



ORIGINAL

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4600.1
S-4

17 AUG 2010

AIR STATION ORDER 4600.1

From: Commanding Officer
To: Distribution List

Subj: TRANSPORTATION OF ORGANIZATIONAL MATERIAL BY COMMERCIAL CARRIERS

Ref: (a) DoD 4500.9-R Part II
(b) MCO P4600.7C
(c) MCBUL 4610

1. Situation. Reference (a) outlines the DoD policies governing the transportation of Department of Defense owned/controlled materials. Strict adherence to the provisions of these regulations is essential to maintain the integrity of the Defense Transportation System (DTS). The Surface Deployment & Distribution Command (SDDC) regulates the air, surface and land transportation of all United States military supplies and equipment. The installation Distribution Management Officer (DMO) is charged with local regulatory compliance. Reference (b) promulgates policies and procedures applicable to the performance of transportation and traffic management functions within the Marine Corps involving the use of commercial transportation resources and Department of Defense (DOD) single manager transportation resources. This Order issues local directive and guidelines to installation activities and tenant units aboard Marine Corp Air Station (MCAS) Beaufort requiring the movement of organizational material via commercial carrier services.

2. Mission. Establish local policies and procedures that adhere to local commander's intent, and service and DoD regulations for the shipment and receiving of military equipment via the Defense Transportation System.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS Beaufort is responsible for the oversight of the Installation Distribution Management Office (formerly Traffic Management Office (TMO)). Adherence to this Order will assist in ensuring unit readiness is high and providing essential support to war-fighters both aboard the air station and deployed. The end state is to provide commanders with the necessary means to project combat power and training assets worldwide while maintaining adherence to all regulations as well as ensuring that the government is getting "best value" services for each taxpayer dollar spent. Although transportation requirements are often unexpected, local commanders must ensure that advance transportation planning and coordination is executed at every level in order to avoid excess cost to the government. Inbound cargo shall be processed and distributed in accordance with the references, ensuring proper accountability of received materials and providing the appropriate level of force protection for items entering the air station.

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(2) Concept of Operations. The following applies to the shipping of organization materials via commercial carriers:

(a) Military units requiring transportation of organizational material via commercial means will direct all request for one or more truckloads via official correspondence to the DMO through their Major Subordinate Command (MSC) G-4 section.

(b) Prior to requesting transportation, II MEF units will ensure, per II MEF policy that they have exhausted military means of transportation by routing request through the II MEF Logistics Movement Control Center (LMCC) prior to contacting TMO for commercial support.

(c) Request for shipments of organizational material that require less than truckload (LTL) support may be forwarded directly from the unit (squadron or battalion level) to the DMO.

(d) DD Form 1149 or DD Form 1348-1 will be used as the primary shipping document. The following data is required:

1. Requesting activity or participating unit name (with RUC), building number, point-of-contact name and phone number or cellular phone number.
2. Receiving activity (unit name and RUC), physical address, building number, room or office number, street name, city, state, zip code, office telephone number, and point-of-contact name.
3. Required delivery date (RDD) at destination.
4. Item name or description and National Stock Number (NSN) or part number.
5. Dimensions; length, width, height, cubic displacement and weight.
6. Unit cost of all listed items in dollar amount.
7. Clearly identify materials categorized as dangerous, hazardous, sensitive or classified (for example: dangerous articles - flammable liquids, oxidizing material, pyrotechnics, corrosive materials, compressed gasses). The shipping unit will provide a Shippers Declaration of Hazardous Goods as required.
8. Transportation Account Code (TAC) to be charged. No shipments will be processed without a proper TAC.

(e) DMO will make available a copy of the completed shipping request with applicable carrier shipment tracking information upon completion of processing.

(e) Request for shipment of organizational material greater than 150 pounds in weight must be received at the shipping office, building 612, Bay #13, at least 10 working days prior to the RDD.

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(f) Request for shipment of organizational material less than 150 pounds in weight must be received at the shipping office, at least 5 working days prior to the RDD.

(g) Request for express shipment of organizational material less than 150 pounds in weight must be received at the shipping office, at least 24 hours prior to the requested ship shipping date.

(h) All shipments to be processed for next-day express delivery must be received at the DMO shipping office no later than 1400. Shipments received after 1400 will be processed for shipment the next business day.

(i) No classified shipments will be processed on Fridays due to the next day delivery requirement.

(j) Units will identify their desired shipment pick-up point on the shipping document. Equipment will be centrally staged in one location for preparation and loading incident to scheduled commercial carrier pick-up.

(k) No later than 24 hours prior to the scheduled pick-up, the unit will conduct an on-site verification of staged material ensuring all items requested for shipment are present, properly prepared for shipment (i.e., equipment has been packed, packaged, prepared and properly identified), and have had dimensional data verified.

(l) Units will notify the DMO shipping office in writing or via electronic mail to the Freight NCOIC or Freight Supervisor when cancellation of commercial transportation is required.

(m) Cost incurred for delays, detentions, cancellations, unprepared equipment or missed pick-ups will be charged to the local O&M funds via the MSC local TAC. Accessorial charges, penalties or related fees are NOT authorized to be paid using service headquarters shipping TAC and must be paid using the LOCAL TAC as listed in the most reason version of MCBUL 4610.

(3) Concept of Operations. The following applies to the receiving of organization materials via commercial carriers:

(a) All organizational material shipped to the air station via commercial means is to be received and processed through the DMO receiving section, building 612, Bay #13. This includes, but is not limited to, truckload, less than truckload and small package shipments not processed for overnight express shipment.

(b) Due to the time critical nature of aircraft readiness, express shipments (i.e. FedEx, Ups, etc...) to Marine Aviation Logistics Squadron 31 (MALS-31) may bypass the DMO receiving section and be shipped directly to building 611 for distribution to the ordering unit. In such cases, MALS-31 assumes the responsibility for any required Transportation Discrepancy Reports (TDR).

(c) Once the shipment has been received and processed by the DMO, the consignee unit will be notified and may pick-up the item from DMO receiving section.

(d) DMO freight section will establish and publish twice daily distribution routes to deliver to consignee units all small packages and cargo not picked-up upon notification.

(f) In order to reduce duplicate handling, the DMO freight section will receive large items at building 612, coordinate the required material handling equipment and escort the carrier directly to the consignee unit for download and delivery of shipment. Commercial deliveries processed in this manner will NOT be allowed unescorted access to air station facilities.

(g) The DMO will establish and publish standard receiving hours and ensure that all applicable Transportation Facilities Guide (TFG) data, to include points-of-contact, telephone numbers are accurate and current.

5. Administration and Logistics. This Order is issued under distribution list A and is published electronically. It can be accessed online via the MCAS Beaufort webpage at:
<http://www.marines.mil/unit/mcasbeaufort/Pages/DMO.aspx>

6. Command and Signal

a. Command. This Order is applicable to personnel assigned to Marine Corps Air Station Beaufort and those local customers from the outside areas supported by MCAS Beaufort DMO.

b. Signal. This Order is effective from the date signed.


J. R. SNIDER

Distribution: A