

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
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STUDENT HANDOUT

DUTIES OF THE TEAM EMBARKATION OFFICER (TEO)
AND COMBAT CARGO OFFICER (CCO)

LEARNING OBJECTIVES:

a. Terminal Learning Objective: Given the applicable reference material, OPLAN, and embarkation plan, execute a unit move, per Joint Pub 3-02.2.

b. Enabling Learning Objectives: Given the applicable reference material, OPLAN, and embarkation plan, per Joint Pub 3-02.2, identify the:

1. General knowledge requirement needed by the Team Embarkation Officer (TEO) and Combat Cargo Officer (CCO) to perform their respective duties.
2. Functional Billets of the TEO and CCO.
3. Duties of the TEO and CCO.

REQUIRED RESOURCES:

1. Student Outline C106-1 (11-98)

OUTLINE:

1. GENERAL. Staff officers specially trained in the techniques of planning and supervising loading for an amphibious operation are assigned to landing force organizations, major amphibious ships, and naval staffs within the amphibious force.

a. Landing Force. In the landing force, such officers are called embarkation officers. They have the status of special staff officers in the headquarters in which they are assigned.

b. Naval Staff. In a naval organization, Marine Embarkation Officers, MOS 0430 are assigned to amphibious ship's (less the Whidbey Island Class, LSD-41 thru 48) and Amphibious Squadron (Phibron) staff's, and are called Combat Cargo Officers (CCO) or CCO.

c. The embarkation officer(s) and CCO's advise and assist their respective commanders in planning the embarkation and supervising its execution.

d. When the commander, amphibious task force (CATF) delegates to the commander, landing force (CLF) the responsibility to embark naval attachments, the embarkation officer and CCO will adjust the embarkation plan to accommodate these units.

e. Embarkation officers and CCO's of related landing force and naval force organizations maintain continuous liaison.

2. REQUIRED KNOWLEDGE. Embarkation officers and CCOs must be familiar with the following in order to efficiently carry out their respective duties:

- a. Naval customs and terminology.
- b. Standard ship organization.
- c. Applicable tables of organization, allowances, and equipment.
- d. Amphibious Task Force (ATF) organization.
- e. Landing Force (LF) organization.
- f. LF tactical and logistic plans.
- g. Classification of supplies and equipment.
- h. Standing operating procedures (SOPs) for preparing supplies and equipment for loading, including packing, crating, marking, and waterproofing.
- i. Characteristics of hazardous or dangerous cargo (e.g., ammunition, electrolyte, compressed gasses, lithium batteries, corrosives) for loading purposes, including packaging, handling stowage, and security requirements. Some categories of ammunition (e.g., self-contained systems like missiles, grenades) have special security requirements when embarking them on commercial shipping (especially foreign-flagged ships).
- j. Characteristics of classified cargo (e.g., cryptographic) and sensitive cargo like the M1A1 tank.
- k. Format and proper use of the Ship's Loading Characteristics Pamphlet (SLCP).
- l. Loading and unloading time factors.

m. Characteristics of amphibious and strategic ships, strategic airlift, landing craft, other amphibious vehicles, and helicopters.

n. Current directives for Landing Force Operational Reserve Material (LFORM) and Mission Load Allowance (MLA).

o. Foreign intelligence activity impacting on loading and unloading.

3. EMBARKATION OFFICERS AND ASSISTANTS AND COMBAT CARGO OFFICERS AND ASSISTANT IN GARRISON

a. Unit Embarkation Officer and Assistants. Every unit down to battalion or squadron size has an embarkation officer and assistant(s) assigned. Their duties are covered in local SOPs.

b. Combat Cargo Officers and Assistants (Ship and Staff)

(1) Ship. All major amphibious ships (LHD, LHA, LPD, and cargo variant(CV), LSDs, Whidbey Island Class 49-53) have a Marine officer and enlisted personnel assigned as a part of the ship's company as the CCO and combat cargo assistant (CCA).

(2) Staff. The Surface Force Commands (SURFLANT and SURFPAC) and Amphibious Groups (PHIBGRU's) and PHIBRONs have a Marine officer and enlisted personnel assigned to the staff as the CCO and CCA.

4. EMBARKATION OFFICERS AND ASSISTANTS AND COMBAT CARGO OFFICERS AND ASSISTANTS DURING AN AMPHIBIOUS OPERATION. Corresponding levels of embarkation officers and CCO's within the organization for embarkation are outlined below:

LANDING FORCE ORGANIZATION

NAVY ORGANIZATION

Landing Force
Embarkation Officer <.....>

Amphibious Task Force
Combat Cargo Officer

Group
Embarkation Officer <.....>

Transport Group
Combat Cargo Officer

Unit or Element
Embarkation Officer <.....>

Transport Unit or Element
Combat Cargo Officer

Team
Embarkation Officer <.....>

Ship
Combat Cargo Officer

a. Embarkation Officer and Assistants During Amphibious Operations.

(1) Landing Force Embarkation Officer (LF). The duties

of the LF embarkation officer include the following:

(a) Heads the embarkation section on the special staff of the CLF.

(b) Determines LF shipping requirements for submission to the CATF.

(c) Recommends allocation of assigned shipping.

(d) Recommends scheduling of assault shipping (AFOE) to meet the LF tactical and logistic requirements.

(e) Prepares the LF embarkation plan for approval by the CLF.

(f) Coordinates all loading activities of the LF.

(g) Maintains a complete and current file of SLCP for amphibious ships and loading characteristics data for other type ships that may be assigned for an operation.

(h) Maintains a complete and current file of LFORM/MLA load plans for all ships assigned for an operation that have LFORM/MLA embarked.

(2) Group Embarkation Officer. The duties of the group embark officer:

(a) Heads the embark section on the special staff of the embark group commander.

(b) Obtains and maintains the embark data for the group, unit, or element.

(c) Obtains names and types of ships to be assigned for the operation.

(d) Obtains and maintains complete and current SLCP's for amphibious ships and loading characteristics data for other type ships, such as aircraft carriers and Military Sealift Command (MSC) ships assigned for the operation. (See Joint Pub 3-02.2, Chapter XIV).

(e) Obtains and maintains copies of LFORM/MLA load plans for all assigned ships with LFORM/MLA embarked and provides copies of applicable plans to pertinent embarked units, elements, or team embarkation officers (TEO) for use in shipload planning.

(f) In conjunction with principal staff officers of the embarkation group and subordinate commanders, prepares the Group Organization for Embarkation & Assignment to Shipping (OE&AS) Table (Joint Pub 3-02.2, Chapter IV, page IV-15). This

table is based on the organization for landing, basic concepts of the landing plan, and shipping requirements submitted by embarkation echelon commanders.

(g) Advises and assists, whenever possible, subordinate commanders in the preparation of their respective OE&AS Tables.

(h) Early in the planning phase, obtains data on stevedoring and material handling equipment (MHE).

(i) Prepares a berthing and loading schedule in conjunction with the staff CCO of the transport group lifting the embarkation group. This schedule is then published as an annex to the embarkation plan.

(j) Schedules and assigns marshaling areas and embarkation areas to subordinate embarkation units.

(k) Prepares a complete group embark plan for approval by the embark group commander.

(l) Coordinates and supervises all loading activities within the embark group.

(m) During the ship-to-shore movement (STS), functions as a member of the TACLOG on the central control ship, or other designated ship.

(3) Unit or Element Embarkation Officer. The duties of the unit embark officer include:

(a) Heads the embark section on the special staff of the embarked unit commander.

(b) Prepares, in conjunction with the principal subordinate commanders and staff officers of the embarked units, the OE&AS table for approval by the embark unit commander.

(c) Assigns and schedules the use of cargo assembly areas, vehicle staging areas, and embarkation points to subordinate embarkation elements or teams. Assignments are based on marshalling area and embarkation area assignments made by the embarked group.

(d) Prepares the complete unit embark plan for approval by the embarked unit commander.

(e) Advises element or team embarkation officers in the preparation of loading plans.

(f) Coordinates all loading activities of

subordinate embarkation echelons.

(g) During the STS movement, functions as a member of the TAC-LOG on a designated ship.

(4) Team Embarkation Officer (TEO).

(a) Assignment. The TEO is normally a commissioned officer qualified in the field of embarkation. The TEO is from the embarking organization that forms the nucleus of the embarkation team. The assignment as TEO is temporary but, upon appointment, the Marine assigned should be relieved of other duties.

(b) Assistants. Qualified assistants should be assigned to the TEO early in the planning phase. Usually, one officer and enlisted personnel are assigned to assist the TEO.

(c) General Duties. The duties of the TEO include:

1 Acts as direct representative of the embarkation team commander in matters pertaining to team embarkation and cargo loading.

2 Effects and maintains liaison between the embark team commander and the commanding officer of the ship (via the CCO).

3 Prepares detailed load plans for the ship to which his or her embarkation team is assigned. In the preparation of loading plans, the TEO is usually assisted by the ship CCO.

4 Coordinates and supervises execution of the load plan.

5 Assists in planning for and executing unloading.

(c) Detailed Duties. A checklist of the duties of the team embarkation officer during each phase of the amphibious operation is provided in Appendix C of Joint Pub 3-02.2.

b. Combat Cargo Officers and Assistants during an Amphibious Operation. Staff CCO's and CCA's are assigned to naval staffs within the amphibious force. These assignments are to administrative organizations. With the transition from administrative to task organization, the CCO's and CCA's assume the following duties:

(1) Amphibious Task Force Staff Combat Cargo Officer

(a) The duties of the ATF staff CCO include

advising the CATF on allocation of assault shipping and staff supervision of loading and unloading ships assigned to transport the LF units, supplies, and equipment. The CCO also has a similar responsibility for the AFOE shipping.

(b) The ATF CCO should have complete knowledge of the composition and schedules of the assault follow-on and follow-up echelons. They should know the type of cargo in each ship, as well as its unloading capability.

(c) The ATF CCO must be thoroughly familiar with the operations and capabilities of ports of embarkation (POEs) used by the ATF.

(2) Transport Group Combat Cargo Officer. Duties of the transport group CCO includes:

(a) Advises and assists the transport group commander in matters concerning embarkation, cargo stowage, and unloading.

(b) Acts as liaison officer between the transport group commander and the embark group commander.

(c) Maintains complete files of amphibious ships characteristics. This file should contain cargo handling and stowage characteristics and performance records obtained under all operating conditions.

(d) Coordinates activities of the transport unit or element CCO's.

(e) Collects the load plans for the ships of the transport group.

(f) Maintains up-to-date records of embarkation and unloading progress and compiles periodic reports required by higher authority.

(3) Transport Unit Combat Cargo Officer.

(a) Advises and assists the commander on matters concerning embarkation, cargo stowage, and unloading of ships.

(b) Acts as liaison officer between the commander and corresponding embarked unit commanders.

(c) Maintains SLCPs on amphibious ships and advises on the capabilities of these ships.

(d) Advises and coordinates the activities of ship CCO's.

(e) Collects load plans for ships of the transport unit.

(f) Reviews loading and unloading plans.

(g) Maintains statistical records of ship cargo handling characteristics and performance to intelligently advise or recommend the allocation of units and cargo.

(h) During embarkation and unloading, compiles required periodic reports of progress for transmission to higher headquarters.

(4) Transport Element Combat Cargo Officer. The transport element, when formed under the transport unit, normally consists of so few ships that the staff CCO is not required. However, when the size and composition of this echelon generates a valid requirement for a staff CCO, their duties parallel those of a transport unit CCO.

(5) Ship Combat Cargo Officer (CCO)

(a) Assignment. The ship CCO is a commissioned or warrant officer qualified in the field of embarkation. The CCO is a member of the ship's complement. Each major ship of the amphibious force normally has a trained Marine officer assigned to this duty. Ships with CCO billets include the general purpose amphibious assault ship (LHA), multi-purpose amphibious assault ship (LHD), amphibious transport dock (LPD), and LSD-41(CV). On amphibious ships such as the landing ship dock (LSD) where no Marine CCO is provided, a Navy officer, normally the ship's first lieutenant, functions as the ship CCO.

(b) Assistants. Each Marine CCO is permanently assigned a CCA. The LHA/LHD CCO is assigned three CCA's; all other CCO's have one CCA assigned. The CCA is a Marine staff noncommissioned officer and, like the CCO, is a member of the ship's complement.

(c) General Duties. General duties of the CCO include:

1 Acts as direct representative of the ship's commanding officer.

2 Effects and maintains liaison with the team embarkation officer.

3 Assists the team embarkation officer in preparing detailed load plans for the ship.

4 Coordinates and supervises execution of the load plan.

5 Assists in planning for and executing unloading.

(d) Detailed Duties. A checklist of the duties of the CCO each phase of the amphibious operation is provided in Appendix D Joint Pub 3-02.2.