APPENDIX F

SEALIFT AND AIRLIFT FORECASTING

A. PURPOSE

This appendix establishes procedures for submission of peacetime sealift transportation movement requirements. It assigns responsibilities and prescribes procedures for determining and submitting dry cargo requirements for ocean transportation and for preparing and distributing necessary reports.

B. SCOPE

All ocean cargo authorized for movement in the Defense Transportation System (DTS) during peacetime and eligible to use common user-arranged lift, including Privately-Owned Vehicles (POVs) and all codes of Household Goods (HHG), is subject to the provisions of this Regulation and will be reported to the United States Transportation Command (USTRANSCOM). Wartime and contingency requirements are excluded and will be handled in accordance with Chairman of the Joint Chiefs of Staff Manual 3122.01A, Joint Operation Planning and Execution System Volume I, Planning Policies and Procedures.

C. SUBMISSION REQUIREMENTS

1. The Services, Defense Logistics Agency (DLA), Defense Commissary Agency (DeCA), Army and Air Force Exchange Service (AAFES), and other DOD Agencies are required to submit long-range forecasts for surface cargo movement requirements. Service/Agency billpayers are responsible for the annual Transportation Workload Forecast (TWF) submissions. Shipper, receivers, and theater commanders will support them in this process.

2. Military Surface Deployment and Distribution Command (SDDC) Operations negotiates contracts for liner container and breakbulk service. The Military Sealift Command (MSC) provides support for most exercises, ammunition, and shipments not within the capability of liner carriers.

3. NLT 2 January each year, USTRANSCOM will provide the Services, DLA, DeCA, AAFES, and other DOD Agencies, in spreadsheet format, data depicting the previous Fiscal Year (FY) historic movement data. TWF data will be reported by the nearest Measurement Ton (MTON), by commodity, by Service and/or Agency, and by Unified Command Commanders.

4. The Services, DLA, DeCA, AAFES, and other DOD Agencies will review the TWF historic data and adjust as required based on known existing transportation workload. The adjusted TWF historic data becomes the Services, DLA, DeCA, AAFES, and other DOD Agencies forecasts and is returned to USTRANSCOM via Electronic Mail (e-mail). The steps in the long-range TWF process are detailed below:

    a. NLT 15 November, USTRANSCOM initiates the annual long-range surface cargo forecasting process. They task SDDC Operations and MSC Sealift Program (PM5) to review historic movement data from the previous FY and develop in forecast format, actual movement data in MTONs, by commodity, by month, by Service/Agency, and by theater commanders. USTRANSCOM notifies the Services/Agencies by message and/or e-mail that the process is starting and advises them of significant suspense dates. USTRANSCOM also advises PM5 of forecasting process initiation.

b. Upon receipt of USTRANSCOM tasking, SDDC Operations and PM5 pull and review previous FY historic movement data from the Requirements Forecasting and Rate Analysis Module and PM5 from internal cargo movement data tables. PM5 and SDDC Operations format in MTONs, by commodity group, origin and destination trade area, Service/Agency, and theater commanders in a forecast spreadsheet and transmit the data to USTRANSCOM - not later than 15 December. This becomes the baseline for initiation of the forecasting process.

c. Upon receipt of data from MSC and SDDC, USTRANSCOM prepares data in forecast format. NLT 2 January, USTRANSCOM forwards the USTRANSCOM forecast (historic movement data) to the Services, DLA, DeCA, AAFES, theater commanders and other DOD Agencies.

d. NLT 15 January, the Services, DLA, DeCA, AAFES, and other DOD Agencies, return their forecast to USTRANSCOM via e-mail in the same format as described in C.4.a above. This is their best estimate of requirements for the next FY, next FY + 1, and next FY + 2. It is based on USTRANSCOM actual historic movement data adjusted by the Services/Agencies forecasters for known changes to transportation workload requirements. Forecast format is at Figure F-1.

e. USTRANSCOM reviews the Services/Agencies Forecasts and prepares for the TWF Conference. USTRANSCOM reviews the forecast submitted by the Services, DLA, DeCA, AAFES, and other DOD Agencies, comparing to the USTRANSCOM historic movement data. The purpose of this review is to note any apparent gross discrepancies.

f. NLT the first week in February, USTRANSCOM hosts and chairs the TWF Conference. The purpose of this conference is to bring together the providers of lift Transportation Component Commands (TCCs) with the customers of the DTS (Services, DLA, DeCA, AAFES, theater commanders, and other DOD Agencies), to resolve any forecast issues and produce a final TWF.

g. Following the TWF Conference, USTRANSCOM produces the final TWF and sends it to the Services, DLA, DeCA, AAFES, and other DOD Agencies for formal coordination and approval. This will occur NLT 15 February.

h. The forecasting Point of Contact (POC) within each Service and Agency receives the final TWF, coordinates, and gets final approval. The approved forecast will be released by a General Officer (GO)/Flag Officer (FO)/Senior Executive Service (SES)-level executive in the chain of command. The approved forecast is released back to USTRANSCOM NLT 15 March.

i. Upon receipt of the approved forecast from Services/Agencies, USTRANSCOM releases the forecast to SDDC and MSC for financial and operational use. This must occur NLT 1 April.

5. Liner contracts require additional detail to support development of the work statement. SDDC will determine schedules for submitting the supplemental information. Normally, the process of collecting requirements for liner contracts or agreements begins at least eight months prior to the effective date of the new contract/agreement cycle. SDDC will present its schedule for upcoming ocean transportation contracting actions. This will include timelines for submitting contract-level forecasts. Based on the effective date of each contract/agreement, SDDC will notify DOD Components and other DOD Agencies of time frames for submitting additional information

together with any reporting guidance unique to the specific contract/agreement. Consolidated requirements will be presented for review and approval at the annual Transportation Workload Conference (TWC) hosted by USTRANSCOM. The TWC provides a forum for shippers to address future contractual requirements, as well as remedies to performance and operational problems.

D. USE OF FORECAST INFORMATION

1. LINER CONTRACTS. Cargo forecasts become elements of the Statement of Work for transportation contracts. Forecasting at a more detailed level may be required to quantify contract requirements. Additional data not contained in the TWF may be required to support these requirements.

2. MSC-CONTROLLED/CHARTERED VESSELS. Where scheduled commercial service is determined to be inadequate or unavailable to meet DOD forecasted requirements, or a military controlled vessel is required, SDDC will pass these requirements to MSC for special negotiations or assignment of controlled assets. MSC will determine the best contractual approach to meet these lift requirements. Assignment of controlled vessels will be consistent with the policy prescribed by this regulation.

3. FISCAL OPERATIONS. SDDC and MSC require forecast information to support their respective budgeting processes. This information provides the basis for determining the level of billing rates necessary to cover anticipated expenses. As mutually agreed between SDDC and MSC, procedures will be established to ensure that forecast information is made available for the budgeting process consistent with the timelines prescribed for this operation.

4. HHG AND POV. Forecasts provided in the TWF will support the acquisition processes for these programs.

E. PERFORMANCE REPORTS

SDDC and MSC will assess the accuracy of forecasts and provide reporting activities with periodic assessments comparing actual versus forecast performance. Both MSC and SDDC will prepare the format and frequency of their own reports, which will be developed in coordination with the reporting activities to ensure that they have value in improving the accuracy of forecast information.

F. AIR CARGO FORECAST SUBMISSION REQUIREMENTS

1. The Services, DLA, and DeCA are required to submit both short- and long-range forecasts for air cargo movement requirements. USTRANSCOM is the TWF process owner. They initiate the long-range TWF process NLT 15 November. By the 15th of each month, USTRANSCOM receives a short-range forecast revising, as required, the movement requirements for the operating month 110 days out.

2. NLT 2 January each year, USTRANSCOM will provide the Services, DLA, and DeCA via e-mail in a formatted spreadsheet (see Figure F-2) depicting the previous FY historic movement data. TWF data will be reported by nearest short ton, by month, for those channels listed in the Air Mobility Command (AMC) Sequence Listing for Channel Traffic.

3. The Services, DLA, and DeCA review the TWF historic data and adjust as required based on known existing transportation workload. The adjusted TWF historic data, which becomes the

Services, DLA, and DeCA's forecasts, is then returned to USTRANSCOM via e-mail. The steps in the long-range TWF process are detailed below:

a. NLT 15 November, USTRANSCOM initiates the annual long-range air channel forecast. They task the AMC 618th Tanker Airlift Control Center (TACC)/Global Channel Development and Analysis Branch (XOGD) and AMC/Financial Management Analysis Transportation Branch (FMAT) to review actual movement/billing data from the previous FY. At the same time, USTRANSCOM notifies the Services, DLA, and DeCA by message and/or e-mail that the process is starting and advises them of significant suspense dates.

b. USTRANSCOM, using the Global Air Transportation Execution System (GATES) data, inputs previous FY historic movement data into a spreadsheet formatted by short tons, by channel, by month, and by Services, DLA, and DeCA. USTRANSCOM e-mails this spreadsheet to AMC 618th TACC/XOGD and AMC/FMAT to review and reconcile any data conflicts. AMC 618th TACC/XOGD and AMC/FMAT coordinate any changes to historic movement data with USTRANSCOM.

c. NLT 15 December, USTRANSCOM resolves with AMC 618th TACC/XOG and AMC/FMAT any data discrepancies and prepares an initial forecast based on previous FY historic movement data. NLT the first duty day in January, USTRANSCOM e-mails an initial forecast to the Services, DLA, and DeCA. AMC 618th TACC/XOG and AMC/FMAT also receive the initial forecast via e-mail.

d. NLT 15 January, the Services, DLA, and DeCA return their forecast to USTRANSCOM via e-mail in the same format as described in Paragraph 2 above. This is their best estimate of requirements for next FY, next FY + 1, and next FY + 2. It is based on the USTRANSCOM actual historic movement data adjusted by the Services/Agencies forecasters for known changes to transportation workload requirements.

e. USTRANSCOM reviews the forecast submitted by the Services, DLA, and DeCA comparing it to the USTRANSCOM forecast. The purpose of this review is to note any apparent discrepancies. USTRANSCOM also finalizes preparations for the TWF Conference.

f. NLT first week of February, USTRANSCOM hosts and chairs the TWF Conference. The purpose of this conference is to bring together the providers of lift (TCCs) with the customers of the Services, DLA, and DeCA to resolve any forecast issues and produce a final TWF.

g. Following the TWF Conference, USTRANSCOM produces the final air channel TWF and sends to the Services, DLA, and DeCA for formal coordination and approval. This will occur NLT 15 February.

h. The forecasting POC within each Service and Agency receives the final TWF, coordinates and gets final approval. A GO/FO/SES-level executive in the chain of command will release the approved forecast. The approved forecast is released back to USTRANSCOM NLT 15 March.

i. Upon receipt of approved forecast from the Services, DLA, and DeCA, USTRANSCOM releases the forecast to AMC 618th TACC/XOGD for operational use and to AMC/FMAT for financial use. The final approved air channel TWF must be available NLT 1 April.

4. A short-range TWF is submitted monthly by each Service and DLA. They will be e-mailed to USTRANSCOM NLT the 15th of each month. They cover the operating month approximately 110 days out. For example, the short-range forecast for June would be submitted NLT 15 February. The short-range forecast is by channel, by short tons, by cargo, by HHG, by baggage, and by mail. Although not required, if requirements for oversize, outsize, and hazardous are known, they should be submitted as well. Figure F-3 is a recommended format.

G. DISTRIBUTION OF REPORTS

Each month, AMC 618th TACC/XOGD sends a Movement Versus Forecast and Worldwide Movement report to each Service, DLA, and DeCA. The Movement Versus Forecast report provides actual accumulative movement in tons of cargo, mail, and hold baggage compared to the Services' forecasted tonnage. The Worldwide Movement report shows actual cumulative movement of originating cargo, mail, HHG, and hold baggage from all Aerial Ports of Debarkation (APODs).

H. WARTIME REQUIREMENTS

1. During a contingency or war, when notified by USTRANSCOM, the following additional cargo categories will be broken out. This breakout may be limited to specific channels.

   a. OUTSIZE CARGO. In reporting airlift requirements, report outsize cargo when known; this is a single item of cargo, too large for palletization or containerization, which exceeds 1000 inches long by 117 inches wide by 105 inches high. Requires transport by sea or use of a C-5 or C-17 aircraft for transport by air.

   b. OVERSIZE CARGO. Report oversize cargo when known; this is cargo that exceeds 108 inches long by 88 inches wide by 96 inches high in any dimension (dimensions of the standard 463L pallet).

   c. HAZARDOUS CARGO. Report hazardous cargo, when known. This is cargo containing any material that is an oxidizing agent or whose properties make it flammable; that is corrosive, combustible, explosive, toxic, or radioactive; or that has magnetic qualities strong enough to cause appreciable deviations to compass-sensing or other navigational devices of an aircraft.

I. JOINT CHIEFS OF STAFF (JCS) REQUIREMENTS

1. The commander of a unified or specified command sends requirements for a JCS-directed or JCS-coordinated exercise directly to USTRANSCOM under procedures established by the JCS. All requirements submitted to USTRANSCOM for the types of cargo listed below are generally reported by one of the Services or DLA, even though the Agency, office, or activity directly served and the sources of funding the airlift vary.

   a. **ARMY AND AIR FORCE MAIL**. The Army reports these requirements.

   b. **NAVY AND MARINE CORPS MAIL**. The Navy reports these requirements.

   c. **AAFES**. The Army reports these cargo requirements.

   d. **OTHER AGENCIES, OFFICES, OR ACTIVITIES**. These cargo requirements are usually reported by the Air Force or as assigned by the Office of the Secretary of Defense or JCS.

Reporting Agency	Program	Origin Country	Origin Traffic Area	Destination Country	Dest Traffic Area	Commodity	Mode	MTONs Year 1	FEU Year 1	MTONs Year 2	FEU Year 2	MTONs Year 3	FEU Year 3
Reporting agency	Billpayer												
Program	Major program. (e.g., Troop support, exercise, Security Assistance Program, Humanitarian assistance)												
Origin country	Country where shipment originates. May not be same as the origin traffic area.												
Origin Traffic area	Area where Port of Embarkation is located.												
Destination Country	Country where shipment is delivered. May not be same as the destination traffic area.												
Destination Traffic Area	Area where Port of Debarkation is located.												
Commodity	Major commodity grouping, to include POV, HHG, General cargo, Reefer, Military Vehicles, Container, or Breakbulk.												
Sealift Mode	Container or breakbulk.												
MTONs Year 1	Forecasted MTONs.												
FEU Year 1	Forecasted number of Forty foot Equivalent Units (FEU). Blank if breakbulk mode.												
Shipments that require transshipment, such as Diego Garcia, will only be reported once. Do not report origin to transshipment port and transshipment port to destination as separate shipments.													

Figure F-1. Format for Submitting Long-Range Surface Cargo Forecast

SERVICE/AGENCY NEXT FY													
CHANNEL		1ST QTR FY SHORT TONS			2d QTR FY SHORT TONS			3d QTR FY SHORT TONS			4th QTR FY SHORT TONS		
APOE	APOD	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CHS	ASU												
	BGI												
	BOG												

SERVICE/AGENCY NEXT FY PLUS ONE and FY PLUS TWO													
CHANNEL		1ST QTR FY SHORT TONS			2d QTR FY SHORT TONS			3d QTR FY SHORT TONS			4th QTR FY SHORT TONS		
APOE	APOD	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CHS	ASU												
	BGI												
	BOG												

Figure F-2. Format for Submitting Long-Range Airlift Requirements

SERVICE/DLA SHORT-RANGE FORECAST (SUBMITTED 110 DAYS PRIOR TO OPERATING MONTH) FOR EXAMPLE: OPERATING MONTH OF JUNE IS SUBMITTED NLT 15 FEBRUARY									
CHANNEL		CARGO	HHG	BAGGAGE	MAIL	OVER SIZE	OUT SIZE	HAZMAT	
CHS	ASU								
	BGI								
	BOG								

Figure F-3. Format for Submitting Short-Range Airlift Requirements