), TOAs, JDA, joint task forces (as applicable), DLA, and other Defense agencies (e.g., DIA) as may be appropriate to a given scenario.

Joint Deployment System. The JDS consists of personnel, procedures, directives, communications systems, and electronic data processing systems to directly support time-sensitive planning and execution and to complement peacetime deliberate planning.

Limiting Factor. A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit/overflight rights, political conditions, etc.

Medical Evacuees. Personnel who are wounded, injured, or ill and must be moved to or between medical facilities. (JCS Pub 1)

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Mobility Echelon. A subordinate element of a unit that is scheduled for deployment separately from the parent unit.

Movement Schedule. A schedule developed to monitor or track a separate entity whether it is a force requirement, cargo or personnel increment, or lift asset. The schedule reflects the assignment of specific lift resources (such as an aircraft or ship) that will be used to move the personnel and cargo included in a specific movement increment. Arrival and departure times at POE, etc., are detailed to show a flow and workload at each location. Movement schedules are detailed enough to support plan implementation.

Movement Table. A table prepared by the TOAs for each force requirement and each non-unit-related personnel or cargo increment of the TPFDD concerning the scheduled movement from the origin or POE, intermediate location, and POD or destination. It is based on the estimated or planned availability of lift resources and, hence, is not an execution document.

Non-Combatant Evacuees. DOD-sponsored personnel, Department of State personnel, other US Government-sponsored personnel, and US citizens and designated aliens who must be moved from a threatened geographic area or theater of operations.

Non-Unit-Related Cargo. All equipment and supplies requiring transportation to an area of operations, other than those identified as the equipment or accompanying supplies of a specific unit (e.g., resupply, military support for allies, and support for non-military programs, such as civil relief).

Non-Unit-Related Personnel. All personnel requiring transportation to or from an area of operations other than those assigned to a specific unit. Examples are filler personnel, replacements, temporary duty/temporary additional duty civilians, medical evacuees, and retrograde personnel. (JCS Pub 1)

Operation Order. A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation. (JCS Pub 1)

Operation Plan. Any plan, except the SIOP, for the conduct of military operations in a hostile environment prepared by the commander of a unified or specified command in response to a requirement established by the joint chiefs of staff. Operation plans are prepared in either complete or concept format.

- a. Operation Plan is Complete Format (OPLAN). An operation plan for the conduct of joint operations that can be used as a basis for development of an OPORD. Complete plans include deployment/employment phases, as appropriate.

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- b. Operation Plan is Concept Format (CONPLAN). An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD.

Plan Maintenance. The process that allows a supported commander to incorporate changes to Time-Phased Force and Deployment Data that have occurred since TPFDD refinement. Plan maintenance is conducted by teleconference via the WWMCCS Intercomputer Network. At a minimum, the initial portion of the TPFDD is updated to insure currency of deployment data. Plan maintenance may also be used to update a TPFDD for JCS/JSCP submission in lieu of refinement.

Replacements. Personnel required to take the place of others who depart a unit. (JCS Pub 1)

Resources. The forces materiel, lift or other assets and capabilities apportioned or allocated to the commander of a unified or specified command.

Retrograde Personnel. Personnel evacuated from a theater of operations--may include noncombatants and civilians. (JCS Pub 1)

Shortfall. The lack of forces, equipment, personnel, materiel, or capability--apportioned to and identified as a plan requirement--that would adversely affect the command's ability to accomplish its mission.

SIGINT Direct Service. A reporting procedure to provide SIGINT to a military commander or other authorized recipient in response to SIGINT requirements. The product may vary from recurring, serialized reports produced by NSA/CSS to instantaneous aperiodic reports provided to the command or other recipient, usually from a fixed collection/processing activity.

SIGINT Direct Service Activity. A SIGINT activity composed of collection and associated resources that normally performs in a direct service role under the SIGINT operational control of DIRNSA/CHCSS.

SIGINT Direct Support. The provision of SIGINT information to a military commander by a SIGINT direct support unit in response to SIGINT operational tasking levied by that commander.

SIGINT Direct Support Unit. A SIGINT unit, usually mobile, designed to perform a SIGINT direct support role for a military commander under delegated authority from DIRNSA/CHCSS.

SIGINT Operational Control. The authoritative operation of SIGINT activities, including tasking and allocation of effort, and the authoritative prescription of those uniform techniques and standards by which SIGINT information is collected, processed, and reported.

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SIGINT Operational Tasking. The authoritative operational direction of and direct levying of SIGINT information needs by a military commander on designated SIGINT resources. These requirements are directive, irrespective of other priorities, and are conditioned only by the capability of those resources to produce such information. Operational tasking includes authority to deploy all or part of the SIGINT resources for which SIGINT operational tasking authority has been delegated.

Subordinate Commander. A commander under the operational command of either a supported or supporting commander, normally a Service component commander of the commander of a subordinate unified command or subordinate joint task force.

Supported Commander. The commander having primary responsibility for all aspects of a task assigned by the JSCP or by other authority. This term also refers to the commander who originates OPLANS in response to requirements of the Joint Chiefs of Staff.

Supporting Commander. A commander who provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the TOAs, as appropriate.

Supporting Forces. Forces stationed in or to be deployed to an area of operations to provide support for the execution of an OPORD approved by the Joint Chiefs of Staff. Operational command of supporting forces is not passed to the supported commander.

Supporting Plan. An operation plan prepared by a supporting commander or a subordinate commander to satisfy the requests or requirements of the supported commander's plan.

Throughput. Traffic expressed as an average daily capability of measurement tons, short tons, and/or passengers that can be moved into and through a port/aerial port. The total port/aerial port movement capability is a function of reception, discharge, and clearance--the lesser of these is the estimated throughput.

Time. (C-, D-, M-days end at 2400Z and are assumed to be 24 hours long for planning.)\*

\* The Joint Chiefs of Staff of their designated agent coordinates the proposed date with the JDA, TOAs, and unified and specified commands as required, and recommends changes to C-day and L-hour, if required. The Joint Chiefs of Staff will establish or issue firm C-day and L-hour. One C-day and L-hour will be established per plan/crisis/theater of operations and will apply to both air and surface movements. Efforts should be made in establishing L-hour to allow C-day to be a 24 hour day.

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a. C-day. The unnamed day for planning on which movement from origin in a deployment operation in support of a crisis commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements utilizing any or all types of transport. All movement required for C-day preparatory actions or repositioning of deployment support are expressed relative to this day as negative days. For execution the actual day is established under the authority and direction of Secretary of Defense.

b. D-day. The unnamed day on which a particular operation (i.e., land assault, air strike, naval bombardment, parachute assault, or amphibious assault) commences or is to commence.

c. F-hour. The effective time of announcement by the Secretary of Defense to the Military department of a decision to mobilize Reserve units.

d. H-hour. The specific time at which an operation or exercise commences or is due to commence. (JCS Pub 1)

e. L-hour. The specific hour on C-day at which a deployment operation commences or is to commence.

f. M-day. The term used to designate the day on which mobilization commences or is due to commence. (JCS Pub 1)

g. N-day. The day a unit is notified for deployment or redeployment.

Time-Phased Force and Deployment Data. The computer-supported data base portion of an operation plan; it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, including;

- a. In-place units.
- b. Units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation.
- c. Routing of forces to be deployed.
- d. Movement data associated with deploying forces.
- e. Estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces.

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f. Estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

TPFDD Refinement. A two-phased process that identifies specific forces, incorporates accurate movement requirements for the first 90 days of a TPFDD, and insures that the deployment transportation requirements for the TPFDD, are within the capabilities defined in JCS guidance. The process is administered by JDA in coordination with the supported commander, supporting commanders, Services, TOAs and other agencies. TPFDD refinement is a JDA procedure that complements JOPS procedures for selected operation plans and occurs during the JOPS plan development phase.

Time-Phase Force and Deployment List. Appendix 1 to Annex A of the OPLAN. Identifies types and/or actual units required to support the OPLAN and indicates origin and PODs or ocean area. May also be generated as a computer listing from the TPFDD.

Time-Phase Transportation Requirements List. Tab A to Appendix 4 to Annex D of the OPLAN. A list of transportation requirements consisting of units, fillers, replacement personnel, and non-unit-related cargo to be moved by common user and/or CINC assigned or attached capability. May also be generated as a computer listing from the TPFDD.

Type Unit. A type of organizational entity established within the Armed Forces and uniquely identified by a five-character, alphanumeric code called a UTC.

Type Unit Data File. A file that provides standard planning data and movement characteristics for personnel, cargo, and accompanying supplies associated with type units.

Unit Designation List. A list of actual units by UIC designated to fulfill requirements of a force list.

Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve and National Guard unit of the Armed Forces.

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(UNIT NAME)  
(UNIT ADDRESS)  
(Date)ANNEX Z TO MSCO (CENTRAL FACILITY) PMOP (U)  
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