

**Military Surface Deployment and Distribution Command**  
**Customer Advisory**  
**December 7, 2021**  
**CA-21-12-07/0126**

**Subject:** Military Installation Out loading Capability Collection Readiness Reporting

**Purpose:** To advise ITO's/TMO's of the requirements for updating the Military Installation Out loading Capability Collection Report

**Be Advised:** DOD 4500.9-R, Volume III, Defense Transportation Regulation (DTR) Mobility, 18 April 2017 prescribes procedures for submitting data on the capabilities of designated CONUS and OCONUS military installations to outload or receive equipment and materiel by truck, rail, and container. Data is reported annually to the Surface Deployment and Distribution Command (SDDC) and is used to assess transportation feasibility of COCOM Operational Plans. In order to better assist COCOM planning and analysis, SDDC requests all locations that have previously provided data to the Installation Outloading Capability Collection system (IOCC) review and update their capabilities and provide new submission in 2022. This will allow SDDC to establish a new baseline and ensure accuracy of the data for current and future-year planning efforts.

Request Departments of the Army, Navy, Marine Corps, Air Force, Coast Guard, Service Reserve Components and Director DLA identify a Service/Agency level POC to SDDC G5 at [usarmy.scott.sddc.mbx.g5@army.mil](mailto:usarmy.scott.sddc.mbx.g5@army.mil).

Request units submit outloading and receiving capability data directly to SDDC through IOCC during the period of 3 Jan through 28 Feb 2022, to cover the period ending 31 December of the previous year. Assume FPCON "Charlie" security conditions at the installation when reporting Contingency/Surge data and how it will affect installation out-loading capability. Peace Time Scenario is daily on-station loading and receiving capability available by using available military and commercial carriers, material handling equipment (MHE), military and civilian workforce in an 8 hour day. Contingency/Surge is 24 hour operations using all available assets including active duty mobilized reserve component forces, civilian workforce with overtime, military and commercial carriers on hand and contracted MHE.

To access IOCC, users will be required to establish a new user account through SDDC's Electronic Transportation Acquisition System (ETA) at the ETA homepage

<https://eta-teams.transport.mil/teams/login>

Note: Most users already have an ETA-Teams account and can utilize the same ETA-Teams account they use to log into other websites that utilize ETA-

Teams as their Sign-On solution, in this case they will be using "User registration with existing ETA-Teams Accounts."

## **1. User registration with existing ETA-Teams Accounts**

- 1.1. Read and Accept the DoD Security Banner
- 1.2. Click "Login with Certificate"
- 1.3. Select your "Authentication Certificate"
- 1.4. Enter your Pin
  - 1.4.1. If you received the error "Failed Authentication with X509Certificate" go to the instructions below "Registering as a new Teams User"
  - 1.4.2. If you go straight into your eta-teams app home continue on to step 5.
- 1.5. On the left side click "New App Request Request more apps"
- 1.6. Select the + sign to the left of IOCC then "Next"
- 1.7. Select your IOCC Name Prefix, IOCC Agency and Why you need access to IOCC, then "Next"
- 1.8. Complete the Personal Information page, then "Next"
- 1.9. Next page review and submit your request.

## **2. Registering as a new ETA-Teams User (Follow "User Registration with Existing Teams account" first before going to this section**

- 2.1. Read and Accept the DOD Security Banner
- 2.2. Click Register "Register as a new user"
- 2.3. Select Country of Citizenship "Next"
- 2.4. Select "Add Certificate" use your Authentication Certificate.
- 2.5. Insert your Pin and the "Next"
- 2.6. Within available APPs find IOCC, you can use the filter.
- 2.7. Select the + sign to the left of IOCC then "Next"
- 2.8. Select your IOCC Name Prefix, IOCC Agency and Why you need access to IOCC, then "Next"
- 2.9. Complete the Personal Information page, then "Next"
- 2.10. Next page review and submit your request.

Note: Your request will be forwarded to the TEAMS Administrators IOCC - [usarmy.scott.sddc.mbx.g6-it-helpdesk@mail.mil](mailto:usarmy.scott.sddc.mbx.g6-it-helpdesk@mail.mil) for approval. Allow 5-7 business days for the request to be processed. If a TEAMS account already exist, Log In to TEAMS and click on "Request Additional Applications". Users will also be able to view previous year's submission if available.

The Unit Movement Estimator tool is available in the IOCC application. The IOCC Estimator tool is used to create a more consistent out loading and receiving capability data set across the DOD service components. The tool is available to all users in IOCC; it is written with a series of questions that are answered concerning the installations physical infrastructure. Recommend Installations that are not familiar with their out loading and receiving capabilities use the IOCC Estimator tool to ensure consistent data

submission. A User's Manual and "How To Instructions" are posted in IOCC for completion of the IOCC estimator tool.

Failure to provide accurate data or meet the 28 Feb 2022 suspense will result in a misrepresentation of the Installations capability to support Geographic Combatant Commander's Operational Plans.

**POC for IOCC:** 618-220-5085, DSN 312-770-5085

**POC for the Unit Movement IOCC Estimator:** 618-220-5183, DSN 312-770-5183 email: [usarmy.scott.sddc.list.tea-sai-team@mail.mil](mailto:usarmy.scott.sddc.list.tea-sai-team@mail.mil)

**Expiration:** 28 Feb 2022