

UNITED STATES MARINE CORPS  
Logistics Operations Schools  
Marine Corps Service Support Schools  
PSC BOX 20041  
Camp Lejeune, North Carolina 28542-0041

**STUDENT HANDOUT**

**EMBARKATION INSPECTIONS**

**PURPOSE:** Provide an introduction to Marine Corps embarkation inspections.

**REQUIRED RESOURCES:**

Student Handout C112-1 (12-98)  
Student Handout C112-2 (12-98)  
Student Handout C112-3 (12-98)

1. TYPES OF EMBARKATION INSPECTIONS

- a. Operational Readiness Inspections (ORI's)
- b. Pre-Deployment Embarkation Inspections
- c. Embarkation Inspections at the APOE/SPOE
- d. Post Deployment Embarkation Inspections
- e. Inspecting General Embarkation Inspections

2. OPERATIONAL READINESS INSPECTIONS (ORI)

a. Air Contingency Force (ACF) Drills. ACF drills are common in the Marine Division and FSSG. Also the MAW may be involved with LAAD and HMLA detachments. Normally ACF drills are no-notice. These drills include the entire deployment process:

- (1) Personnel Preparations (e.g., Medical/dental shots/records), RED, ID cards, dog tags, wills, etc.)
- (2) Drawing Supplies (May include ammunition)
- (3) Marshalling in the Unit Area
- (4) Moving to the APOE (UMCC/FMCC/LMCC controlled)
- (5) Staging at the APOE
- (5) Joint Inspection (DACG/TALCE) (Includes checking load plans).
- (7) Units Move Back to Unit Area

b. Strategic Mobility Exercises. STRAMOBEX's are similar to ACF drills except the force moving is the Fly-in Echelon (FIE) of the MPF.

c. Marine Corps Combat Readiness Evaluation System (MCCRES). Some Marine units have embarkation items included in their MCCRES checklist (e.g., Artillery units must prepare a M198 howitzer for air embarkation, etc.). See MCO 3501 series.

3. PRE-DEPLOYMENT EMBARKATION INSPECTIONS. When a unit is designated to deploy (e.g., BLT for a MEU), a series of pre-deployment inspections are conducted prior to deployment. These embarkation inspections keys on:
  4.
    - a. Identification of Cargo for Embarkation. (Manifesting in MDSS II)
    - b. Preparing Cargo for Embarkation
      - (1) Packing (e.g., Bubble wrap, etc.)
      - (2) Packaging (e.g., Serviceable boxes/pallets, marking (special marking), etc.)
      - (3) Preservation (e.g., Waterproofing, painting, etc.)
4. EMBARKATION INSPECTIONS AT THE APOE/SPOE. The TALCE, CCO, or commercial/MSD ship's first mate will inspect cargo prior to accepting it for shipment. Normally these inspections key on safety:
  - a. Hazardous Material. (Identification, labeling, packing/packaging, etc.)
  - b. Vehicle Fuel Levels. (Purged to 3/4 full)
    - (1) Fuel Trucks (Purged, empty, or full)
    - (2) Water Trucks/Trailers (Empty or full)
  - c. Vehicle Safety (e.g., Brakes, leaks, lifting/tie down points, etc.)
  - d. Vehicle Markings
    - (1) Airlift (C/B, GWT, etc.)
    - (2) Sealift (Ship, landing serial, priority number, hold and level)
5. POST-DEPLOYMENT EMBARKATION INSPECTIONS. When a unit returns from deployment, boxes, crates, pallets, and equipment will need to be repaired, replaced, repainted, repacked, reordered, etc.

6. INSPECTOR GENERAL EMBARKATION INSPECTIONS. Normally each flag command has an embarkation inspection program (e.g., CMC (IGMC); Marine Component Command (MARFORLANT, MARFORPAC, and MARRESFOR); MEF, MarDiv, MAW, and FSSG).

a. Getting Ready

- (1) Pre-inspect all sections/platoons
- (2) Prepare embarkation office
  - (a) Orderly
  - (b) Administrative material laid out
- (3) Check in/out with Commanding Officer or representative (XO or S-4)
- (4) Sections/platoons
  - (a) Embarkation NCO standing tall
  - (b) OIC/SNCOIC greets inspecting team
- (5) Neat, orderly appearance of area (no gear adrift)
- (6) Manifest (printouts), Standing Operating Procedure (SOP) and Desk Top Procedure (DTP) in hand by embark NCO
- (7) Have capability to fix minor errors on the spot (paint)

b. The checklists some what vary from command-to-command but normally include the following areas: (We will use the current IGMC Checklist (E881-2) to review these inspections areas.)

(1) Administration

- (a) Embarkation officer appointment letter
- (b) Embarkation training plan
- (c) Embarkation training rosters
- (d) Required publications

- (e) Turnover folders/desk top procedures
- (f) Recall rosters
- (g) Internal inspection program
- (h) Security clearance/access

(2) Lift Requirements

- (a) All personnel, supplies, and equipment listed in MDSS II (e.g., T/O, T/E (EAF), etc.)
- (b) Dunnage, shoring, blocking & bracing material on hand and/or identified
- (c) Special lifts and hazardous material identified

(3) Preparation

- (a) Packing (e.g., Bubble wrap, etc.)
- (b) Packaging (e.g., Boxes, crates, pallets, etc.)
- (c) Preservation (e.g., Waterproofing, painting containers, etc.)
- (d) Marking/Labeling (e.g., Tactical markings, pallet boards, hazardous material, etc.)
- (e) Weight and cube on boxes
- (f) Embarkation Supplies
- (g) 463L pallets, nets, chains/devices, straps, couplers, covers, etc.
- (h) Vehicles (e.g., Lifting devices, mobile loads, markings, etc.)

(4) Performance. Performance is measured by giving personnel in the unit a test. These tests may be written, practical or both. Different written tests may

be developed for various MOS's/ranks. Practical tests will be based on the unit's mission/primary deployment means. Examples of a practical test events are:

- (a) Prepare an aircraft load plan using CALM or manual load planning.
- (b) Prepare a ship loading plan (or portion thereof) using CAEMS or manual load planning.
- (c) Prepare an ad hoc report using MDSS II or CAEMS.
- (d) Prepare an MDSS II database for a deploying unit/detachment.
- (e) Mobile load a vehicle.
- (f) Build a 463L pallet.
- (g) Build and band a warehouse pallet.
- (h) Describe various embarkation procedures.
- (i) Prepare a DD Form 1387-2, Special Handling Certificate (Individual certified to sign DD Form 1387-2).

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INSPECTOR GENERAL MARINE CORPS (IGMC)

EMBARKATION CHECKLIST

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FORMAL SCHOOLS FOR  
LOGISTIC/EMBARKATION COMMUNITY

1. Information . The following is a list of formal Schools for Embarkation Officers, MOS 0430.

Note: The Course Identifier (CID) and/or Service School Code(SSC) is listed after each course. The first three characters of the CID represents the school's sponsor (1st character) (A = Army, F = Air Force, M = Marine Corps, and N = Navy) and school's location (2d and 3d character). The next three characters (4th/5th/6th) (underlined>) represent the Service School Code (SSC). The last character (7th) is for HQMC use only.

2. Required Schools/Courses for MOS 0430.

a. Warrant officers selected prior to FY86:  
Successful completion of the Team Embarkation Officer/Assistant Course at Expeditionary Warfare Training Group (LFTCLANT), NAB Little Creek, Norfolk, VA or Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (CID's: M110DI1 - LFTCLANT and M120DI1 - LFTCPAC)

b. Warrant officers selected during and after FY87:  
Successful completion of the Embarkation Officer/SNCO Course at Expeditionary Warfare Training Group, NAB Little Creek, Norfolk, VA. (CID: M11LAM1)

3. Follow-on Schools/Courses

a. Transportation and Stowage of Hazardous Material Course (Resident/On-site) (Initial/Recertification), Naval Transportation Management School, Oakland, CA. (CID's: N17C081 - Initial and N17TNF1 - Recertification)

b. Defense Packaging of Hazardous Material for Transportation Course (Resident/On-site) (Initial/Refresher), School of Military Packaging Technology (SMPT), Aberdeen, MD. (CID's: A01C042 - Initial and A01SMB2 - Refresher)

c. Airlift of Hazardous Material Course (Resident/On-site) (Initial/Refresher), Lackland AFB, TX. (CID's: F06BG71 - Initial and None - Refresher)[Course previously at Sheppard AFB, TX (CID: F03BG71)]

- d. Air Mobility Command (AMC) Affiliation Training "Equipment Preparation Course" via Affiliated AMC Tanker and Airlift Control Element (TALCE) (On-site) (SSC: None)
- e. Air Movement Planning Course, Landing Force Training Command, Pacific (LFTCPAC) (Resident/On-site), NAB Coronado, San Diego, CA. (SSC: 680)
- f. Air Deployment Planning Course, Joint Strategic Deployment Training Center (JSDTC), Fort Eustis, VA. (CID: A08M7U1)
- g. Surface Deployment Planning Course, Joint Strategic Deployment Training Center (JSDTC), Fort Eustis, VA. (CID: A08M7T1)
- h. Landing Support Supervisors Course Marine Corps Engineer School, Camp Lejeune, NC. (CID: M03M362)
- i. Shiploading and Stowage Course, Naval Transportation Management School, Oakland, CA. (CID: N17LAH1)
- j. Air Mobility School (AMS), Scott AFB, IL. (CID: F093161)
- k. Ocean Transportation and Marine Terminal Operations Course, Naval Transportation Management School, Oakland, CA. (CID: N17LAG1)
- l. Landing Force Staff Planning Course - MAGTF, Landing Force Training Command, Atlantic (LFTCLANT), NAB Little Creek, Norfolk, VA. (M11M2T1)
- m. Landing Force Combat Service Support Staff Planning (MEB Level MAGTF) Course, Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (CID: M120D71)
- n. Amphibious Readiness Group/Marine Expeditionary Unit (ARG/MEU) Staff Planning Course, Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (SSC: None)

o. Maritime Prepositioned Force (MPF) Staff Planning Course, Landing Force Training Command, Pacific (LFTCPAC) (Resident/On-site), NAB Coronado, San Diego, CA and Landing Force Training Command, Atlantic (LFTCLANT) (Resident/On-site), NAB Little Creek, Norfolk, VA. (SSC: None)

p. Strategic Deployment Planning Course, Joint Strategic Deployment Training Center (JSDTC), Fort Eustis, VA. (CID: A08M7V1)

q. Joint Planning Orientation Course (JPOC) (On-site), Armed Forces Staff College, Norfolk, VA. (SSC: None)

r. Joint Operation Planning and Execution System (JOPES) Course, U.S. Transportation Command, Scott AFB, IL. (SSC: L2J)

s. Transportation Officers Advanced Course (TOAC), U.S. Army Transportation School, Fort Eustis, VA. (SSC: E1L)

1. The following is a list of formal schools for enlisted personnel, MOS's 0411, 0431, 0451, 0481 and 0491. See the attached Logistics Enlisted Career Structure Chart.

Note: The Course Identifier (CID) and/or Service School Code (SSC) is listed after each course. The first three characters of the CID represents the school's sponsor (1st character) (A = Army, F = Air Force, M = Marine Corps, and N = Navy) and school's location (2d and 3d character). The next three characters(4th/5th/6th) (underlined> represent the Service School Code (SSC). The last character (7th) is for HQMC use only.

a. Basic Marine Corps Integrated Maintenance Management System (MIMMS) Course, Expeditionary Warfare Training Group (LFTCLANT), NAB Little Creek, Norfolk, VA. (CID: M11LAD1)

b. Basic Logistics/Embarkation Specialist Course, Landing Force Training Command, Atlantic (LFTCLANT), Logistic Operations School MCSSS, Camp Lejeune North Carolina (CID's: M1104H1 - LFTCLANT)

- c. Air Mobility Command (AMC) Affiliation Training "Load Planner's Course" via Affiliated AMC Tanker and Airlift Control Element (TALCE) (On-site). (SSC: M9T)
- d. Air Mobility Command (AMC) Affiliation Training "Equipment Preparation Course" via Affiliated AMC Tanker and Airlift Control Element (TALCE) (On-site) (SSC: None)
- e. Parachute Riggers Course, U.S. Army Quartermaster School, Fort Lee, VA. (CID: A1471H1) f. Airborne Course, U.S. Army Infantry School, Fort Benning, GA. (CID: A030CG1)
- f. Airborne Course, U.S. Army Infantry School, Fort Benning, GA. (CID: A030CG1)
- g. Basic Landing Support Specialist Course, Marine Corps Engineer School, Camp Lejeune, NC. (CID: M0313I2)
- h. Air Movement Planning Course, Landing Force Training Command, Pacific (LFTCPAC) (Resident/On-site), NAB Coronado, San Diego, CA. (SSC: 680)
- i. Team Embarkation Officer/Assistant Course, Landing Force Training Command, Atlantic (LFTCLANT), NAB Little Creek, Norfolk, VA and Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (CID's: M110DI1 - LFTCLANT and M120DI1 - LFTCPAC)
- j. Transportation and Stowage of Hazardous Material Course (Resident/On-site) (Initial/Recertification), Navy Transportation Management School, Oakland, CA. (CID: N17C081 - Initial and N17TNF1 - Recertification)
- k. Defense Packaging of Hazardous Material for Transportation Course (Resident/On-site) (Initial/Refresher), School of Military Packaging Technology (SMPT), Aberdeen, MD. (CID's: A01C042 - Initial and A01SBM2 - Refresher)
- l. Airlift of Hazardous Material Course (Resident/On-site) (Initial/Refresher), Lackland AFB, TX. (CID's: F06BG71 - Initial and None - Refresher)[Course previously at Sheppard AFB, TX (CID: F03BG71)]

- m. Airdrop Load Inspector Certification Course (ALIC), U. S. Quartermaster School, Ft Lee, VA. (CID/SSC: None)
  
- n. Landing Support Supervisors Course Marine Corps Engineer School, Camp Lejeune, NC. (CID: M03M362)
  
- o. Maintenance Managers Course, Landing Force Training Command, Atlantic (LFTCLANT), Logistics Operations Schools MCSSS, Camp Lejeune North Carolina. (CID: M11LAM1)
  
- p. Surface Deployment Planning Course, Joint Strategic Deployment Training Center, Fort Eustis, VA. (CID: A08M7T1)
  
- q. Air Deployment Planning Course, Joint Strategic Deployment Training Center, Fort Eustis, VA. (CID: A08M7U1)
  
- r. Shiploading and Stowage Course, Navy Transportation Management School, Oakland, CA. (CID: N17LAH1)
  
- s. Joint Planning Orientation Course (JPOC) (On-site), Armed Forces Staff College, Norfolk, VA (SSC: None)
  
- t. Joint Operation Planning and Execution System (JOPES) Course, U.S. Transportation Command, Scott AFB, IL. (SSC: L2J)
  
- u. Embarkation Officer/SNCO Course, Landing Force Training Command, Atlantic (LFTCLANT), Logistics Operations Schools MCSSS, Camp Lejeune North Carolina. (CID: M11LAM1)
  
- v. Landing Force Staff Planning Course - MAGTF, Landing Force Training Command, Atlantic (LFTCLANT), NAB Little Creek, Norfolk, VA. (CID: M11M2T1)

w. Landing Force Combat Service Support Staff Planning (MEB Level MAGTF) Course, Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (CID: M120D71)

x. Amphibious Readiness Group/Marine Expeditionary Unit (ARG/MEU) Staff Planning Course, Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA. (SSC: None)

y. Maritime Prepositioned Force (MPF) Staff Planning Course, Landing Force Training Command, Pacific (LFTCPAC), NAB Coronado, San Diego, CA and Expeditionary Warfare Training Group (LFTCLANT), NAB Little Creek, Norfolk, VA. (SSC: None)

z. Combat Service Support Chief Course, Landing Force Training Command, Atlantic (LFTCLANT), Logistics Operations Schools MSSS, Camp Lejeune North Carolina

aa. Strategic Deployment Planning Course, Joint Strategic Deployment Training Center, Fort Eustis, VA. ((CID: A08M7V1)

bb. Ocean Transportation and Marine Terminal Operations Course, Navy Transportation Management School, Oakland, CA. (CID: N17LAG1)

cc. Air Mobility School (AMS), Scott AFB, IL. (CID: A093161)