

## UNIT MOVEMENT SECTION DEPLOYMENT PROCESS CHECKLIST

PROCEDURES	YES	NO	N/A	REMARKS
When unit is notified of either a real world or training mission, UMO updates the Unit Deployment List (UDL). NOTE: Reserve or National Guard units need to bring a V3 file of their OEL or UDL from their Respective Base Support Installation. For assistance call the Unit Movement Section (UMS) (910) 396-9502/5510/3313. DSN: 236				
Unit will create a Unit Deployment List (UDL) for all real world and training missions. NOTE: Real world deployment, units must have a Unit Line Number (ULN).				
Questions concerning the "Deployment Process", contact the Movement Control Center at phone number (910) 396-6249 DSN: 236				
Once the UDL is validated by the commander, the UDL will be submitted to FORSCOM as a COMPASS report and an IBS Report to SDDC for Sea Movement. This applies only to real world deployments.				
Unit Movement Coordinator (UMC) will validate and sign unit container/pallet request once the UDL is completed.				
Does the unit require pallets and nets? If so, complete the memorandum request located on the ITO web site under the Unit Movement Section (UMS) and submit it to the UMS for verification and approval once the UDL is completed. Approved request is taken to the A/DACG to coordinate MHE/Truck support for delivery of pallets and nets. The A/DACG phone number is (910) 396-9911 DSN 236				
Does the unit require 20 foot containers? If so, go to the section on the ITO web site titled 'Unit Moves' and download the provided request memorandum. Upon completion of the UDL, complete the memorandum to request the same number of containers specified on the UDL and submit the memorandum to the UMS. Take the approved request to the Container Yard to coordinate for delivery of containers. The Container Yard phone number is (910) 396-3024 DSN 236				
Does the unit need to transport ammunition by air? If so, ammo can be brought to the A/DACG NET 12 hours prior to load time. The A/DACG will assist to ensure compliance with all regulations set forth in the DTR. Units will provide the guard force while the ammunition is stored at the A/DACG. A/DACG phone number is (910) 396-9911 DSN 236				
Does unit require assistance completing Air Load plans? If so, A/DACG personnel will provide the assistance needed to ensure the air load plans are complete and ready for Joint Inspection. A/DACG phone number is (910) 396-9911 DSN 236				
For rail movements, the unit Movement Officer (UMO) or Deployment Support Team (DST) is required to submit a Rail Load Plan to the Freight Section NLT 45 days prior to the Ready to Load Date (RLD). Freight Section (910) 396-3313, DSN: 236				
Does unit need to request a Special Airlift Assignment Mission (SAAM)? Call UMS (910) 396-5510/3313. DSN: 236				
Will Charter Air or bus be required? Call (910) 396-7105, DSN: 236				
Does vehicle/equipment require movement by convoy? Call the UMS (910) 396-5510/3313, DSN: 236				
Will commercial line haul be required? If so, call the Freight Section to order commercial trucks to move your equipment. (910) 396-3133/2037				
UMS will print Military Shipping Labels (MSL) no earlier than 48 hours prior to the scheduled date for the Central Loading Area Control Center (CLACC) vehicle inspection. Containers will be weighed during the CLACC inspection and labels will be printed immediately afterward. Call UMS (910) 396-5510/3313, DSN: 236.				
Radio Frequency Identification Tags (RF Tags) for in-transit visibility are provided to deploying units for all containers, pallets, and any special equipment designated by the commander. Call UMS (910) 396-5510/3313, DSN: 236				
The UMO is required to download a V3 file of his or her UDL prior to departing overseas. This process will eliminate the need to reconstruct a new UDL during the redeployment phase. Call UMS (910) 396-5510/3313, DSN: 236				