SDDC Regulation 10-1

Organization and Functions:

Military Surface Deployment and Distribution Command

UNCLASSIFIED

SUMMARY of CHANGE

SDDCR 10-1
Military Surface Deployment and Distribution Command

This administrative revision, dated – 25 September 2015

- o   Supersedes SDDCR 10-1, 1 August 2012

- o   Updates organizational charts for each staff agency and brigade

- o   Updates missions and functions of each directorate, staff agency, and brigade

PREFACE

Traffic management, as a full-fledged and separate organizational entity in the military, dates from the early 1950's. The Military Surface Deployment and Distribution Command (SDDC) activated 15 February 1965 as the Military Traffic Management and Terminal Service (MTMTS), a Single Manager Operating Agency under the Secretary of the Army. MTMTS was re-designated as the Military Traffic Management Command (MTMC) on 31 July 1974 and then as SDDC on 1 January 2004. SDDC is one of three Transportation Component Commands (TCC) under the U.S. Transportation Command (USTRANSCOM), a Functional Combatant Command (COCOM) and the Department of Defense (DOD) Single Manager for Transportation. The other two TCCs are Air Mobility Command (AMC AF) and Military Sealift Command (MSC). All three TCCs rely on the commercial transportation industry for United States and overseas carrier services. The creation of SDDC is a step in the process of defense transportation evolution dating back to World War II. That war demonstrated the value of unified and joint effort. SDDC is a synthesis of the Defense Traffic Management Service, the Army Terminal Command, the Army and Navy common-user terminals, and other elements whose functions were closely associated with traffic and terminal services. SDDC has the dual roles of management of transportation resources and theater port opening. These roles are distinguished from the carrier operational roles of AMC AF and MSC. On 16 October 2006 SDDC was designated as an Army Service Component Command (ASCC) to USTRANSCOM and as a Major Subordinate Command of the U.S. Army Materiel Command (AMC).

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DEPARTMENT OF THE ARMY
HEADQUARTERS. MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006

SDDC REGULATION   25 SEPTEMBER 2015
NO.   10-1

Organization and Functions

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

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Chapter 1
General

1-1. Purpose
This regulation prescribes the organization, mission, and functions of Headquarters Military Surface Deployment and Distribution Command (HQ SDDC) and its major subordinate activities/units. It is published in accordance with (IAW) Army Regulation (AR) 25-30, Army Publishing Program, Department of the Army (DA) Pamphlet 25-40, Army Publishing: Program Procedures, and pursuant to USTRANSCOM Pamphlet 38-1, Organization and Functions. The organizational alignment and titles of organizational elements as reflected in this regulation are in accordance with the approved Fiscal Year (FY) 2016 SDDC Tables of Distribution and Allowances (TDAs). All published media of SDDC will conform to this structure. The structural organization of HQ SDDC and subordinate units is reflected in Appendix B, SDDC Organizational Charts.

1-2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

   a. The G-1/4, Deputy Chief of Staff for Personnel and Logistics, exercises staff supervision over this regulation.

   b. Each SDDC Staff Principal and Unit Commander will:

      (1) Submit recommendations for changes to HQ SDDC G-1/4. The G-1/4, Deputy Chief of Staff for Personnel and Logistics, will staff the changes and obtain command group approval prior to authorizing staff principals or unit commanders to implement any proposed change to function, manpower, or organization.

         (a) Mission and/or function changes. These changes will be submitted electronically on DA Form 2028 (Recommended Changes to Publications and Blank Forms) for review, approval, and publication in this regulation. Requests will include rationale and authority for the change. In case of extensive revisions, also forward a copy of the current mission and functions statement annotated in red to reflect the proposed revision.

         (b) Organizational realignment. An organizational change proposal (OCP) is required for major changes that impact upon organizational structure, personnel spaces, manpower resources, and mission and functions. Submit OCPs electronically to G-1/4, Deputy Chief of Staff for Personnel and Logistics, Manpower and Programs Division (AMSSD-PLM) and include:

[1] Proposed statement of mission and functions annotated in red and documented as prescribed in 1-4b(1)(a) above. If a new activity, mission, or function is proposed, the mission authority will be included in the OCP.

[2] Current and proposed organizational charts.

[3] Proposed organizational structure and proposed personnel distribution. Annotate the current approved TDA to indicate the proposed changes.

[4] Narrative explanation of purposes and benefits of proposed changes to include resource impact; i.e., funding, personnel, equipment, and facilities, as appropriate.

(c) Peacetime TDA changes. Subsequent to concept plan approval or approval of mission and function changes requiring TDA actions, TDA change requests will be submitted by the affected organizational element to the G-1/4, Deputy Chief of Staff for Personnel and Logistics, ATTN: AMSSD-PLM. Changes to approved job descriptions that involve either the establishment of new positions or a modification of previously approved position titles, occupational codes, or grade levels will be coordinated with G-1/4, Deputy Chief of Staff for Personnel and Logistics, Human Resources Division (AMSSD-PLH).

(d) Mobilization TDA changes. After approval of a major realignment, a proposed mobilization TDA organization structure encompassing the previously approved peacetime TDA, and any other additional changes occasioned by the approved peacetime TDA revision, will be submitted to AMC G-8, Deputy Chief of Staff for Resource Management, Manpower Division (AMC RM-M). The submission will be legibly annotated in red to indicate any changes from the previously approved mobilization TDA. These changes will be coordinated with the G-5, Deputy Chief of Staff for Strategy, Plans, Policy and Programs. All changes will conform to current applicable mobilization guidance.

(2) Appoint in writing a point of contact authorized to develop and coordinate changes to functions, manpower, and organization within their delegated areas of authority.

1-5. Mission
Provide global deployment and distribution capabilities to meet the Nation's objectives.

1-6. Functions

a. Provide freight management services.

b. Provide common-user ocean terminal support.

c. Provide transportation-engineering support to the DOD components.

d. Provide rates, routing and performance quality control.

e. Administer the worldwide traffic management aspects of the DOD Personal Property Shipment and Storage Program.

f. Administer the DOD Privately Owned Vehicle (POV) Import Control Program.

g. Act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to transportation and storage services for all personal property.

h. Command and operate, or arrange for operation of common-user ocean terminals within continental United States (CONUS) or outside CONUS (OCONUS) based on agreements with the theater commanders, to include contracting for terminal services.

i. Control, manage, and maintain the Defense Freight Railway Interchange Fleet (DFRIF) required to supplement the capability of commercial transportation carriers.

j. Provide transportation required for movement in conjunction with the General Services Administration and commercial carrier quality assurance.

k. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.

l. Provide ocean cargo booking for the DOD components and perform duties as the Contracting Officer's Representative (COR) for sealift cargo for the DOD components.

m. Arrange for movement of DOD-sponsored surface export cargo and act as the Ocean Cargo Clearance Authority (OCCA) in accordance with Defense Transportation Regulations (DTR).

n. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the Secretary of Defense (SecDef).

o. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.

p. Provide Commander, USTRANSCOM (CDRUSTRANSCOM) information on the availability of SDDC-owned and SDDC-controlled mobility capability.

q. Provide adaptive and execution planning support to ensure effective and efficient use and control of transportation assets and services.

r. Develop, maintain and operate data systems within the CDRUSTRANSCOM established parameters and standards, to integrate DOD transportation information worldwide and provide data for the DOD components.

1-7. HQ SDDC Mission Essential Functions (MEF)
MEFs are the vital missions and core competencies an organization must continue to perform regardless of circumstances. HQ SDDC MEFs are identified in SDDC's Continuity of Operations (COOP) Operation Plan (OPLAN).

Chapter 2
Headquarters Military Surface Deployment and Distribution Command

2-1. Office of the Commanding General

   a. Mission: Command, direct, and manage SDDC, a jointly staffed ASCC of USTRANSCOM, and a major subordinate command to AMC. SDDC has worldwide responsibilities for DOD and Joint Chiefs of Staff (JCS) traffic management functions and transportation planning support.

   b. Functions:

     (1) Acting under the direction of the CDRUSTRANSCOM, provide freight and passenger traffic management services, common-user ocean terminal support and transportation engineering support.

     (2) Serve as USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense. Administer other modal national defense programs as directed by the SecDef.

     (3) Serve as the Army Transportability Agent and the DOD Transportability Agent for all systems and equipment and matters requiring multi-component coordination as defined in DOD Instruction (DODI) 4540.07, Operation of the DOD Engineering for Transportability and Deployability Program.

     (4) Provide an environment free of unlawful discrimination and offensive behavior.

2-2. Office of the Deputy Commanding General

   a. Mission: Supervise and coordinate the activities of subordinate commands, Reserve Affairs, G-2, G-3 and G-5 in the accomplishment of goals and priorities specified by the commander.

   b. Functions:

     (1) Integrate and provide day-to-day oversight of Reserve Component (RC) support, strategic readiness, strategic planning and operations to activities within SDDC.

     (2) Represent SDDC on various USTRANSCOM, DOD, and Army associated boards and committees.

     (3) Act for and on behalf of the Commander in his/her absence.

(4) Advise the Commander on all functional surface distribution matters.

2-3. Office of the Deputy to the Commander (DTC)

a. Mission: Assist the Commander in executing SDDC's assigned missions, responsibilities, goals and priorities, as set by the commander.

b. Functions:

(1) Senior civilian advisor to the Commander on all logistical matters relative to the command.

(2) Staff principal on all reorganization efforts and issues affecting the future of the command.

(3) Act for and on behalf of the Commander in his/her absence.

(4) Serve as alternate chairman of the Command Response Board/Command Resource Board.

(5) Represent SDDC on various USTRANSCOM, DOD and Army associated boards and committees.

2-4. Office of the Chief of Staff

a. Mission: Assist the Commander and Deputy to the Commander in executing SDDC's assigned missions and responsibilities.

b. Functions:

(1) Act for and on behalf of the Commander, the Deputy to the Commander, and Deputy Commander in his/her absence.

(2) Administer, maintain, and enhance an effective SDDC command history program in accordance with AR 870-5, Military History: Responsibilities, Policies, and Procedures.

(3) Administer an internal review program in accordance with AR 11-7, Army Internal Review Program, and the Command Inspection Program (CIP).

(4) Advise the Commander on moral ethics, special religious needs, and potentially disruptive/abnormal social patterns; ensuring policies, leadership practices, are in keeping with the highest moral, ethical, and professional Army Standards.

(5) Assist the Commander in ensuring free exercise of religion by coordinating religious coverage, assessing religious needs and supplies, planning programs, addressing special religious requirements, providing pastoral care and counseling, and providing Suicide Prevention/ Intervention.

2-5. Public Affairs (PA) Office

   a. Mission: Enhance the identity and reputation of the command and tell the command's story by coordinating and executing the doctrinal staff functions associated with public affairs (PA).

   b. Functions:

      (1) Principle adviser to the Commander regarding the PA needs of the command IAW AR 360-1.

      (2) SDDC's spokesperson and release authority for all communication with external media.

      (3) Develop PA programs including; command information, public information and community relations, media, and public information requests.

      (4) Supervise, prepare, produce, and distribute printed and electronic PA information.

      (5) Prepare remarks for speeches delivered by the Commander.

      (6) Approval authority for content posted to public interfacing websites.

2-6. Command Inspection Program (CIP)/Manager's Internal Control Program (MICP)

   a. Mission: Provide Commander and staff with advisory services and oversight of the managers' internal control process in order to better ensure the command efficiently and effectively achieves its objectives while safeguarding its resources.

   b. Functions:

      (1) Coordinate the MICP to include summarizing the Commander's Annual Statement of Assurance and monitoring material weaknesses in order to ensure control activities are in place and working to adequately safeguard resources and to ensure compliance with applicable laws, regulations and policies.

      (2) Coordinate the CIP at the brigades to include providing quality information, follow-up and recommendations for improving services.

      (3) Perform audits with follow-up to ensure control activities are in place and working as intended.

2-7. Headquarters and Headquarters Detachment (HHD)

a. Mission: Serve as advisor to the Chief of Staff on all matters pertaining to the professional development of all military personnel assigned or attached to HQ SDDC at Scott Air Force Base, IL.

b. Functions: Manage military personnel training, readiness, reenlistment, professional development, physical fitness, weight management, and drug and alcohol testing programs, headquarters property accountability, awards, evaluations, facilities, and mailroom operations.

2-8. Equal Employment Opportunity (EEO) Office

a. Mission: Support and enhance the command's commitment to diversity, equality of opportunity and workforce optimization.

b. Functions:

(1) Manage complaints in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive 110 and AR 690-600, Equal Employment Opportunity Discrimination Complaints.

(2) Provide disability management services in accordance with the Rehabilitation Act of 1973, as amended.

(3) Administer the Alternative Dispute Resolution Program.

(4) Accomplish regulatory EEO reporting in accordance with EEOC, Office of Personnel Management (OPM) and DA guidance.

(5) Assess workforce climate.

(6) Manage the EEO training and education program.

(7) Provide diversity outreach and strategic communication.

2-9. Internal Audit

a. Mission: Deliver reliable and timely services to improve command operations, ensure stewardship of resources, and facilitate decision making.

b. Functions:

(1) Serve as a primary tool of the Commander's systems of command and control, designed to mitigate risk and increase assurance of effectiveness and efficiency of command operations.

(2) Provide objective and independent audit services, as well as non-audit services, to include consulting and advisory.

(3) Establish and maintain an effective follow-up program and provide liaison services to both internal and external audit organizations.

(4) Advise and assist the Commander regarding audit activity being conducted by internal and external audit organizations.

(5) Advise Commander on Audit Readiness activities and provide administrative oversight of Audit Readiness test execution/reporting.

2-10. Inspector General (IG) Office

a. Mission: Assess and report on the discipline, efficiency, economy, morale, training, and readiness throughout the command, identifying and determining resolution to systemic issues.

b. Functions:

(1) Provide assistance to commanders, Soldiers, family members, civilian employees, retirees, and others who seek help on matters of Army interest and enter those assistance cases into the Inspector General Action Request System (IGARS) electronic database to support local and Army-wide trend analysis.

(2) Conduct inspections as directed by the Secretary of the Army; Chief of Staff of the Army; Vice Chief of Staff of the Army; the CG, SDDC; or the Inspector General, as prescribed by law or regulation.

(3) Conduct investigations or inquiries to resolve allegations of impropriety brought to an IG.

(4) Perform, teach and train functions to improve operating and efficiency within the command and accomplish command objectives.

(5) Coordinate the SDDC Organizational Inspection Program.

2-11. Staff Judge Advocate Office

a. Mission: Provide legal advice and services supporting SDDC personnel and operations worldwide, and interface with legal activities throughout the DOD and Federal Government.

b. Functions:

(1) Serve as principal legal adviser to the Commander, subordinate brigades, and HQ SDDC staff in accordance with AR 27-1, Legal Services, Judge Advocate Legal Services, paragraph 5-2.

(2) Advise the Commander, as the General Court-Martial Convening Authority, on all issues relating to military justice and command investigations.

(3) Advise on all matters relating to Sexual Harassment/Assault Response and Prevention (SHARP).

(4) Serve as Ethics Counselor, providing advice on standards of conduct and conflict of interest, and reviewing Office of Government Ethics (OGE) Form 450 (Confidential Financial Disclosure Report) and OGE Form 278 (Public Financial Disclosure Report) submissions.

(5) Advise on matters relating to bankruptcy, fiscal law, antitrust, transportation law, legislation and Congressional hearings. Act as legislative liaison on matters directly involving SDDC operations and policy.

(6) Advise on matters relating to installations, civilian personnel, federal labor relations, and equal employment opportunity matters.

(7) Advise on SDDC-administered procurements and review associated claims.

(8) Review Freedom of Information Act (FOIA) requests and Congressional inquiry responses.

(9) Prepare litigation reports in lawsuits involving SDDC and provide litigation support to Department of Justice and U.S. Attorney's Offices.

(10) Provide technical staff supervision over legal activities in subordinate commands.

(11) Provide legal assistance to deploying SDDC personnel according to AR 27-3, The Army Legal Assistance Program.

(12) Advise eligible personnel on procedures for filing personal property claims against the Government according to AR 27-20, Claims.

(13) Legal adviser to HQ SDDC Transportation Service Providers (TSP) Review Boards and review all board actions under the provisions of SDDCR 15-1, Procedure for Disqualifying and Placing TSPs in Non-Use.

(14) Advise on environmental law issues.

(15) Review operational and mobilization plans/orders from an operational law, emergency action, and authority perspective.

(16) Provide legal support to performance bond recovery program.

2-12. Safety Office

a. Mission: Advise Commander and staff in planning, organizing, directing and evaluating all safety and occupational health efforts within the command.

b. Functions:

(1) Develop and direct the execution of safety management policies, plans and procedures.

(2) Conduct evaluations and inspections to ensure compliance with safety requirements promulgated by Occupational Safety and Health Administration (OSHA), DOD, and Department of the Army (DA). Maintains close liaison with higher headquarters and subordinate unit safety offices.

(3) Establish, maintain and provide technical assistance for SDDC accident reporting and investigations.

(4) Direct safety management evaluations and inspections of subordinate units to evaluate and improve the accident prevention effort.

(5) Develop policies, plans, and procedures for implementing countermeasures to reduce accident trends.

(6) Promote the use of Risk Management (RM).

(7) Manage the conduct of safety and occupational health advisory councils and serve on external committees, councils, and boards.

(8) As the safety career program manager for the command, provides functional supervision over all aspects of safety career program administration.

(9) Evaluate all contracts for services to determine adequacy and effectiveness of safety program requirements applicable to SDDC operations. Reviews mobilization and contingency plans for safety considerations.

(10) Develop and direct the execution of explosives safety management policies, plans and procedures.

(11) Conduct Explosive Safety Consequence and Risk Identification (C&RI) Assessments.

(12) Develop DOD explosive safety requisite allowances or preapprovals for strategic seaports.

(13) DOD liaison to Department of Transportation (DOT) on all Hazardous Material (HAZMAT) and Ammunition and Explosives (AE) surface transportation regulatory issues.

(14) Transportation Functional Manager for SDDC's HAZMAT and AE (including movement of foreign military sales), associated transportation safety policy, and contract activities.

(15) Proponent for all transportation safety interpretations to DTR Chapter 204 and HAZMAT regulations.

(16) Participate as a member of the DOD Hazardous Materials Packaging Group (HMPWG).

(17) Represents DOD on transportation and HAZMAT military and national committees, and as worldwide technical representative on transportation safety committees and study groups.

(18) Reviews carriers' safety records (i.e., equipment, accident records, and prior competence) and recommends placement or removal of commercial carriers from approved list of transportation of DOD AE.

(19) Analyzes the shipper services system for adequacy of policy guidance effectiveness of emergency measures and instructions given to carriers to safeguard the public safety.

2-13. Reserve Affairs (RA) Office

a. Mission: Serve as principal Army Reserve (AR) advisor to SDDC responsible for providing timely and accurate perspectives on the policies, guidelines, and regulations related to the training and deployment of AR Soldiers. Provide liaison between the Deployment Support Command (DSC) and SDDC to facilitate the integration of aligned AR units and Soldiers in all aspects of training, readiness and operations in support of the Command's global mission requirements.

b. Functions:

(1) Advise, educate, and update CG, Deputy to the Commander (DTC), and DC, SDDC on AR policies, regulations, and training/readiness issues that affect SDDC's ability to execute its mission.

(2) Develop, maintain, and execute a strategic and operational engagement between CG, SDDC and CG, DSC.

(3) Develop and maintain detailed/defined lines of operations and communication with DSC, CG and Staff to ensure all aspects of training, readiness and operations are in synch with SDDC mission.

(4) As the principal Active Guard Reserve (AGR) at SDDC, provide updates to United States Army Reserve Command (USARC) key leadership and staff for situational awareness of SDDC strategic and operational initiatives that affect the USAR.

(5) Maintain lines of effort with SDDC G-37 (Training, Readiness and Mobilization Division) and G 1/4 (Individual Mobilization Augmentee (IMA) Program) to ensure timely transfer of AR specific policy and regulation data significant to the execution of their SDDC mission and support to the AR and DSC.

(6) Assist and inform SDDC G-37 in the management of AR resources and command mobilization plan required to support SDDC; management and planning of AR participation in JCS and Army exercises; the reporting and analysis of AR readiness; development and dissemination of SDDC's Army Power Projection Program (AP3) program and budget guidance; and coordination with external agencies.

(7) Establish and maintain regular communication with DTC and DC, SDDC to ensure RA is synched in with senior leadership guidance and priorities.

(8) Represent the Deputy Commander Mobilization (DCM), SDDC.

(9) Provide administrative and logistics support to the DCM, SDDC in conjunction with SDDC Command Group.

(10) Participate in all SDDC Battle Rhythm events in order to influence and inform both SDDC and DSC leadership and staff and carry message to DSC and SDDC.

Chapter 3
Personal Property Directorate

a. Mission: Manage the DOD Personal Property Program (DP3), administer the DOD Privately-Owned Vehicle (POV) Program. Act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property. Serve as Army program manager for CONUS Passenger Special Assigned Airlift Mission (SAAM) and Opportune Airlift.

b. Functions:

(1) Develop defense personal property distribution management policy and provide operational management of the DOD DP3, global movement and storage of POVs, and non-temporary storage (NTS) of household goods (HHGs) and POVs.

(2) Provide operational management for all personal property shipment categories—domestic and international HHGs, international unaccompanied baggage (UB), NTS, direct procurement method (DPM) shipments, special solicitations, one-time-only movement of HHGs and POV shipments, and domestic and international movement of boats and mobile homes.

(3) Advise the Commander and CDRUSTRANSCOM on all aspects of DOD personal property and storage programs.

(4) Manage DP3 TSP Qualifications, Traffic Distribution Lists, and the Total Quality Assurance Program. Analyze feedback received via the DP3 Customer Satisfaction Survey to evaluate the program's best value, service quality, and overall effectiveness.

(5) Support personal property loss and damage claims processes, and facilitate claims resolution processes with each branch of Service's Military Claims Office.

(6)   Solicit domestic, international, NTS, special solicitation, and one-time-only personal property rates, and all associated rate filing actions, including for SDDC Europe and SDDC Pacific areas.

(7) Manage the solicitation, acceptance and publication of rates/tariffs, terms and conditions for domestic and international personal property distribution services.

(8) Negotiate, administer, interpret, and establish tenders and tariffs for the international movement of household goods and baggage which includes international packing and crating, long distance, and line haul within and between countries in the USEUCOM, USCENTCOM, AFRICOM, and Southwest Asia (SWA) areas of responsibility (AORs).

(9) Coordinate and monitor foreign flag policies, procedures, and authority with United States Maritime Administration (MARAD), MSC, and AMC. Act as HQ SDDC liaison with foreign carriers, government transportation officials, and associations. Maintain and use North Atlantic Treaty Organization (NATO)/Status of Forces Agreement (SOFA), government-to-government off shore procurement, and tax agreements. Maintain public files of tenders and contracts.

(10) Provide coordination and oversight for the personal property invoicing and third party payment systems (TPPS), and assist in the settlement of unusual TSP and vendor billing discrepancies.

(11) Obtain information on electronic invoice overpayments from the General Services Administration (GSA) to measure compliance with payment approval procedures using data from GSA's post-payment audits. Execute bond recovery for all personal property shipments as required.

(12) Provide technical assistance, training, and traffic management guidance in coordination with theater component command to the major subordinate commands and their assigned transportation offices to discover system and procedural flaws and to correct errors in documentation and utilization of assets that result in excessive transportation cost to the government.

(13) Conduct staff assistance visits (SAVs) to worldwide Personal Property Shipping Offices (PPSOs). Provide transportation guidance and recommend changes to outdated DOD regulations that no longer comply with the DP3.

(14) Research and develop new DP3 and Defense Personal Property System (DPS) capabilities, and conduct process improvements for existing personal property transportation processes. Identify and disseminate strategies to optimize cost and service benefits of available transportation services.

(15) Act as liaison between SDDC and the Program Executive Office-USTRANSCOM (PEO-T) for communicating DP3 requirements and DPS improvements. As required, mediate stakeholder disputes between DOD customers, TSPs, PPSOs, and Government trading partners (e.g., General Services Administration and Defense Finance and Accounting Service field offices).

(16) Maintain liaison between Vehicle Processing Centers (VPCs) in Los Angeles, CA; Atlanta, GA; Dallas, TX; Charleston, SC; Baltimore, MD; Norfolk, VA; San Diego, CA; St. Louis, MO; and Honolulu, HI.

(17) Assist and provide guidance to PPSOs offices in resolving difficult and complex shipment problems such as diversions, terminations, and frustrated shipments. Research changes in TSP Industry practices to determine where those changes could impact the DP3.

(18) Identify contingency plans for managing personal property shipments under unusual circumstances, Acts of God, and other natural disasters: flooding; fires; weather storms; earthquakes; unpreventable catastrophes; work stoppages due to strikes, civil disturbances, or labor disputes; vandalism or theft to DOD or US Coast Guard (USCG) sponsored personal property; TSP service failures or bankruptcy; and mold prevention and remediation.

(19) Facilitate and maintain communications with DP3 stakeholders, customers, and trading partners through customer advisories, formal correspondence, DP3 briefings, personal property newsletters, personal property forums, and other command-approved events and venues.

(20) Serve as focal point between SDDC, Combatant Commands (COCOM) on personal property missions and responsibilities and all appropriate transportation matters.

(21) Act as functional proponent for Federal Acquisition Regulation (FAR)-based and non-FAR-based worldwide DP3 shipments. Establish and maintain NTS Tender of Service (TOS) agreements for storage and movement of personal property incident to storage.

(22) Serve as Program Manager for NTS retrograde containerized contracts. Establish and maintain agreements for East and West Coast NTS containerized retrograde personal property, and validate contracted services are performed according to contract terms and conditions.

(23) Provide direction and assistance to government and contractor personnel engaged in moving DOD and USCG-sponsored POV shipments. Maintain oversight of NTS and Storage In Transit storage facilities.

(24) Supervise SDDC CONUS VPC operation CORs. Review and validate shipment records for invoice payments; evaluate Global POV contractor quality of service.

(25) Validate SAAM requests.

    (a) Review and load data in the SAAM Request System.

    (b) Perform priority verification on requests.

    (c) Perform billing verification.

    (d) Provide technical advice, assistance, and support to Army staff in planning, executing, and evaluating personnel and equipment movements.

    (e) Establish regional policy, guidelines and procedures on passenger transportation.

    (f) Review and ensure that fund citations, project names, destinations, dates, passengers, baggage, aircraft configuration, and requirements for hazardous materials/explosives are correct.

    (g) Perform cost analyses to determine the type of airlift that is most appropriate to support the movement requirement during deployment of units and groups of DOD passengers.

    (h) Participate in the development and execution of contingency and emergency operations to monitor and assist in the development of procedures to ensure rapid arrangement of transportation support.

(26) Provide internal support services for the Personal Property Directorate, to include remaining Regional Storage Management Office (RSMO) field activities and HQ SDDC Europe and Pacific Personal Property Offices.

(27) Respond to Personal Property associated Congressional and Executive inquiries and FOIA requests, and participate in legislative, judicial, regulatory, and executive proceedings.

(28) Review and evaluate proposals and decisions of an executive, legislative, and judicial nature for impact they may have on the DP3.

(29) Manage legacy DOD personal property programs such as the enhanced Transportation Operational Personal Property Standard System (ETOPS) and Central Web Application (CWA) until each system has been successfully decommissioned.

(30) Support the SDDC System Response Center Tier 2 process for personal property systems.

(31) Participate in personal property Acquisition Review and Source Selection Boards.

(32) Manage the Personal Property Directorate Reporting Program.

(33) Advise and assist government claims offices in the identification and settlement of personal property claims generated under SDDC-EUR TOS.

(34) Provide input to economic impact of joint service transportation policies for the movement of personal property. Act as consultant to COCOM transportation managers in providing traffic analysis studies for cost benefit comparisons, alternative procedures, modes, and routings. Review transportation staff studies and statistics published by other agencies. Conduct technical studies and traffic management analysis in the DOD Personal Property Program to identify program deficiencies.

(35) Serve as in-theater point of contact (POC) for international government bill of lading (ITGBL) TSP/agents; recommend approval/disapproval of ITGBL TSP (and agents) serving USPACOM; represent SDDC in a liaison role with USPACOM and subordinate commands pertaining to the movement of personal property and POVs within the AOR.

(36) Conduct SAVs, develop training plans, and provide training for USPACOM shipping offices, U.S. Embassies and Consulates on the DOD DP3 with particular emphasis on new concepts or major changes to the program and the Global POV Program to vehicle processing center sites on program responsibilities in USPACOM AOR.

Chapter 4
Deputy Chief of Staff for Personnel and Logistics, G-1/4

4-1. G-1/4, Deputy Chief of Staff for Personnel and Logistics

a. Mission: To be the command's premier advisor for Personnel, Logistics, Business Process Management, and Continuous Process Improvement strategies and solutions while providing responsive, exceptional service to our customers.

b. Functions:

(1) Human Resources.

(2) Manpower.

(3) Facilities Engineering.

(4) Logistics Management.

(5) Business Process Management.

(6) Continuous Process Improvement.

(7) Knowledge Management.

(8) Activity Career Program Manager (ACPM) for CP-50 (Military Personnel Management), CP-55 (Inspector General), and CP-61 (Historian/Museum Curator).

4-2. Manpower Division.

a. Mission: Account for and manage the, planning, programming, execution, and reporting of SDDC manpower, organization, and associated programs.

b. Functions:

(1) ACPM for CP-26 (Manpower & Force Management).

(2) Develop and implement policies, programs and standards for utilizing manpower and controlling the allocation and prioritization of manpower resources.

(3) Manage all aspects of annual Command Plan preparation and submission.

(4) Provide manpower input for each SDDC program and budget submission.

(5) Assure compliance with HQDA Program Budget Guidance (PBG) directives and USTRANSCOM guidance in SDDC manpower programs.

(6) Supervise manpower execution and The Army Authorization Document System (TAADS).

(7) Manage organizational structure and implement standard organizations and procedures.

(8) For all Requests for Personnel Action (RPAs), verify manpower requirement and authorization availability.

(9) Manage SDDC overhire and contract manpower equivalent (CME) programs.

(10) Process updates to manpower portion of Army Stationing and Installation Plan (ASIP).

(11) Assist subordinate organizations in developing stationing actions, concept and implementation plans.

(12) Develop and submit stationing summaries and basing requests.

(13) Initiate publication of permanent orders for changes, force structure, organization, stationing, activation, discontinuance and inactivation.

(14) Maintain Unit Identification Code (UIC) data in HQDA Status of Resources and Training System (SORTS) database and process changes for SDDC UICs.

(15) Develop and submit recurring manpower and personnel status and accountability reports.

(16) Assist G-8 with manpower utilization studies and requirement determinations.

(17) Manage SDDC use of the Army Contractor Manpower Reporting Application (CMRA) and ensure service contracts are recorded in the CMRA and Panel for Documentation of Contractors.

(18) G-1/4 representative to the SDDC Crisis Action Team (CAT).

(19) Provide manpower review of Inter-Service Support Agreement (ISSA) and memoranda of agreement and understanding (MOA/MOU).

(20) Provide manpower input to contract development, award, and performance evaluation to G-9, Strategic Sourcing, for USTRANSCOM and Army Contracting Command acquisitions.

4-3. Civilian Personnel Division:

   a. Mission: Directs, administers, manages and executes the full scope of civilian personnel programs for SDDC worldwide.

   b. Functions:

(1) Provides advisory service at all levels of HQ SDDC, TEA and subordinate brigades and battalions in all areas of civilian personnel management, regulations, policies objectives and programs.

(2) Command liaison for all civilian personnel programs, actions and issues to servicing Civilian Personnel Advisory Centers (CPACs), AMC, DA, DOD, USTRANSCOM, and the OPM.

(3) Ensures regulatory compliance in all civilian personnel programs IAW AMC/DA/DOD/OPM regulations, policies and guidelines.

(4) Manages, monitors and executes civilian personnel training, professional and leadership development, mandatory training requirements, career programs management and education, Individual Development Plans (IDPs), Intern Programs, and Intern to Port Program. Coordinates with training vendors and instructors to bring functional and professional training to SDDC locations worldwide. Command Program Manager for the Army Training Requirements and Resources System (ATRRS), Command Manager for the Army Civilian Education System (CES), and GPC cardholder for training requests command-wide.

(5) Responsible for Position Management and Classification Program for General Schedule (GS), Wage Grade/Leader/Supervisor (WG/L/S) and Defense Civilian Intelligence Personnel Systems (DCIPS) employees. Provides classification determinations for vacancies and encumbered positions using OPM classification standards, handbook, significant classification decisions and opinions; POC for all DOD/OPM classification appeals; command-wide reorganizations and organizational structures.

(6) Manages and executes all staffing and recruitment processes and procedures; i.e., DOD Priority Placement Program (PPP), OPM Priority Programs, time-in grade restrictions, Reduction-in-Force (RIF), furlough, recruitment sources, management actions, Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP), civilian pay determinations, Telework Program Management, foreign language requirements, Base Realignment and Closure (BRAC) human resource initiatives, Permanent Change of Station (PCS) processes and procedures, Total Army Sponsorship Program (TASP), RPA management, obligated positions, statutory return rights, overseas extensions, etc.

(7) Responsible for the management and execution of Employee Management Relations (EMR) Programs. Provides advice and guidance on the Worker's Compensation Program, Civilian Mobilization and Deployments, Total Army Performance System (TAPES), leave programs, honorary and monetary awards program, benefits, disciplinary actions, SDDC drug testing program, Employee Assistance Program (EAP) Manager and COR, Army Substance Abuse Prevention Program (ASAP), etc.

(8) Responsible for the management of the Labor Management Relations Program. Provides advice, guidance and assistance for the Labor/Management Forum Charter and meetings, Union notification of changes in working conditions, negotiating and renegotiating Collective Bargaining Agreements, Unfair Labor Practices, complaints, grievances, etc. Serves as liaison for outside agencies such as Federal Labor Relations Authority, Merit Systems Protection Board, Federal Mediation and Conciliation Service, etc.

(9) Manage, monitor and executes a variety of civilian personnel and training information systems and data bases, to include Defense Civilian Personnel Data System (DCPDS), ATRRS, Total Employee Development, GoArmyEd, Army Career Tracker, and Civilian Human Resources Training Application System.

(10) Manages and executes the SDDC use of the Army Disaster Personnel Accountability and Assessment System (ADPAAS) for civilian employees world-wide.

(11) Member of the Command Inspection Program. Fourteen program areas inspected annually for each brigade.

(12) Provides support and emergency response group member for the COOP.

(13) ACPM for CP-10 (Civilian Human Resources Management), CP-51 (General Administration and Support), CP-55 (Inspector General), CP-61 (Historian).

4-4. Military Personnel and Training Division

  a. Mission: Direct, prioritize, and supervise the operations/functions of the command's military HR and training support programs.

  b. Military Personnel Functions:

(1) ACPM for CP-50 (Military Personnel Management).

(2) Manage the command's SHARP Program.

(3) Manage SDDC's Human Resources Command Identity Management System and Electronic Military Personnel Office (eMILPO) systems.

(4) Manage the SDDC's Command Selection Lists (officer and enlisted).

(5) Manage command's Comprehensive Soldier and Family Fitness and Master Resilience Trainer programs.

(6) Implement procedures for the assignment, management and utilization of all assigned and/or attached military personnel (Army active duty/RC, Air Force Active duty/RC, and Navy active duty/RC) throughout the command.

(7) Oversee the Personnel Asset Inventory and Personnel Accounting and Strength Reporting IAW AR 600-8-6.

(8) Conduct analysis of TDA changes, assessing impact on the command's military strength, as well as Soldier career development and promotion potential. Coordinate with subordinate brigades, Human Resources Command (HRC), and SDDC Manpower Division to identify and mitigate mission impact.

(9) Assist subordinate brigades with identifying and correcting eMILPO, Enlisted Distribution and Assignment System (EDAS), Total Officer Personnel Management Information System (TOPMIS) related problems that directly impact strength accountability.

(10) Manage SDDC's Voting Assistance and Medical Protection System Programs.

  c. Training Functions:

(1) Address training and exercise aspects of strategic mobility studies and initiatives.

(2) Accomplish and report SDDC Mission Essential Task List (METL) assessments in support of USTRANSCOM Joint METL (JMETL).

(3) Plan, participate and assess Active Component (AC)/RC training exercises.

(4) Manage SDDC's training exercise programs; including those for aligned and non-aligned RC forces.

(5) Serve as functional proponent for the Joint Training Plan (JTP); review and update SDDC's tasks, conditions, and standards; plan and manage unit and individual training at all levels.

(6) Manage SDDC's Command Training Plan (CTP) and Guidance (CTG).

(7) SDDC office of primary responsibility (OPR) for HQ SDDC and SDDC Brigade Semi-annual Operations and Training Briefs (SAOTBs).

(8) Administer the Joint Training and Information Management System (JTIMS) for SDDC.

(9) Validate training ammunition requirements and provide management oversight for all SDDC CONUS Commands (HHD, 596th and 597th Transportation Brigades).

(10) Plan and execute Annual Logistics Pre-Command Course (LPCC) for incoming SDDC AC and RC aligned leadership.

(11) Track Service Incremental Funding (SIF) requirements, allocations, and execution. Prepare quarterly SIF execution status report.

(12) Provide SDDC Lessons Learned Program to ensure operational and exercise Lessons Learned are properly captured for all AC/RC missions.

(13) Serve as CP-24 (Transportation and Distribution Management) ACPM for command-wide DA Civilian (DAC) employees.

(14) Provide SDDC support to Continuing Education for Civilian Transportation Officers Course.

4-5. Logistics and Engineering Division.

   a. Mission: Administer SDDC logistics policy, procedures, and logistical and engineering support services.

   b. Functions.

(1) Career program manager for CP-17 (Materiel Maintenance Management) and CP-13 (Supply Management).

(2) Manage SDDC's supply, equipment and maintenance programs.

(3) Department of Defense Activity Address Code (DODAAC) manager.

(4) Ammunition manager.

(5) Develop SDDC's annual logistics operating expense budget and program resources.

(6) Provide property book support to HQ SDDC.

(7) Manage SDDC-owned and leased non-tactical vehicles (NTV), maintenance, equipment authorizations, and associated resources.

(8) Administer the SDDC Voyager Fuel Card Program.

(9) Manage SDDC Financial Liability Investigations Property Loss program.

(10) Manage TDA changes in section III (Equipment) and IIIS (Equipment Supplement).

(11) Prioritize SDDC's capital equipment program budget for lifecycle replacement, rebuild, and new material handling and engineer special purpose equipment purchases, worldwide.

(12) Coordinate Work Order and Management Information System modifications.

(13) Program manager for Depot Maintenance Workload Distribution.

(14) Provide logistics review of ISSA requirements.

(15) Manage SDDCs Unique Item Tracking Serialization Program.

(16) Develop SDDC Operation and Maintenance, Army (OMA) and Transportation Working Capital Fund (TWCF) facilities project programs.

(17) Career program manager for CP-18 (Engineers and Scientists (Resources & Construction).

(18) Develop and prioritize SDDC Military Construction Program Objective Memorandum (POM) and Budget Estimate Submissions (BES).

(19) Develop and implement installation master plans.

(20) Manage the SDDC Energy Conservation Program.

(21) Manage the Cultural Resources programs.

(22) Plan and monitor the environmental protection and entomology programs.

(23) Manage the Environmental Compliance programs.

(24) Manage real property planning and records management programs.

(25) Manage the utility system operation and maintenance, sales and acquisition programs.

(26) Manage the Buildings and Grounds Program.

(27) Manage the Natural Resources programs.

(28) Manage the Real Property Space Utilization program.

(29) Manage the Historical/Archeological Preservation Programs.

(30) Implement and monitor the McKinney Act (shelter for the homeless).

(31) Act as SDDC BRAC Facilities Officer.

(32) Manage the Director of Public Works (DPW) automated work management systems.

4-6. Business Process Management (BPM) Integration Division.

a. Mission: Command focal point for all transformation initiatives. Ensure command initiatives are coordinated across the business enterprise and synchronized with external partners.

b. Functions:

(1) Lead Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy (DOTMLPF-P) assessments of command operations to accomplish strategic objectives in support of SDDC core business processes.

(2) Evaluate capability gaps and recommend process optimization and interoperability initiatives.

(3) Validate current Information Technology (IT) technical capabilities associated with SDDC's Sub-Mission Area Manager (MAM) Surface role to USTRANSCOM; identify future requirements; develop prioritized IT investment plan for SDDC enterprise programs.

(4) Ensure appropriate financial and operational controls exist for each principal business process.

(5) Represent enterprise functional perspective during all SDDC Business Transportation Systems Configuration Control Boards.

(6) Execute command Continuous Process Improvement (CPI)/Lean Six Sigma (LSS) program. Integrate CPI/LSS expertise and capabilities with BPM-derived initiatives. Support Army-directed focus on continued CPI/LSS training, project generation, and belt certification.

(7) Incorporate Knowledge Management – increased collaboration, knowledge retention, and knowledge transfer – into all aspects of command planning and execution.

(8) Develop and manage internal policy and guidance; to include the Corporate Governance Process.

(9) Support SDDC Sub-MAM role to USTRANSCOM.

Chapter 5
Deputy Chief of Staff for Intelligence Directorate, G-2

a. Mission: Provide timely intelligence analysis, production and dissemination which supports successful operational planning, decision-making, and program execution to meet SDDC's global deployment and distribution operations.

b. Functions:

(1) Command Senior Intelligence Officer: Manage and lead all command intelligence, counterintelligence, and multifaceted/disciplined intelligence operations.

(2) Establish and monitor regulatory internal controls specific to intelligence operations programs in accordance with AR 20-1, Inspector General Activities and Procedures, and AR 381-10, U.S. Army Intelligence Activities.

(3) ACPM for CP-35 (Intelligence (General)).

(4) Provide intelligence preparation of the environment analysis.

(5) Develop intelligence operations and synchronize collection efforts; Commander's Critical Information Requirements/Priority Intelligence Requirements/Friendly Force Information Requirements, associated analysis/production requirements, and threat and infrastructure intelligence for dissemination.

(6) Provide intelligence support to Antiterrorism/Force Protection (AT/FP) in accordance with AR 525-13, Antiterrorism, and DODI 2000.16, DOD Antiterrorism (AT) Standards.

(7) Provide intelligence analysis support to strategic ground lines of communication (GLOC).

(8) Serve as lead for Army Intelligence Oversight Program in accordance with AR 20-1 and AR 381-10.

(9) Establish intelligence sharing working groups and committees with Intelligence Community representatives, members of the logistics enterprise, and industry partners.

(10) Manage and synergize efforts in support of business intelligence, cyber intelligence, and related emerging kinetic/non-kinetic information efforts.

Chapter 6
Deputy Chief of Staff for Operations, G-3

6-1. G-3, Deputy Chief of Staff for Operations.

Mission: Ensure synchronization of responsive worldwide deployment, redeployment, and sustainment surface transportation for DOD in peacetime and during crises.

6-2. Staff Management Resource Office.

   a. Mission: Focal point for all recurring and one-time G-3 manpower, travel, human resources, budget and finance and all related administrative and management programs which involve or support the G-3.

   b. Functions:

      (1) Provide G-3:

         (a) Manpower and human resources support.

         (b) Administrative support to G-3 Director and Deputy Director.

         (c) Travel-related support, including budget, Defense Travel System and staffing.

      (2) Provide support to one-time program management requests.

6-3. G-33 Movement Operations.

   a. Mission: Provide SDDC's logistics services and business liaison with DOD shippers and commercial industry representatives to ensure reliable, cost effective, global surface transportation services to support the national defense.

   b. Functions:

      (1) Interpret statutory, regulatory, contractual and procedural guidelines associated with commercial transportation systems.

      (2) Provide authoritative information to committees concerned with federal regulations on traffic management, government relationships with commercial carriers, and relationships between SDDC, other DOD components, and government agencies.

      (3) Interface with senior DOD echelons, transportation industry and other federal agencies.

      (4) Initiate changes to existing transportation systems, policies, and regulations to ensure SDDC's ability to achieve best value solutions.

      (5) Develop agreements and provide decision recommendations to enterprise stakeholders.

      (6) Exercise functional responsibility for solicitations, contracts and tenders for the movement of freight/cargo, intermodal equipment and services, and rail fleet for DOD shippers and other government agencies.

(7) Determine most efficient and effective methods of cargo movement to meet overall logistical requirements of DOD customers, and execute cargo movement in accordance with those determinations.

(8) Provide expert technical direction for special cargo or military unit movements, and transportation problems involving high visibility and special or unusual arrangements.

(9) Provide management oversight on transportation mode alternative studies, and policy development of operational criteria utilized in unit deployment/redeployment.

(10) Arrange worldwide intermodal platform cargo movement and tracking.

6-4. G-33I International Movements Branch.

   a. Mission: Lead planning for all surface and commercial multi-modal transportation movements supporting COCOM contingencies, exercises, and operations.

   b. Functions:

(1) Manage Defense Transportation System (DTS) surface cargo movements, globally.

(2) Maintain liaison with DTS customers and carriers to improve SDDC's support to the DTS.

(3) Coordinate and issue policies and procedures to promote maximum efficiency and effectiveness of SDDC support to the DTS.

(4) Prescribe requirements for transportation system support to SDDC terminal and traffic management missions.

(5) Provide operational input to contract development, award, and performance evaluation to SDDC G-9, Strategic Sourcing Directorate, for USTRANSCOM acquisitions.

(6) Determine mode, node and port selection for DTS cargo movements.

(7) Develop strategic mobility initiatives in conjunction with USTRANSCOM and global combatant commands.

(8) Identify and prioritize resource requirements to include infrastructure, personnel and automation support for transportation and transportation-related services relative to DOD surface cargo movements.

(9) Serve as or designate senior functional proponent for all surface-rated transportation Configuration Control Boards.

(10) Provide administration of the USTRANSCOM Master Lease Streamlining Contract.

(11) Provide technical expertise in ship loading and terminal operations to other SDDC activities, DTS customers and contractors.

(12) Provide centralized vessel stow planning and manage vessel space allocation.

(13) Develop policies, procedures, and guidance for vessel and terminal operations, terminal management, and vessel stow planning.

(14) Develop sealift solutions to meet cargo movement requirements for unit moves, exercises, retrograde, and re-stationing shipments.

(15) Publish and maintain SDDCR 56-69, Terminal Operations.

(16) Primary operational liaison with the commercial sealift industry, MSC, and United States Maritime Administration (MARAD).

(17) Functional manager for the Integrated Computerized Deployment System (ICODES).

(18) Verify transportation feasibility of ocean movements.

(19) Offer cargo to Military Sealift Command (MSC) for munitions shipments and other non-Time-Phased Force and Deployment Data (TPFDD) requirements.

6-5. G-33I East Movement Section and West Movement Sections.

a. Mission: To synchronize the deployment, redeployment, distribution and sustainment of forces across the globe through collaborative planning, transportation feasibility analysis, and execution monitoring utilizing Movement Integrated Process Teams to provide customers with efficient and cost effective transportation solutions.

b. Functions:

(1) Plan, Direct, Monitor, and Assess cargo movements.

(a) Utilize the Movement Integrated Process Team concept when planning and facilitating cradle to grave movement requirements.

(b) Shape requirements as they emerge for international and domestic movements.

(2) Conduct Transportation Feasibility Analysis.

(3) Provide input to Force Flow Conferences.

(4) Provide Defense Security Cooperation Agency and Federal Emergency Management Agency trained resources.

(5) Coordinate obtaining reliable cost information to assist in Course of Action (COA) development.

(6) Provide 90-day out future requirements to carriers during carrier meetings.

(7) Actively participate on any Joint Planning Teams formed by USTRANSCOM.

(8) Provide combatant command-specific transportation subject matter expertise, as requested.

(9) Provide Port Call, Fort Call, and First Cut Messages assistance to SDDC customers.

(10) Provide Export Traffic Release Request (ETRR) assistance to SDDC customers.

6-6. G-33I Movement Support Section

a. Mission: Provide global traffic management, supervision and advice for DOD international surface and multi-modal cargo movements within the Defense Transportation System. Serve as the responsible Ordering Officer for distributing and administering orders for services placed against all appropriate contracts. This process must fulfill the requirements of movement as defined in the DTR and based on the Enterprise Executable Plan (EEP) in order to meet shipper's requirements while complying with contracts, policies, guidance and regulations.

b. Functions:

(1) Administer the Ordering Officer program per USTRANSCOM Acquisition (TCAQ) guidance.

(2) Make booking decisions based on assessment of performance risk, best value, Cargo Preference Act, and USTRANSCOM regional engagement effort selection criteria.

(3) Coordinate and verify compliance of all cargo booking efforts IAW USTRANSCOM distribution guidance.

(4) Work in collaboration with brigade and headquarters planners, CORs, commercial carriers, contracting officers, documentation, and accounts payable personnel to execute, monitor and reconcile contractual agreements with ocean carriers for the movement of international surface shipments from origin to destination through the DTS.

(5) Provide guidance to Foreign Military Sales (FMS) Program Managers on the surface capabilities for moving cargo within the Defense Transportation System.

(6) Serve as Functional Manager for Integrated Booking System (IBS) Sustainment Program working with the transportation community to continually improve automated support to optimize efficiencies and customer service.

(7) Monitor the Direct Booking process for compliance with applicable contracts and laws governing VISA priority and approve Foreign Flag Waiver requests.

(8) Process One Time Only (OTO) rate requests when no rates are available in existing contracts to support the mission.

(9) Solicit market surveys from ocean carriers to support customer and G-3 Planner requests for available service to support forecasted missions.

(10) Functional Manager for Pipeline Asset Tool (PAT) – Lift On Board (LOB) Portal.

(11) Validate/input manifest data for ocean cargo movements for Management Reform Memorandum (MRM)-15 and Direct Book shipments.

(12) Generate customs clearance documentation.

(13) Resolve customs clearance documentation issues through shipper/carrier interaction.

(14) Manage Shipper/Terminal Compliance effort.

(15)   Reconcile documentation/data related issues.

6-7. G-33I Movement Program Section

a. Mission: Ensure functional subject matter expertise and oversight of functional requirements for systems. Establish policy, procedures and develop system requirements for all cargo moving over the ocean via the DTS. Manage peripherals, hand-held device and operational tasks associated with transportation systems. Perform quality control of cargo data through a centralized process. Manage and track SDDC command-wide programs for Joint/Army readiness and mobilizations.

b. Functions:

(1) Functional manager for:

(a) Global Air Transportation Execution System (GATES).

(b) PAT.

(c) ICODES.

(d) IBS.

(e) Hand-held Terminal Integrator (HHTI).

(2) Provide oversight of GATES training at the U.S. Army Transportation School.

(3) USTRANSCOM Reference Data Manager (TRDM).

(4) Provide functional oversight of all SDDC transportation and related systems on behalf of the G-3 Surface Mission Area Manager, coordinate system requirements, system development and other efforts with G-6, Information Management Directorate, or applicable system owner.

(5) Provide management and oversight of G-3-owned process mapping and improvement efforts, generating reports and management tools to enable tracking of all efforts through a single set of software.

(6) Manage the command's joint and Army-specific readiness reporting programs. Develop and execute plans to mobilize and deploy SDDC forces (including SDDC-aligned Army Reserve units) to support contingency operations.

(7) Analyze, forecast, justify, allocate, and manage RC resources required by SDDC to support the overall mission and maintain readiness.

(8) Analyze, coordinate, and report AC and RC readiness.

(9) Develop and disseminate SDDC's RC program and budget guidance; AP3; coordinate changes with external agencies.

(10) Serve as the command's focal point for the Global Force Management Plan.

(11) Serve as the command's functional manager of the Joint Capability Requirements Management (JCRM) System.

(12) Participate in the planning cycle for JCS exercises, as regards personnel augmentation and external sourcing.

(13) Manage and exercise the command's mobilization plan.

(14) In coordination with SDDC G-5, review and provide updates to doctrine related to the RC and training/leader development.

(15) Serve as the command focal point for SDDC's readiness reporting; supports Defense Readiness Reporting System-Army (DRRS-A) through the Network Unit Status Report (NetUSR) submitted through AMC to DA and supports DRRS-Strategic (DRRS-S) through the Enhanced Status of Resources and Training System (ESORTS) submitted through USTRANSCOM to the Joint Staff.

(16) Develop policies, standards, and procedures for reporting unit readiness status.

(17) Lead SDDC reviews of deployment/redeployment doctrine.

(18) Prepare and provide input to the SDDC Mobilization/Contingency Plans.

(19) Conduct surface mobility force utilization studies and analyses.

(20) Joint Operational Planning and Execution System (JOPES) functional manager for Army Unit Line Numbers (ULN) in support of USTRANSCOM Army requirements, "G" series Force Tracking Numbers. Creates JOPES records, assigns ULN, and submits NEWSGROUPS through USTRANSCOM for validations.

6-8. G-33D Domestic Operations Branch.

   a. Mission: Provide domestic traffic management expertise, solutions, capabilities, and programs to meet DOD customer requirements for quality and velocity at the best-value.

   b. Functions: See Sections 6-9, 6-10, and 6-11, below.

6-9. G-33D Defense Transportation Tracking Service (DTTS).

   a. Mission: Provide real time freight in-transit-visibility (ITV) and incident response.

   b. Functions:

      (1) Operate a 24-hour operations center to provide oversight of safety and security for in-transit surface shipments of DOD Arms, Ammunition & Explosives (AA&E) and other sensitive material (OSM) moving via commercial carrier in North America within the public domain.

      (2) Provide the emergency response notification process link to civilian first responders and DOD agencies.

      (3) Manage the Intelligent Road/Rail Information Server (IRRIS) data system DTTS module.

      (4) Act as the DOD's single reporting agency for the notification, coordination, management and resolution of in-transit DOD AA&E and OSM incidents/accidents.

      (5) Provide liaison between SDDC and the DTTS Joint Service Working Group.

      (6) Represent SDDC at the Transportation Subgroup (TSG) of the Interagency Coordination Group (ICG).

      (7) Coordinate Safe Haven Secure Hold for commercial AA&E carriers according to DOD policy/requirements.

      (8) Establish satellite GeoFences, monitor violation alerts within DTTS, and make all necessary notifications to DOD and civilian authorities.

(9) Provide carrier performance data to the SDDC G-9 Quality Assurance Office and shipper performance data to the SDDC G-33D Domestic Programs Section.

(10) Develop MOUs/ MOAs, ISSAs and/or any other requirements documents between DTTS and customers outside the DOD.

6-10. G-33D Domestic Movements.

   a. Mission: Provide traffic management expertise for domestic movement solutions and capabilities to meet DOD customer requirements for quality and velocity at the best-value.

   b. Functions:

(1) Negotiate rates and other matters incidental to surface transportation of volume freight movements within the CONUS, Canada, Mexico, Hawaii, Alaska and Puerto Rico by determining the reasonableness of current rates and to negotiate adjusted or modified rates.

(2) Solicit quotes from qualified industry carriers meeting DOD customer transportation requirements.

(3) Review qualified carrier bids and recommend to DOD transportation officers the best value carrier based on the solicitation requirements and evaluation factors.

(4) Perform technical and usability review of carrier tenders submitted to DOD and input in the Global Freight Management (GFM) System.

(5) Appellant authority for protests from carriers and shippers on selection of best value carriers on negotiated movements.

(6) Interpret carrier freight tenders, as they apply to DOD freight movements.

(7) Support negotiations and tender issues for FMS.

(8) Provide planning assistance for large volume movements.

(9) Maintain fuel surcharge rates in GFM.

(10) Provide freight routing recommendations for DOD customers.

(11) Perform numerous Functional Manager duties for Domestic FAR-based contracts.

6-11. G-33D Domestic Programs

   a. Mission: Provide traffic management expertise for various domestic programs and capabilities to meet DOD customer requirements for quality and velocity at the best-value.

b. Functions:

(1) Serve customers of SDDC by acting as personalized representative for all transportation services, assisting service representatives, customers, and contractors in any difficulty related to transportation.

(2) Plan and conduct customer assistance visits to provide traffic management assistance and advice.

(3) Provides audits of selected CONUS-wide freight Bills of Lading (BLs) to determine the validity and propriety of payment to air, rail, highway, water, and pipeline carriers for freight transportation services furnished. Adjudicates carrier's rebuttals.

(4) Liaisons with service finance centers, service headquarters and U.S. Bank/Syncada providing accurate, timely and cost-effective audit results.

(5) Provides technical advice and assistance to shipping activities and carriers. Adjudicates cost disputes through the Cost Question Program.

(6) Manages the Government Cargo Recovery Effort (GOCARE) Program.

(7) Assists carriers in determining applicable billing references and dispositions of astray military freight in carrier facilities.

(8) Manages the Transportation Discrepancy Report (TDR) Program.

(9) Provides assistance to military installations, other DOD activities and contractors concerning improvement of loss and damage prevention.

(10) Receives, reviews, coordinates, and publishes worldwide SDDC advisories on operational situations which impact the movement of DOD cargo.

(11) Monitors SDDC Help Desk service and tickets. Answers inquiries and resolves problems for Tier 2 inquiries.

(12) Serves as SDDC focal point for all domestic regulatory guidance (i.e., DTR), Military Freight Traffic Unified Rules Publication-1 (MFTURP-1), etc.).

(13) Serves as SDDC G-3 focal point for domestic transportation systems (i.e., GFM, Cargo Movement Operations System (CMOS), and Carrier Appointment System (CAS)).

6-12. G-3O Operations.

   a. Mission: Operate as the SDDC command focal point for mission command and execution management of DOD and non-DOD sponsored surface cargo shipments throughout the Joint Deployment Distribution Enterprise.

   b. Functions:

      (1) Operate the HQ SDDC Command Operations Center (COC) (Battle Staff) to provide the single SDDC focal point for command communications, operational control, and customer support.

         (a) Direct the integration of safety, security, intelligence and force protection into SDDC operational planning and execution activities.

         (b) Direct global support for DOD traffic management requirements under contingency conditions.

      (2) Mandate operational requirements for COOP program.

      (3) Function as the senior operations representative to higher headquarters.

      (4) Provide resources to and maintain oversight of CAT.

      (5) Releasing authority for SDDC Operations Orders (OPORDs).

      (6) Provides coordination for message flow, staff briefings, and other coordinated staff actions.

      (7) Processes essential information from incoming data, assesses it, and ensures dissemination.

      (8) Ensures the consistency, accuracy, and timeliness of information leaving the operations center, including preparing and dispatching fragmentary orders (FRAGOs) and warning orders.

      (9) Understand and enforce the battle rhythm; the standard events or actions that happen during a normal 24-hour period.

6-13. G-36 Asset Management Division.
Mission: Provide intermodal container and freight car assets and associated services, supporting the Army and DOD. Coordinate policy and procedural guidance in support of services, COCOMs and components. Provide inventory, accountability, tracking, and visibility services while managing assets and associated costs.

6-14. G-36G Asset Management.

    a. Mission: Provide management of DOD-wide International Organization for Standardization (ISO) container programs supporting the DOD mission. Coordinate container management guidance in support of Services, COCOMs and Components. Provide solutions and support enabling the inventory, accountability, tracking, visibility and cost oversight of ISO freight containers owned, managed, or used by DOD.

    b. Functions:

        (1) Manage, monitor, report, inventory and provide asset visibility of DOD-owned, leased, and commercial intermodal surface shipping platforms and containers.

        (2) Manage the Containerized Ammunition Distribution System (CADS) and oversee use of the CADS fleet.

        (3) Provide functional management of DOD container management information systems, such as the Joint Container Management system capability, ensuring system use by all services and agencies utilizing ISO containers.

        (4) Administer the DOD container leasing program via the Container Management Streamlining Contract.

        (5) Coordinate with Theater Container Managers appointed by Geographic Combatant Commanders (GCCs) to ensure availability of ISO container status and movement information via SDDC systems.

        (6) Provide support services to DOD and components and facilitate GCCs' accomplishment of theater container management responsibilities through training, advice, assistance and development of container management procedures.

        (7) When so directed by USTRANSCOM, perform GCC-specific container management functions on behalf of or in direct support of the designated Theater Container Manager.

        (8) Provide data verification and other management support services within SDDC and to DOD components in resolution of issues pertaining to ocean carrier, leased, DOD owned or other containers.

        (9) Assist with development and administration of container management provisions in DOD contracts and DOD and international container standards.

        (10) In coordination with the services, provide analysis and processes and procedures that support development and implementation of container management plans detailing the optimum location and mix of ISO container ownership to support specific contingencies.

6-15. G-36R Asset Management Rail.

    a. Mission: Exercise complete responsibility for the management of the DFRIF, the DOD's interchange freight car fleet, the use of which affects military installations and organizations worldwide, through its involvement in the equipping, training, deployment, and redeployment of units in CONUS and Alaska. Responsible for relations with all external activities to include railroads, regulatory agencies, contractors, and customers, as well as the planning, logistics, and acquisition offices of each of the Military Services. Establish policy and communicate policies and priorities to internal and external activities. Track movement of empty cars for loading and movement of cars loaded with military equipment, to include expediting delayed cars and redirecting misrouted cars.

    b. Functions:

        (1) Propose, obtain approval, and implement DFRIF policy.

        (2) Direct the operation of the DFRIF.

        (3) Comply with Federal Railroad Administration (FRA) and Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations, and Association of American Railroads (AAR) rules, with respect to car construction, certification, and maintenance.

        (4) Coordinate with customers on their rail shipping requirements and with SDDC's property accountability, plans, negotiations, internal audit, legal, security, finance, and customer service activities.

        (5) Receive empty car requests, determine the routing, and dispatch serviceable empty DFRIF cars to authorized shippers for loading.

        (6) Monitor in-transit movement of DFRIF cars, commercial cars loaded with military cargo, and empty commercial cars moving to be loaded with military cargo. Take corrective actions if cars are delayed or misrouted.

        (7) Maintain records of DFRIF car usage, locations, and availability.

        (8) Plan, program, budget, execute, and direct DFRIF acquisition, maintenance and disposal.

        (9) Identify DFRIF cars requiring repair or certification and arrange for movement to and from contract shops.

        (10) Verify contract shop estimates to repair or modify DFRIF cars and approve invoices.

        (11) Audit invoices from railroads for running repairs. Return for correction, request counter-billing authority, and counter-bill when appropriate and following the procedures of the AAR Interchange Rules.

(12) Maintain records of each DFRIF car's maintenance history and current maintenance and inspection status.

(13) Develop and implement preventive maintenance (PM) specifications for the DFRIF to minimize maintenance costs and maximize car availability.

(14) Develop ISSAs permitting special purpose DFRIF car users to use branch contract shops and their own funds to implement their own PM standards.

(15) Perform field mechanical and safety inspections of DFRIF cars.

(16) Budget for costs, enter all payments into Transportation Financial Management System (TFMS), and arrange for payment by the Defense Finance and Accounting Service (DFAS).

(17) Manage the DFRIF as a TWCF activity.

(18) Audit car hire revenues and coordinate with G-8 on the collection amounts due, but not paid.

(19) Provide Performance Work Statements (PWS) for services, Statements of Work (SOW) for materials, independent government cost estimates (IGCE), technical evaluation of bids, and funding documents for acquisitions.

(20) Perform COR services throughout the life of contracts.

(21) Review and certify for payment charges incurred during the movement of empty DFRIF equipment.

(22) Initiate and act as COR for contracts to add leased cars to the DFRIF when requested and funded by a service.

(23) Arrange for placement of cars not currently required for service in locations appropriate for future usage.

(24) Initiate disposal of cars from the DFRIF that are surplus to current and foreseeable future requirements.

(25) Participate in planning and prepare specifications for DFRIF car procurement, rebuilding, and Product Improvement Program actions.

(26) Recommend purchase of general purpose cars for the DFRIF to meet customer requirements.

(27) Work with the railroad industry to support the long range supply of militarily-useful commercial cars for peacetime and wartime needs.

(28) Work with TEA to develop and disseminate proper load tie down procedures.

6-16. G-36A Asset Management Army Intermodal and Distribution Platform Management Office (AIDPMO).

a. Mission: Serve as the "single manager" for management and control of all Army-owned and -leased American National Standards Institute (ANSI) and/or ISO containers and other intermodal distribution platforms.

b. Functions:

(1) Develop and implement best practices and procedures for proper management of Army ISO containers and intermodal distribution platforms ensuring that the Army operates effectively and efficiently within the DOD and commercial intermodal systems.

(2) Maintain and provide to HQDA, accountability data and readiness of distribution platform assets for Army and DOD requirements.

(3) Coordinate and approve all Army intermodal equipment asset acquisition, distribution, and disposal in support of Army container requirements to include the Army Force Generation (ARFORGEN) construct. Coordinate for disposition of carrier-owned equipment reported through the inventory process. Assist with implementation instructions for the disposition of non-Army or Army-owned but common-user intermodal equipment at or en route to Army locations.

(4) Provide field assistance and management services to Army units and activities worldwide to maintain intermodal distribution platform accountability and readiness.

(5) Maintain, in a central repository, data on inspection and maintenance of Army-owned containers and ISO-configured tactical shelters and equipment to ensure compliance with U.S. and international standards. Implement an inspection and recertification program for all Army-owned ANSI and/or ISO containers and flatracks.

(6) Proponent and functional manager for the Army Container Asset Management System (ACAMS) to ensure the system accounts for and supports the readiness of Army ISO containers. ACAMS serves as registry for all DOD ISO numbers, and provides the Services with web access to their respective ISO equipment inventories.

(7) Provide asset management and control for pre-positioning, inspection, certification, maintenance, repair, disposal, and replacement of Army-owned container fleet.

(8) Serve as the Army's single authority for the processing of all intermodal equipment leasing requirements, performing analysis and cost estimates in identifying the most efficient solution to meet the user's container requirement.

(9) Initiate, reconcile, and maintain periodic inventories of all Army-owned and –leased ANSI and/or ISO containers, flatracks, and other distribution platforms.

(10) Incorporate ANSI and/or ISO container management policies and guidelines in applicable Army regulations according to DOD 4500.9-R, Part VI and DOD global container management guidance.

(11) Program, budget, and fund life cycle costs (that is, acquisition and/or replacement, maintenance, and repair) related to the Army-owned container fleet.

6-17. G-34 Protection Division.

a. Mission: Provide all-hazards risk management and Army Service Component Command (ASCC) program oversight in support of antiterrorism, security, law enforcement, emergency management, critical infrastructure and contingency planning initiatives.

b. Functions:

(1) Manage the risk to and protection of DOD personnel, critical infrastructure, equipment and information.

(2) Proponent for protection program plans, policies, regulations, standing operating procedures and technical guidance.

(3) Conduct compliance inspections, investigations, assessments, and surveys.

(4) Administer ASCC security education, training, and awareness programs.

(5) Review all ASCC contract solicitations and performance work statements for compliance with regulatory security requirements.

(6) SDDC liaison to Department of Homeland Security (DHS), Department of Justice (DOJ), Department of State DOS, DOT and other federal, state, and local law enforcement/ investigative agencies.

(7) ASCC Provost Marshal and law enforcement program coordinator according to ARs 190-13, 190-14, 190-45, 190-56 and 195-2.

(8) Prioritize and manage resource requirements for protection program equipment, infrastructure upgrades, technology systems, and training allocations. Program Manager for Management Decision Packages (MDEPs): QDPW, QLPR, QPSM, VIPP and VTER.

(9) ACPM for CP-19 (Physical Security and Law Enforcement).

(10) Administer ASCC emergency management programs according to DOD Instruction 6055.17 and AR 525-27.

(11) Manage the ASCC antiterrorism program according to DOD Instruction 2000.16, DOD Directive 2000.12, and AR 525-13.

(12) Administer the ASCC physical security program according to DOD 5200.08-R, AR 190-11, AR 190-13, AR 190-16, and AR 190-51.

(13) Administer the ASCC industrial security program according to DOD 5220.22-R and AR 380-49.

(14) Administer the ASCC information security program according to DOD Manual 5200.01 (Volumes 1-4) and AR 380-5.

(15) Administer the ASCC multi-modal transportation (road/rail/maritime) security programs according to DOD 4500.9-R and AR 55-355.

(16) Administer the ASCC operations security program according to DOD Directive 5205.02 and AR 530-1.

(17) Administer the ASCC personnel security program according to DOD 5200.02-R and AR 380-67.

(18) Ensure SDDC infrastructure complies with mandated Unified Facilities Criteria (UFC) and security engineering standards.

(19) Serve as Command Foreign Disclosure Officer according to DOD Directive 5230.11 and AR 380-10.

(20) Serve as Command Special Security Officer according to DOD 5101.21-M-1(S) and DA 380-28 (S).

(21) Program manager for the ASCC COOP program; coordinate COOP requirements, exercises, and deliverables according to Federal Continuity Directives 1 & 2 and AR 500-3.

(22) Program manager for the ASCC Critical Infrastructure Risk Management (CIRM) program; coordinate ASCC critical infrastructure requirements, assessments, and deliverables according to DOD Directive 3020.40, DOD Instruction 3020.45, and AR 525-26.

(23) Manage Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) program requirements and deliverables.

(24) Manage ASCC Fire and Emergency Service programs according to DOD Instruction 6055.06, and AR 420-01, Chapter 25.

(25) ACPM for CP-35 (General Intelligence).

Chapter 7
Deputy Chief of Staff for Strategy, Plans, Policy and Programs, G-5

a. Mission: Manage the development, coordination and implementation of SDDC strategic and adaptive plans.

b. Functions:

(1) Accomplish review and recommend changes to all Joint Strategic Planning System documents.

(2) Develop Chairman of the Joint Chiefs of Staff (CJCS) Adaptive Planning and Execution doctrine and processes.

(3) Perform Strategic Deployment and Distribution (Transportation Feasibility) Analysis for GCC OPLANs.

(4) Plan for the Strategic Seaport Program.

(5) Assess SDDC's readiness for Force Readiness Reviews and assessments.

(6) Management and provide oversight of the Army's portion of Joint Logistics Over-the-Shore (JLOTS).

(7) Develop JTF-PO doctrine.

(8) Manage planning for SDDC transformation and force structure initiatives.

(9) Develop and coordinate SDDC's mission, roles and functions as an integral part of the Army's Enterprise.

(10) Develop and coordinate SDDC's strategic and campaign plans as an integral part of the Army's enterprise, e.g., AMC and Army campaign and strategic plans and in direct support of USTRANSCOM's strategic plans and priorities.

Chapter 8
Chief Information Officer (CIO)/Deputy Chief of Staff for Information Management, G-6

8-1. CIO/DCS G-6

a. Mission: Deliver IT capabilities that enable global deployment and distribution services.

b. Functions:

(1) Serve as SDDC's G-6/CIO, the commander's representative for all areas of IT to include computers, communications, and software development.

(2) Provide transportation IT solutions within the DTS.

(3) Develop and manage IT standards for the command.

(4) Fulfill CIO statutory responsibilities, to include the Clinger-Cohen Act (CCA) and Federal Information Security Management Act (FISMA).

(5) Provide program management for TWCF and Army appropriated programs of record.

(6) Centrally plan, program, budget, acquire, field, and support information systems, hardware, and services.

(7) Serve as activity Career Program Manager for CP-34 (Information Technology).

(8) Host the Computing Environment (CE) for USTRANSCOM, Air Mobility Command (AMC), and SDDC business systems.

(9) Provide Information Assurance (IA) and cyber oversight in support of the command networks and business systems.

8-2. Operations and Business Division

a. Mission: Provide enterprise IT in terms of planning, resource management, operations, and information assurance in support of the command.

b. Functions:

(1) Command authority for communications actions, issues, and initiatives. Provide liaison/interfacing with multiple organizations – AMC, USTRANSCOM, Defense Information Systems Agency (DISA), regional signal providers, U.S. Army NETCOM, and Department of the Army.

(2) Formulate, manage, justify and execute the SDDC IT budget to include TWCF and appropriated funds. Manage the IT investment portfolio though the Surface MAM.

(3) Provide IT customer interface and assurance to effectively support SDDC operations.

(4) Operate, maintain, and manage the Office Information Systems (OIS) to support SDDC's global mission.

(5) Provide enterprise lead and operational technical support capabilities to enable global port management to include GATES and Combat Service Support Automated Information Systems Interface (CAISI).

(6) Command lead for global communications capabilities. Validate, manage and provide telecommunications and deployable communications support.

(7) Lead for G-6 Management Internal Control Program.

(8) Provide enterprise IT contracts and lifecycle management to including centralized procurement and budgeting for base communications, long haul circuits, network/wide area network infrastructure supporting OIS, and general IT services such as help desk and video teleconference (VTC) support. Provide additional unspecified IT services as required.

(9) Develop and administer funding and accounting policies and procedures unique to the G-6 and IT procurements.

(10) Command's lead directorate for Privacy Act, Freedom of Information Act, publications and forms, and records management programs.

(11) Manage the command IA program.

(12) Manage OIS software licensing to include Enterprise License Agreements (ELAs).

(13) Provide consolidated web capabilities for the command through the management of classified and unclassified portals and public websites.

(14) Manage SDDC visual information to include graphics and reproduction.

(15) Manage the enterprise multi-functional device printing program.

(16) Deliver video teleconferencing and audio visual capabilities.

(17) Manage the communications security (COMSEC) program.

(18) Provide frequency management and land mobile radios (LMRs).

(19) Manage satellite phone systems, radios, personal electronic devices (PEDs) and secure telephone equipment.

(20) Manager for SDDC automated identification technology (AIT) tags and infrastructure.

(21) Executive agent for the command to USTRANSCOM for Cyber Operations.

(22) Provision for data recovery of shared drive information.

(23) Provide COOP contingency site technical and operational support.

(24) Manage enterprise wide policies and procedures as required.

8-3. Automated Systems Division.

   a. Mission: Manage and deliver Automated Information Systems (AIS) to support the procurement and sustainment of commercial DOD freight, ocean cargo and ITV.

   b. Functions:

       (1) Manage the automated SDDC global commercial transportation services for DOD freight, ocean cargo, container management, financial, and ITV related AIS portfolios IAW DOD, USTRANSCOM and Army policy.

       (2) Perform program management and lifecycle sustainment and enhancement activities for the systems and their related services, to include, but not limited to: ACAMS, Cargo and Billing (CAB), CAS, Container Management Module (CMM), Defense Table of Distances (DTOD), Electronic Transportation Acquisition (ETA), GFM, HHT, IBS, ICODES, Installation Outloading Capability Collection (IOCC), Integrated Mission Support for Surface Deployment and Distribution Command (ISDDC), PAT, SafetyNet (SN), and Transportation Financial Management System-Military (TFMS-M).

       (3) Manage SDDC Enterprise transportation automation capabilities, service analysis, design and development.

       (4) Develop and manage Transportation and Business Enterprise Identity and Access Management.

       (5) Serve as the command data/standards administrator and focal point for Electronic Data Interchange (EDI), and the liaison with external agencies and industry on interface and data integration requirements and efforts to include development and maintenance of a data repository.

       (6) Provide the Mission Assurance Category (MAC) II/III application hosting environment for enterprise systems to include information infrastructure, data storage, backup and recovery capabilities.

       (7) Provide program and technical support to sustain and enhance the MAC II/III application hosting capabilities.

       (8) Provide application and MAC II/III environment IA control documentation and evaluate compliance with the DOD IA controls.

       (9) Provide system and transportation call resolution center services support.

(10) Serve as Command Enterprise Architect, building a holistic view of the command's strategy, processes, information, and IT assets.

(11) Serve as the technical advisor to the MAM, providing programmatic support for multi-disciplined IT projects and systems.

(12) Acquire, analyze and evaluate new or prototype hardware and software in support of Command objectives.

(13) Host the designated Single DOD Bill of Lading Repository.

(14) Host the designated DOD repository of TDR via Discrepancy Identification System (DIS).

(15) Document, review and refine operational/technical specifications to a sufficient level in order to produce system code.

(16) Perform as the Enterprise Change and Configuration Management Lead for Business Transportation Systems.

(17) Determine software release content, coordinate system upgrades and ensure training is in place for new capabilities.

(18) Provide automated solutions to: measure carrier and shipper performance and command metrics, validate carrier container detention invoices, and manage the documentation and filing of customs documents to support the movement of surface cargo.

(19) Provide direct support and subject matter expertise to the SDDC Command Fusion Center, Operations Center, brigades and battalions, to assist with documenting and tracking of DOD surface cargo. Represent SDDC in work groups studying and developing ITV solutions for the DOD.

(20) Design and execute SDDC's next generation of transportation movement automation solutions utilizing a Services Oriented Architecture (SOA) Framework.

(21) Perform Enterprise Architecture Operational Business Process Model development and maintenance in support of process and/or technical improvements.

(22) Perform as the Enterprise Integration Lead for the automation of capabilities.

Chapter 9
Deputy Chief of Staff for Resource Management, G-8

9-1. Deputy Chief of Staff for Resource Management, G-8.

a. Mission: Serve as the Commander's principal advisor for the management of all financial resources in support of SDDC's global mission.

b. Functions:

(1) Provide financial management guidance, policy, and advice.

(2) Conduct program and budget analysis, formulation, execution, and management of TWCF and Appropriated Fund (APF) resources.

(3) Conduct finance accounting review and analysis.

(4) Process civilian payroll.

(5) Perform contract entitlement.

(6) Conduct Manpower Requirements Determination studies.

(7) Serve as Activity Career Program Manager for CP-11 (Comptroller).

(8) Manage all revenue and refund receivables.

(9) Maintain accounting records.

9-2. Accounting Operations Division.

a. Mission: Manage command accounting operations to ensure timely and accurate payment of carrier invoices and customer billings and collections.

b. Functions:

(1) Manage, track, process and control all SDDC invoices.

(2) Prepare vouchers for payment and manage payment process.

(3) Process transactions in TPPS.

(4) Maintain system administration in the TPPS to ensure security, compliance, and internal controls are met.

(5) Generate customer billing and accounts receivable.

(6) Manage refund receivables.

9-3. Accounting Support Division.

   a. Mission: Perform command accounting support services and maintain financial systems to ensure audit compliance processes.

   b. Functions:

      (1) Perform command funds analysis for all business areas and appropriations.

      (2) Reconcile General Ledger Account Balances.

      (3) Manage Financial Improvement and Audit Readiness.

      (4) Conduct assessment for all unliquidated financial transactions.

      (5) Develop and maintain command accounting and entitlement systems.

      (6) Process civilian payroll and provide payroll customer service.

      (7)   Provide resource solutions to support DOD IT enterprise system requirements.

9-4. Programs and Policy Division.

   a. Mission: Manage policy and entitlement programs supporting command's financial operations.

   b. Functions:

      (1) Manage and administer the Defense Travel System, including centralization of document review process.

      (2) Manage the Government Travel Charge Card program.

      (3) Manage and maintain all command agreements.

      (4) Conduct manpower requirements determination studies.

      (5) Design and implement manpower models.

      (6) Interpret fiscal policy/guidance issued by Office of the Secretary of Defense, USTRANSCOM, HQDA, and AMC. Assess and communicate impacts of policy revisions on SDDC operations.

      (7) Coordinate all conference sponsorship/attendance packages.

      (8) Manage certifying officer appointment/termination records (DD Forms 577).

9-5. TWCF Division.

   a. Mission: Manage all aspects of planning, programming, execution, and analysis for Command's TWCF resources.

   b. Functions:

      (1) Serve as command's primary interface with USTRANSCOM for all TWCF budgetary requirements.

      (2) Coordinate, prepare and submit all TWCF budgets and data calls to USTRANSCOM.

      (3) Allocate TWCF cost authority and track execution according to approved spend plans; research and recommend corrective action for significant variances from plan.

      (4) Prepare and submit required financial execution data to USTRANSCOM.

      (5) Develop and issue TWCF financial guidance for headquarters staff and transportation brigades.

9-6. Appropriated Funds Division.

   a. Mission: Manage all aspects of planning, programming, execution, and analysis for Command's APF resources.

   b. Functions:

      (1) Serve as command's primary interface with AMC for all APF budgetary requirements.

      (2) Coordinate, prepare and submit APF POM, BES, and Resource Summit requirements to AMC.

      (3) Allocate APF funding and track execution according to approved obligation plans; research and recommend corrective action for significant execution variance.

      (4) Prepare and submit required financial execution data to AMC.

      (5) Develop and issue APF financial guidance for headquarters staff and transportation brigades.

Chapter 10
Deputy Chief of Staff for Strategic Sourcing, G-9

10-1. Deputy Chief of Staff for Strategic Sourcing, G-9.

a. Mission: Serves as the command's directorate for lifecycle management of all contract acquisitions to achieve economies of scale and better buying power in a fiscally constrained environment for SDDC customer requirements through the Army Strategic Sourcing model, resulting in best value contract solutions, while building effective capabilities and strong enterprise relationships.

b. Functions:

   (1) Provide administrative and management support to strategic sourcing divisions.

   (2) Provide division-level support for:

      (a) Contract requirement development.

      (b) Contract oversight and lifecycle management of contract requirements.

      (c) COR interface.

      (d) Capturing performance metrics.

      (e) Performing Business Case Analysis (BCA).

      (f) Leading economic/market research.

      (g) Administering Freight Carrier Registration Program (FCRP).

      (h) Chairing Transportation Review Boards (TRBs).

10.2. Policy Team.

a. Mission. Provide command policy on acquisition, contract performance management, and oversight for SDDC contract awards.

b. Functions:

   (1) Provide Service Contract Request (SCR) and requirement approval development oversight.

   (2) Provide SDDC functional interface with designated procurement authorities USTRANSCOM TCAQ and Army Contracting Command - Rock Island (ACC-RI) and other acquisition offices.

   (3) Develop and Provide policy/procedural guidance to SDDC requiring activities.

   (4) Provides quality control for acquisition related documents and contract awards.

(5) Support SDDC BPM Integration Office initiatives to improve internal acquisition business processes.

(6) Manage SDDC's Service Contract Request Program/Library for approval of requirements for contract awards.

(7) Provide SDDC POC for Electronic Data Access inquiries.

(8) Provide overall SDDC acquisition quality assurance (QA) program oversight and develop related policy.

(9) Assist commanders, directors, and CORs with COR processes and training to ensure the command's contracts and COR functions are audit ready for higher HQ compliance inspections

(10) Establish standards and thresholds for TRB investigation initiation.

(a) Monitor carriers for compliance thru COR reports, incident reports, or carrier performance discrepancies uncovered by the strategic requirements division.

(b) Assist the Directors of Strategic Sourcing and Safety in determining when a TRB processes should be initiated.

(c) Assist in the determination of what warrants a TSP disqualification or when performance warrants placing TSP in temporary non-use command wide.

(11) Provide guidance for the development of Quality Assurance Surveillance Plans (QASPs), to assist brigades and battalions.

(12) Oversee crosscutting issues related to QA, carrier/contractor performance, Carrier Performance Module, TRB, and FCRP that cut across more than one division/team.

10-3. Strategic Domestic Requirements Division.

   a. Mission. Develop well vetted and approved domestic contract/tender requirements to meet customer needs (to include domestic ground transportation, personal property, and CONUS/HQ base/mission support). Ensure proper oversight, performance and compliance during execution.

   b. Functions:

   (1) Process, develop and vet domestic contract/tender requirements.

   (2) Manage domestic plan of action and milestones (POAM).

   (3) Assist requiring activities with market research on industry best practices, potential solutions and cost structures for domestic requirements.

(4) Assist requiring activities with development of domestic requirement PWS.

(5) Assist requiring activities with domestic requirement QASP development.

(6) Provide analytical support for review of domestic IGCE.

(7) Develop domestic sourcing strategies.

(8) Administer the FCRP.

(9) Manage and administer the TRB process

10-4. Strategic International Requirements Division.

a. Mission: Develop well vetted and approved international contract requirements to meet customer needs (to include international transportation, stevedoring and related terminal services, logistics support services, and OCONUS brigade base/mission support). Ensure proper oversight, performance and compliance during execution.

b. Functions:

(1) Process, develop and vet international contract requirements.

(2) Manage POAMs for international requirements.

(3) Assist requiring activities with conducting market research on industry best practices, potential solutions and cost structures for international requirements.

(4) Assist requiring activities with development of international requirement.

(5) Assist requiring activities with development of international requirement QASP.

(6) Provide analytical support for review of international requirement IGCEs.

(7) Develop international requirement sourcing strategies.

Chapter 11
Surface Deployment and Distribution Command Transportation Engineering Agency (SDDCTEA)

11-1. SDDCTEA.

a. Mission: Improve the global deployability of U.S. Armed Forces by providing the DOD with transportation and transportability engineering, policy guidance, research, and analytical expertise to support the National Military Strategy.

b. Functions:

(1) Execute and manage the Transportation Engineering Program, including the Highways, Railroads, and Ports for National Defense Programs, for DOD and USTRANSCOM per DODD 4510.11, DOD Transportation Engineering and AR 55-80, DOD Transportation Engineering Program.

(2) Execute and manage the Engineering for Transportability Program for DOD and the Army.

(3) Conduct force deployability engineering, transportation infrastructure, and operations/exercise analyses and assessments.

(4) Assess the capability of strategic installations such as power projection platforms, seaports, depots and support platforms to meet deployment requirements.

(5) Ensure transportability design influence, criteria, and critical movement considerations are integrated in DOD's acquisition process and formulate movement procedures for existing and future materiel.

(6) Develop deployability analysis techniques and transportation models and simulations.

(7) Manage the acquisition and distribution of authoritative transportation data in support of deployment requirements.

(8) Direct the surface component of the USTRANSCOM Joint Distribution Process Analysis Center (JDPAC).

(9) Serve as the DOD Secretariat for the Engineering for Transportability and Deployability Program per DODI 4540.07, paragraph 5.2.3.1.

(10) Represent the SecDef in direct discussions of transportation engineering issues with members of Congress committee staffs, and their representatives.

(11) Direct the overall activity of SDDCTEA.

(12) Oversee SDDCTEA Science and Technology Program.

11-2. Systems Integration Division

a. Mission: Support the agency's global defense transportation engineering efforts by developing and managing deployment/distribution and transportation modeling, simulation, and analysis tools; managing acquisition and distribution of authoritative transportation data; and providing IT management and technical support.

b. Functions:

(1) Develop and manage modeling, simulation and analysis tools.

(2) Perform data acquisition and analysis in support of the Agency mission and external customers.

(3) In coordination with SDDC G-6, USTRANSCOM-J6, AMC/A6, and the 375th Communications Squadron (CS), manage and administer the agency's classified, unclassified, and isolated IT infrastructure required to support the agency's modeling, simulation, and engineering mission. This includes workstations, servers, data storage devices, network switches, and associated components.

11-3. Office of the Special Assistant for Transportation Engineering and Infrastructure.

  a. Mission: Execute the DOD engineering functions assigned to SDDC and the Director, SDDCTEA (as Special Assistant for Transportation Engineering) by the Office of the Secretary of Defense (OSD).

  b. Functions:

(1) Manage/execute the DOD Highways, Railroads, and Ports for National Defense Programs, including the Defense Access Road Program and DOD Traffic Engineering Program.

(2) With USTRANSCOM and OSD, develop defense transportation engineering policy and regulatory guidance.

(3) Support USTRANSCOM execution of the Critical Infrastructure Protection Program.

(4) Conduct installation infrastructure assessments to ascertain ability to meet plausible deployment requirements.

(5) Represent the Commander, USTRANSCOM and the Commander, SDDC on defense transportation engineering policy and infrastructure matters with Congressional, federal, state, and local governmental agencies, national transportation engineering associations, OSD, the Joint Staff (JS), USTRANSCOM, and the Services.

(6) Conduct highway engineering studies of installation access, force protection, safety, crash reduction, and congestion issues; evaluate defense access road infrastructure and resource needs for DOD.

(7) Analyze commercial railroad abandonments, mergers, bankruptcies, and sell-offs for impacts on national defense.

(8) Identify potential CONUS and OCONUS seaport infrastructure shortfalls and risks for movement of military units through commercial and military ports.

(9) Develop IRRIS to provide a convenient web-based means to coordinate state-of the-art static and near-real time transportation information.

11-4. Deployability Division

   a. Mission: Provide transportability engineering, research, and analytical expertise to improve the deployability of U.S. Armed Forces.

   b. Functions:

      (1) Evaluate transportability characteristics of military materiel.

      (2) Conduct transportation engineering analyses of multi-modal nodes and networks.

      (3) Assess force deployability with complete, time-phased, origin-to-destination analysis of force closure.

      (4) Develop strategic mobility planning factors for transportation nodes.

      (5) Identify deployment-related modeling and simulation requirements, and validate model processes and applicability to mission analyses.

      (6) Provide recommendations on materiel design, force design, and transportation system improvements.

      (7) Perform the day-to-day activities of the DOD Engineering for Transportability Program, including conducting engineering analyses and granting transportability approvals as the designated representative of the Army Transportability Agent and Land Mode Transportability Agent for the DOD, the Director, and SDDC.

      (8) Establish transportability procedures and disseminate guidance throughout DOD.

      (9) Establish and publish transportability criteria for the DTS in coordination with the designers of military and commercial transport assets to ensure military equipment can be accommodated.

      (10) Provide DOD representation on the AAR Open Top Car Loading Rules Committee.

Comments and suggested improvements to this regulation may be submitted to SDDC G-1/4, Attn: AMSSD-PLM, 1 Soldier Way, Scott AFB, Illinois 62225-5006, via DA Form 2028, Recommended Changes to Publications and Blank Forms. Supplements to this regulation are not authorized.

SUSAN A. DAVIDSON
Major General, USA
Commanding

Appendix A
References

Section I
Required Publications

AR 1-20
Legislative Liaison

AR 5-10
Stationing

AR 11-7
Internal Review Program

AR 20-1
Inspector General Activities and Procedures

AR 25-1
Army Knowledge Management and Information Technology

AR 25-2
Information Assurance

AR 25-30
The Army Publishing Program

AR 27-1
Legal Services, Judge Advocate Legal Services

AR 27-3
The Army Legal Assistance Program

AR 27-20
Claims

AR 190-13
The Army Physical Security Program

AR 190-16
Physical Security

AR 190-51
Security of Unclassified Army Property (Sensitive and Non-sensitive)

AR 360-1
The Army Public Affairs Program

AR 380-5
Department of the Army Information Security Program

AR 380-49
Industrial Security Program

AR 380-67
The Department of the Army Personnel Security Program

AR 381-10
U.S. Army Intelligence Activities

AR 530-1
Operations Security (OPSEC)

AR 690-600
Equal Employment Opportunity Discrimination Complaints

AR 710-2
Supply Policy Below the National Level

AR 870-5
Military History: Responsibilities, Policies and Procedures

DA Pamphlet 25-40
Army Publishing: Action Officer's Guide

DA Pamphlet 190-51
Risk Analysis for Army Property

DA Pamphlet 750-8
The Army Maintenance Management System (TAMMS) User's Manual

FM 2-0
Intelligence

FM 5-19
Composite Risk Management

FM 34-3
Intelligence Analysis

FM 34-8-2
Intelligence Officer's Handbook

DOD 3025.1-M
DOD Manual for Civil Emergencies

DOD 4500.9-R
Defense Transportation Regulation

DODD 2000.12
DOD Antiterrorism (AT) Program

DODD 5230.11
Disclosure of Classified Military Information to Foreign Governments and International
Organizations

DODI 2000.16
DOD Antiterrorism (AT) Standards

DODI 4540.07
Operation of the DOD Engineering for Transportability and Deployability Program

USTRANSCOM Pamphlet 38-1
Organizations and Functions

SDDCR 15-1
Procedure for Disqualifying and Placing Transportation Service Provider (TSPs) in Non-use

SDDCR 56-69
Terminal Operations

Executive Order 13150
Federal Workforce Transportation

EEOC Management Directive (MD) 110
Federal Sector Complaint Processing Manual

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read a
related publication to understand this one.
This section contains no entries.

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
This section contains no entries.

Appendix B
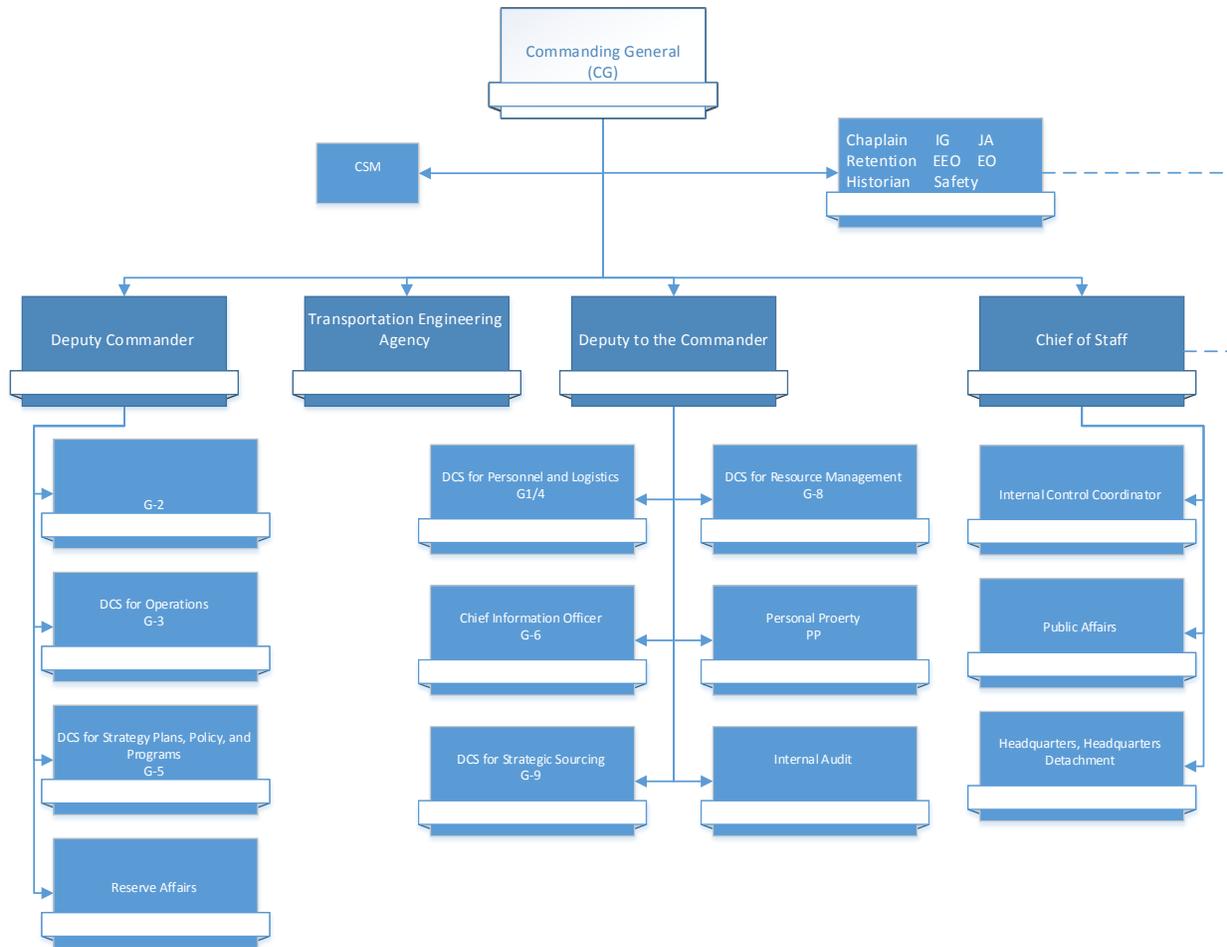**SDCC Organizational Charts**

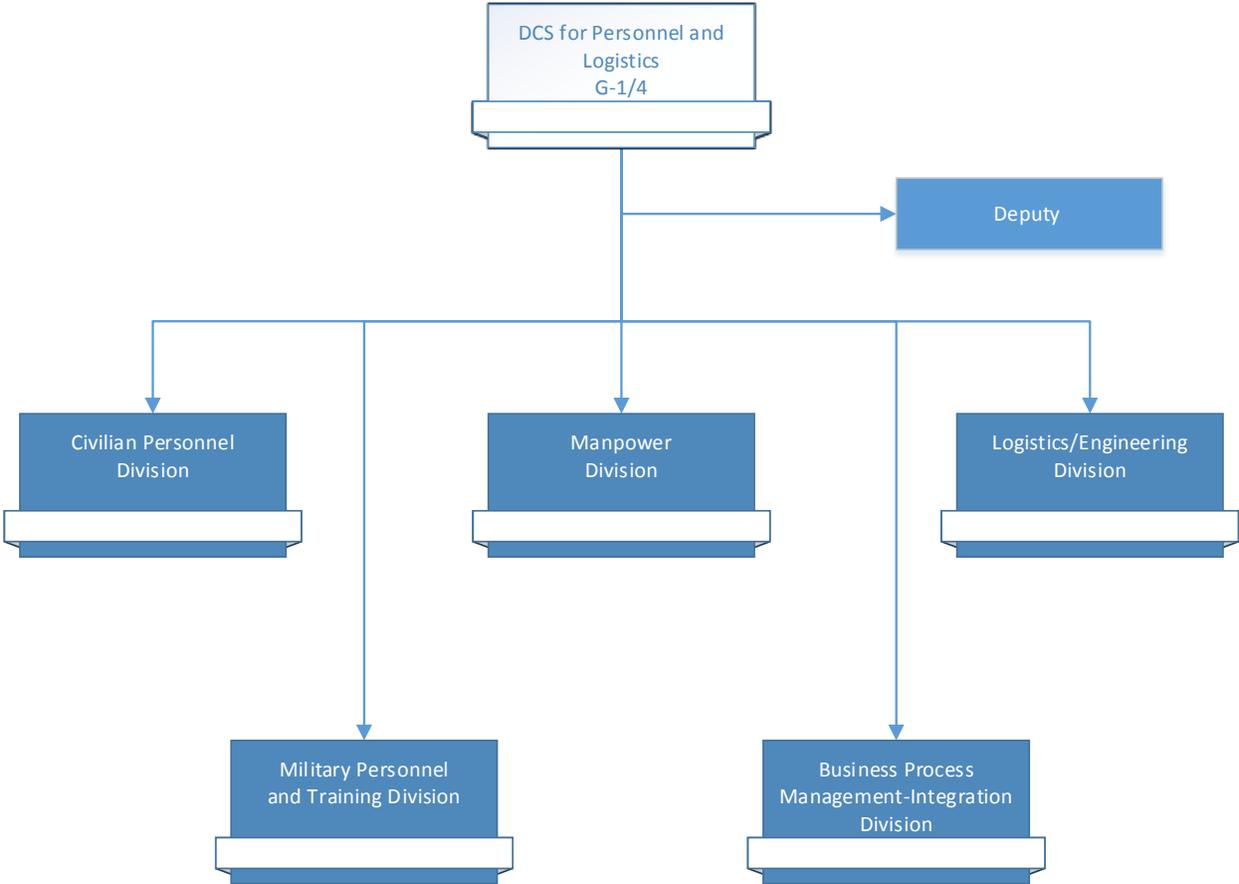**Figure B-1. HQ SDDC Organizational Chart**

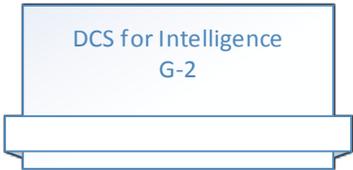**Figure B-2. SDDC G-1/4 Organizational Chart**

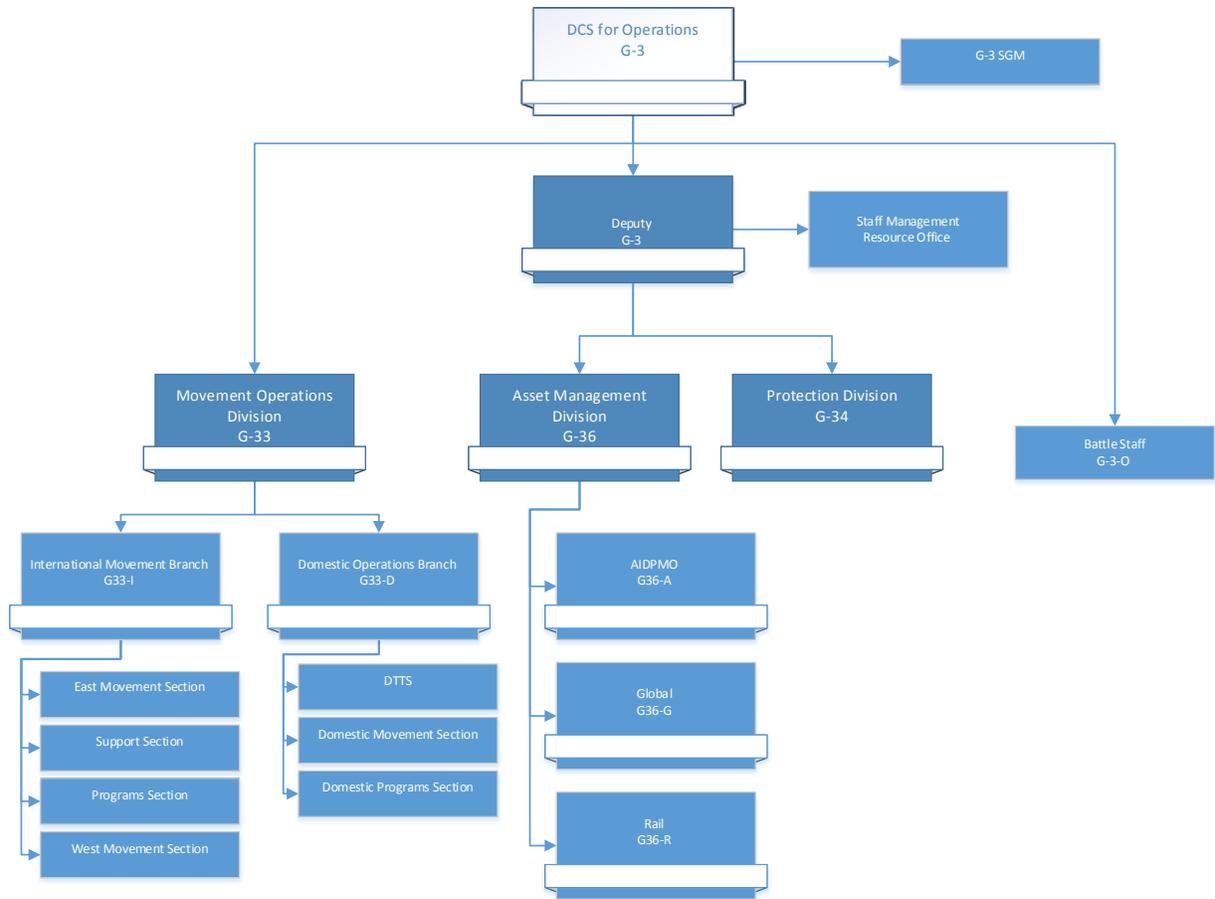
Figure B-3. SDDC G-2 Organizational Chart

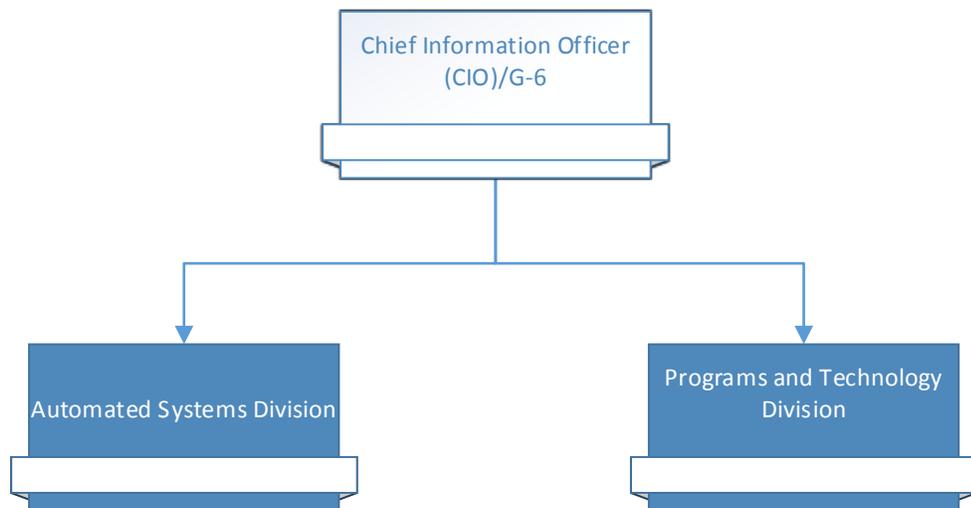**Figure B-4. SDDC G-3 Organizational Chart**

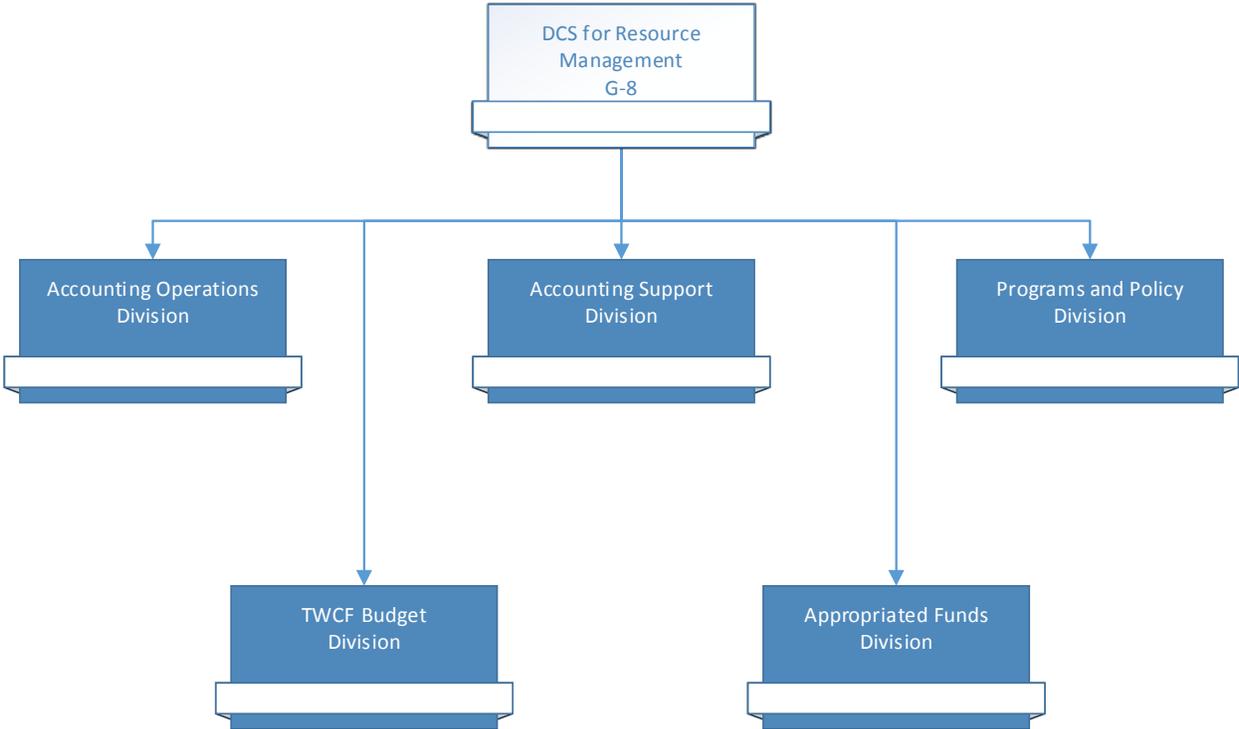**Figure B-5. SDDC CIO/G-6 Organizational Chart**

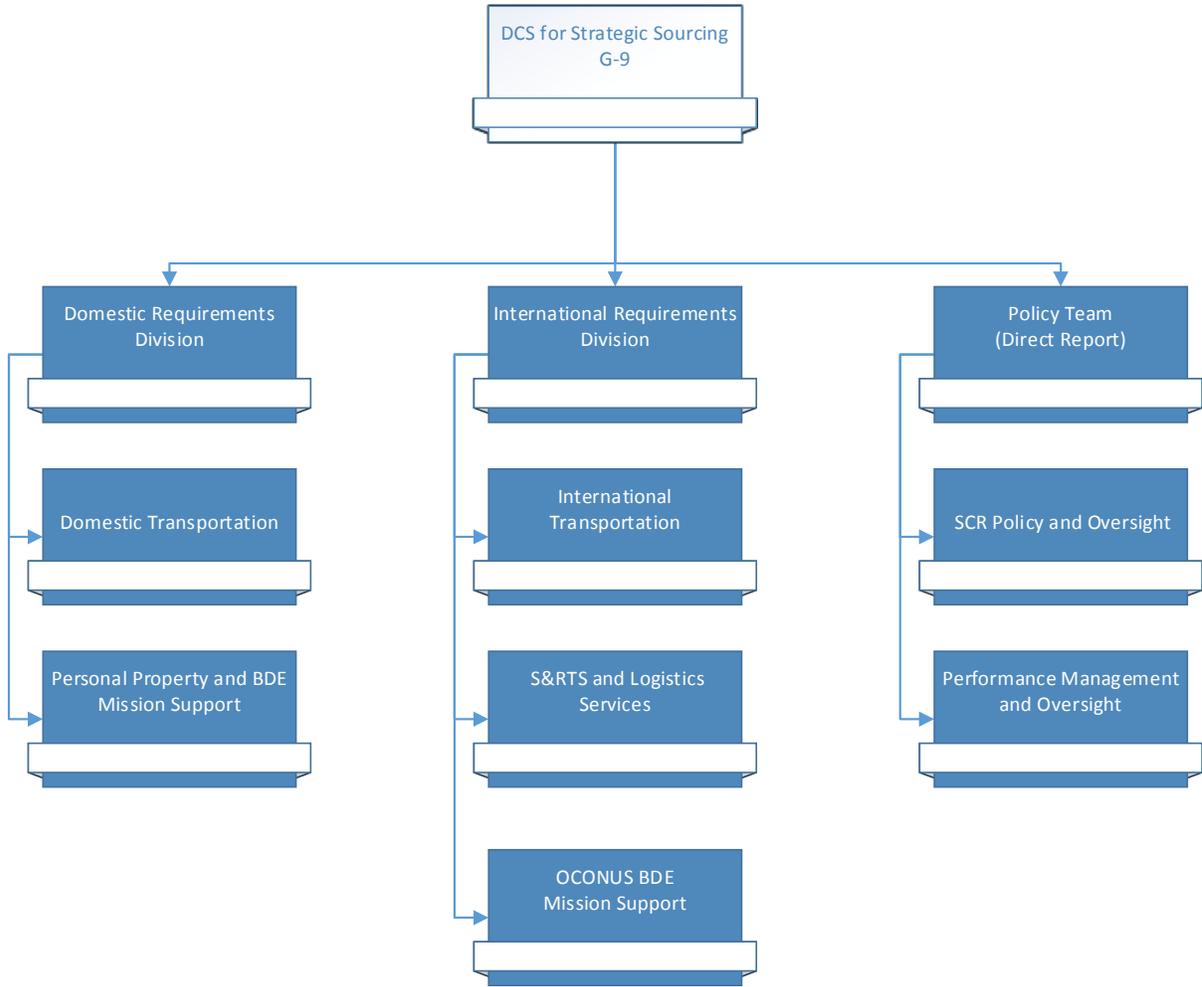**Figure B-6. SDDC G-8 Organizational Chart**

Figure B-7. SDDC G-9 Organizational Chart
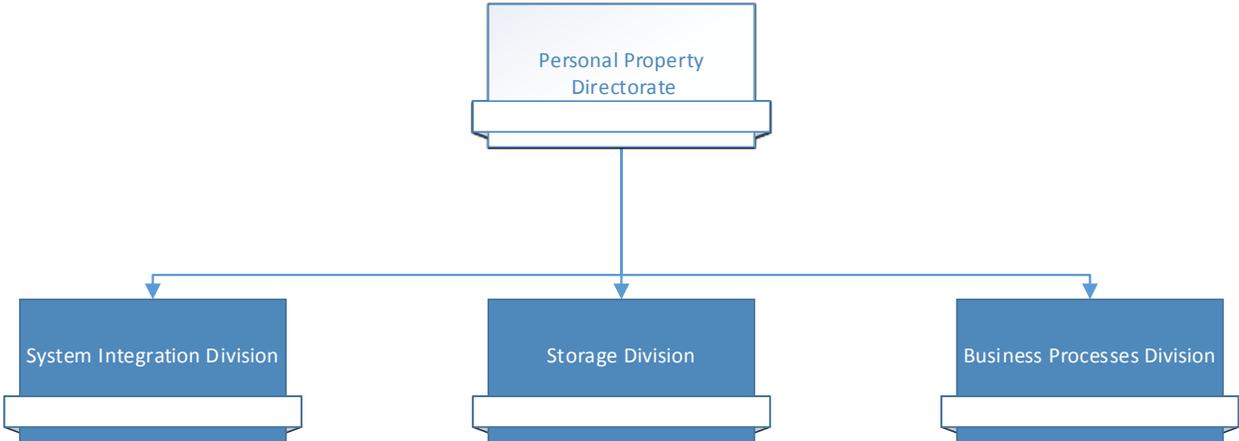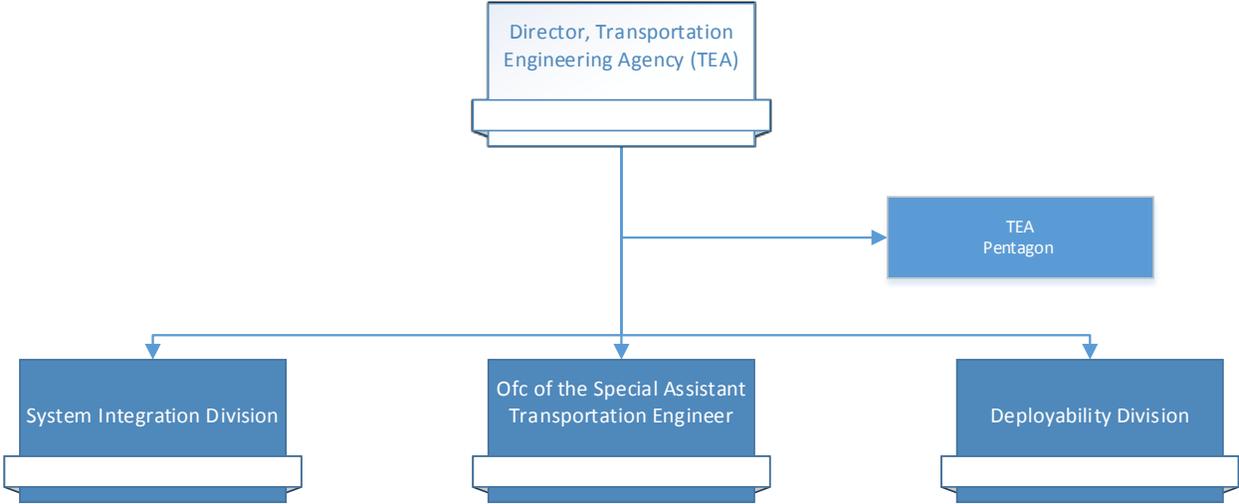
Figure B-8. Personal Property Organizational Chart

Figure B-9. SDDC Transportation Engineering Agency Organizational Chart

Glossary

Section I
Abbreviations

AA&E
Arms, Ammunition and Explosives

AAR
Association of American Railroads

AC
Active Component

ACPM
Activity Career Program Manager

ACS
Army Community Service

AE
ammunition and explosives

AGR
Active Guard Reserve

AIDPMO
Army Intermodal and Distribution Platform Management Office

AIS
automated information systems

AIT
automatic identification technology

AMC
U.S. Army Materiel Command

AMC
USAF Air Mobility Command

ANSI
American National Standards Institute

AOR
area of responsibility

AP3
Army Power Projection Program

APF
appropriated fund

AQ
acquisition

AR
Army Regulation

AR
Army Reserve

ARFORGEN
Army Force Generation

ASAP
Army Substance Abuse Prevention

ASCC
Army Service Component Command

ASIP
Army Stationing and Installation Plan

AT/FP
Anti-Terrorism/Force Protection

ATTN
attention

ATRRS
Army Training Requirements and Resources System

BCA
Business Case Analysis

BES
Budget Estimate Submission

BRAC
Base Realignment and Closure

C2
command and control

C4I
command, control, communications, computers & intelligence

C4IM
command, control, communications and computer information management

CAB
Cargo and Billing

CADS
Containerized Ammunition Distribution System

CAS
Carrier Appointment System

CAT
Crisis Action Team

CBRNE
Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives

CCA
Clinger-Cohen Act

CDRUSTRANSCOM
Commander, United States Transportation Command

CG
Commanding General

CJCS
Chairman of the Joint Chiefs of Staff

CIP
Command Inspection Program

CIRM
Critical Infrastructure Risk Management

CME
Contractor Manpower Equivalent

CMRA
Contractor Manpower Reporting Application

COC
Command Operations Center

COCOM
combatant command

COMSEC
communications security

CPI
Continuous Process Improvement

CONUS
continental United States

COOP
Continuity of Operations Plan

COR
Contracting Officer Representative

CP
Career Program

C&RI
Consequence and Risk Identification

CTG
Command Training Guidance

CTP
Command Training Plan

DA
Department of the Army

DCM
Deputy Commander Mobilization

DCPDS
Defense Civilian Personnel Data System

DCS
Deputy Chief of Staff

DFAS
Defense Finance and Accounting Service

DFRIF
Defense Freight Railway Interchange Fleet

DHS
Department of Homeland Security

DIS
Discrepancy Identification System

DOD
Department of Defense

DODAAC
Department of Defense Activity Address Code

DOJ
Department of Justice

DoT
Department of Transportation

DOTMLPF-P
Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy

DP3
DOD Personal Property Program

DPS
Defense Personnel Property System

DPW
Directorate of Public Works

DTC
Deputy to the Commander

DTR
Defense Transportation Regulation

DTS
Defense Transportation System

DTTS
Defense Transportation Tracking System

EDI
Electronic Data Interchange

EEO
Equal Employment Opportunity

EEOC
Equal Employment Opportunity Commission

ELA
Enterprise License Agreement

eMILPO
Electronic Military Personnel Office

ETA
Electronic Transportation Acquisition

ETR
Export Traffic Release

ETRR
Export Traffic Release Request

FAR
Federal Acquisition Regulation

FCRP
Freight Carrier Registration Program

FMS
Foreign Military Sales

FOIA
Freedom of Information Act

FRA
Federal Railroad Administration (U.S. DoT)

GATES
Global Air Transportation Execution System

GBL
Government Bill of Lading

GFM
Global Freight Management

GLOC
Ground Lines of Communications

GOCARE
Government Cargo Recovery Effort

GPC
Government Purchase Card

GS
General Schedule

GSA
General Services Administration

HAZMAT
Hazardous Materials

HHD
Headquarters & Headquarters Detachment

HHG
household goods

IA
Information Assurance

IAW
in accordance with

IBS
Integrated Booking System

ICG
Interagency Coordination Group

ICODES
Integrated Computerized Deployment System

IG
Inspector General

IGARS
Inspector General Action Request System

IM
information management

IMA
Individual Mobilization Augmentee

IRRIS
Intelligent Road/Rail Information Server

ISSA
Inter-Service Support Agreement

ISO
International Organization for Standardization

IT
information technology

ITGBL
International Through Government Bill Of Lading

ITV
Intransit Visibility

JDPAC
Joint Distribution Process Analysis Center

JLOTS
Joint Logistics Over-The-Shore

JOPES
Joint Operation Planning and Execution System

JTF-PO
Joint Task Force-Port Opening

JTIMS
Joint Training Information Management System

JTP
Joint Training Plan

LSS
Lean Six Sigma

LMR
land mobile radio

LOB
Lift On Board

LSS
Lean Six Sigma

MAM
Mission Area Manager

MARAD
Maritime Administration

MD
Management Directive

MEF
Mission Essential Function

METL
Mission Essential Task List

MOA
Memorandum of Agreement

MOU
Memorandum of Understanding

MRM
Management Reform Memorandum

MSC
Military Sealift Command

MTMC
Military Traffic Management Command

NATO
North Atlantic Treaty Organization

NTS
Non-Temporary Storage

NTV
Non-Tactical Vehicle

OCCA
Ocean Cargo Clearance/Clearing Authority

OCONUS
outside Continental United States

OCP
Organizational Change Proposal

OGE
Office of Government Ethics

OIS
Office Information Systems

OMA
Operations and Maintenance, Army

OP
operations plan

OPM
Office of Personnel Management

OPR
Office of Primary Responsibility

OPSEC
operations security

OSD
Office of the Secretary of Defense

OSHA
Occupational Safety and Health Administration

OSM
other sensitive material

OTO
One-Time-Only

PA
Public Affairs

PAT
Pipeline Asset Tool

PCS
Permanent Change of Station

PED
personal electronic device

PM
preventive maintenance

POAM
Plan of Action and Milestones

POC
point of contact

POM
Program Objective Memorandum

POV
privately owned vehicle

PP
Personal Property

PBG
Program Budget Guidance

QA
Quality Assurance

RC
Reserve Component

RPA
Request for Personnel Action

RPOE
Rapid Port Opening Element

RSMO
Regional Storage Management Office

SAAM
Special Assignment Airlift Mission

SAOTB
Semi-Annual Operations and Training Briefing

SDDC
Surface Deployment and Distribution Command

SDDCR
SDDC Regulation

SIF
Service Incremental Funding

SIO
Senior Intelligence Officer

SIPRNET
Secure Internet Protocol Router Network

SOFA
Status of Forces Agreement

SORTS
Status of Resources and Training

SAV
Staff Assistance Visit

SWA
Southwest Asia

TAADS
The Army Authorization Documents System

TCC
Transportation Component Command

TDA
Table of Distribution and Allowances

TDR
Transportation Discrepancy Report

TEA
Transportation Engineering Agency

TFMS
Transportation Financial Management System

TOPS
Transportation Operational Personal Property Standard System

TOS
Tender of Service

TPFDD
Time-Phased Force Deployment Data

TPPS
Third Party Payment System

TSP
Transportation Service Provider

TWCF
Transportation Working Capital Fund

UB
unaccompanied baggage

UIC
Unit Identification Code

ULN
Unit Line Number

USAFRICOM
U.S. Africa Command

USARC
United States Army Reserve Command

USCENTCOM
U.S. Central Command

USEUCOM
U.S. European Command

USPACOM
U.S. Pacific Command

USTRANSCOM
U.S. Transportation Command

VPC
Vehicle Processing Centers

VTC
video teleconference

Section II
Terms

Flatrack
Portable, open-topped, open-sided units that fit into existing below-deck container cell guides and provide a capability for container ships to carry oversized cargo and wheeled and tracked vehicles.

GeoFences
A geographic zone that is virtually defined for tracking purposes. A geofence can define an area of interest using a global positioning system. Tracking devices or sensors are used to record or communicate entries, exits, or movement within a geofence area, or between geofence areas.

Section III
Special Abbreviations and Terms
This section contains no entries.