Job Aid: Transportation Plan

# Procedures for Transporting Special Access Program (SAP) Material Short

## What you should include in a transportation plan

Although there is not a standard DoD template for transportation plans, you may wish to include the information outlined in the table below in your plan.

| PLAN COMPONENT | DESCRIPTION |
|---|---|
| **Purpose/Mission Statement** | State why the asset requires transport. <br> ***Examples:*** *repair of program assets or equipment; testing, deployment, repair, storage or disposal of program assets or equipment; relocation of program* |
| **Method of transportation** | Indicate how the asset will be transported. <br> • Company <br> • Driver(s) <br> • Cost <br> • Permits <br> • Inspection stations <br> ***Examples:*** *military or commercial plane, train, truck, or ship* |
| **Origin and destination** | List the locations where the asset is located and where it will be transported; include full street addresses. |
| **Points of contact (POCs)** | Name the POCs whom anyone involved in the movement should call in the event the transport is delayed due to breakdown, accident, incident, or other emergency. POC list should include: <br> • Names <br> • Roles <br> • Phone numbers |
| **Asset specifications** | Describe the specifications of the asset as well as the specifications after the asset is packaged for transport. Specifications include: <br> • Dimensions <br> • Weight <br> • HAZMAT requirements (fuels, explosives, i.e. class #) |

| PLAN COMPONENT | DESCRIPTION |
|---|---|
| **Coordination of movement** | Outline where and when the asset will be at each point before, during, and after transport, and identify what the points are and who the POCs are in the continuous chain of custody. This outline should include:<br><br>• Dates and times<br>• Locations<br>• POCs |
| **Logistics** | Document the logistics required to move the asset. Logistics should include the following:<br><br>• Additional equipment needed (cranes, forklifts, etc.)<br>• Manpower and special support equipment for packaging and shipping<br>• Computer and database support<br>• Special safety considerations<br>• Permits<br>• Federal, state, local law requirements<br>• Fuel requirements<br>• Overnight protection/storage<br>• Routes/maps<br>    o Primary and alternate routes<br>    o Physical limitations of routes<br>    o Checkpoints and rest stops |
| **Liaisons** | Indicate which federal, state, or local agencies will be involved with this transport, if applicable. |
| **Contingencies** | Record the backup plans or contingencies for the transport when the movement doesn't occur as planned. Contingency planning should account for the following situations:<br><br>• Equipment malfunction<br>• Accident<br>• Illness<br>• Airport vulnerabilities<br>• Weather<br>• Natural disasters<br>• Courier errors<br>• Change in transportation method |

| PLAN COMPONENT | DESCRIPTION |
|---|---|
| **Appendices, as needed** | Include appendices to the transportation plan, as necessary, to cover areas such as physical security, operations security, emergency procedures, communications, etc. |
| | Appendices may include any additional information relevant to the movement, such as: |
| | • Schedule of couriers/drivers/escorts |
| | • Maps of routes |
| | • Drawings |
| | • POC information |
| | • Shipping checklist |
| | • Special Instructions |
| | • Courier/escort Information |
| | • Remarks |
| | ***Example:*** Proper security procedures shall be adhered to at all times. All personnel will be cognizant of OPSEC requirements in order to minimize external indicators. The Program Security Officer (PSO) and the program Logistics Manager must be informed immediately of any and all movement plan deviations or anomalies. The PSO and Logistics Manager will conduct a pre-departure brief to teams two hours prior. |

## Who must approve a transportation plan

The Program Security Officer (PSO) must approve the transportation plan. This approval must be obtained at least 30 days prior to movement, if possible.

## Transportation plan template

Although there is no mandated transportation plan template for DoD use, below is a sample template you may use and customize for your needs. Please consult your Program Security Officer (PSO) for guidance on the use of this transportation plan template.

# TRANSPORTATION PLAN
## For

**PROGRAM:** _____
### (X//SAR-XXX)


**DATE:** _____


**SUBMITTED BY:**
**Signature Block**

| APPROVED BY: |
| **Signature Block** |

_____     _____

**Signature**                                                    **Signature**

**Date:** _____     **Date:** _____

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**Classified By:** _____

**Derived from:** _____

**Declassify on:** _____

**Authority: File Series Exemption dated 30 March 2005**

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# TABLE OF CONTENTS ( )

**1. ( ) To** (PSO)**:**

**2. ( ) From** (You)**:**

**3. ( ) Subject:**

**4. ( ) Date:**

**5. ( ) Mission Statement:** The purpose of the mission statement is to define the procedures of this transportation plan. One of the sentences should answer the question why (i.e., the need for this movement is to _____). Remember, the chain-of-custody of your assets is vital to mission success so the asset is not compromised.

**6. ( ) Pre-movement:** This is a detailed explanation prior to moving the assets(s) (note, this list below is not all inclusive)

 **a. Security**

 **b. Size and description of item(s) to move**

 **c. Current location of item(s)**

**d. Item(s) to be packaged**

        **1. Who**

        **2. What**

        **3. Where**

        **4. When**

        **5. How**

**e. Mode of transportation**

        **1. Company**

        **2. Driver(s)**

        **3. Cost**

        **4. Permits**

        **5. Inspection stations**

**f. Logistics**

**7. ( ) Movement:** These are detailed instructions on route(s), escorts, etc. (note, this list is not all inclusive).

**8. ( ) Contingencies**

**9. ( ) Physical Security, Operations Security, Emergency Procedures, Communication** (note, this list is not all inclusive).

*Note: Include the appendices that your transportation plan requires.*

( ) **APPENDIX A – SHIPMENT CHECKLIST**

## ( ) APPENDIX B – SPECIFIC ROUTE INFORMATION

(Turn-by turn route description)

**( ) APPENDIX C – MAP(s)**

## ( ) APPENDIX D- CONTACT INFORMATION

**( ) APPENDIX E – SPECIAL INSTRUCTIONS**

## ( ) APPENDIX F - COURIER(s)/ ESCORT(s) INFORMATION

## ( ) APPENDIX ?
(What else you consider important; add additional appendices as needed.)