



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 4610.1

G-4

6 APR 2000

### STATION ORDER 4610.1

From: Commanding General  
To: Distribution List

Subj: MOVEMENT OF ORGANIZATIONAL MATERIAL BY COMMERCIAL CARRIER

Ref: (a) MCO P4600.14B

Encl: (1) Ground Transportation Request

1. Purpose. To provide information and guidelines to activities/tenant units aboard Marine Corps Air Station (MCAS) Miramar requiring commercial carrier services for organizational material.

2. Information. The Military Traffic Management Command (MTMC), Falls Church, Virginia, regulates the air, water and surface shipments of military supplies and equipment. The local regulatory compliance is charged to the Traffic Management Officer.

### 3. Action

a. Activities requiring shipment of organizational material via commercial transportation will direct all requests by official correspondence to the Traffic Management Officer. The following data will be included:

- (1) Requesting activity or participating unit's name(s).
  - (2) Receiving activity showing the correct address, building number and/or location, phone number and point of contact.
  - (3) Required delivery date (RDD) at exercise.
  - (4) Location of exercise site.
  - (5) Identity and characteristics of material to be shipped. Ensure that material offered for transportation are accurately and completely described on the Ground Transportation Request (GTR enclosure 1) for appropriate certification and placarding as required/regulated by the Department of Transportation (DOT).
- (a) Item nomenclature/description.
  - (b) Dimensions and weight.

6 APR 2000

(c) Material category -- dangerous articles, hazardous, sensitive and/or classified material (for example: dangerous articles -- flammable liquids, oxidizing materials, pyrotechnics, corrosive liquids, compressed gases).

(6) Transportation appropriation data to be charged.

b. Requests for shipment of organizational material must be received at the Shipping Office, in building K209, at least 10 working days prior to the requested shipment date.

c. The staging of organizational material will be accomplished as follows:

(1) Mobile Facility (MF) vans for units will identify their shipment pickup point on their GTRs for pickup by the commercial carrier.

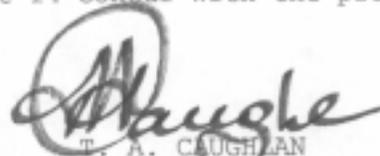
(2) Centrally stage palletized gear in one location at the requesting unit for preparation and loading incident to scheduled commercial carrier pickup.

(3) At least 24 hours prior to the scheduled pickup, MAG/tenant unit S-4s will:

(a) Conduct an on-site verification of staged material for completeness and proper assembly (i.e., containers are solid, secure and sound as well as properly identified).

(b) Notify the Shipping Office in writing when cancellation of commercial transportation is required.

4. Concurrence. The Commanding General, 3rd Marine Aircraft Wing and Commanding Officers, Marine Aircraft Group 46 and Combat Service Support Detachment 14 concur with the provisions of this order.

  
T. A. CAUGHLAN  
Chief of Staff

Distribution: A

StaO 4610.1

6 APR 2000

(LETTERHEAD)  
UNITED STATES MARINE CORPS  
Marine Corps Air Station

4610.1  
(Date)

From: (Your Unit)  
To: Director, Traffic Management Group (5KF3)  
Subj: GROUND TRANSPORTATION REQUEST (GTR)  
Encl: (1) Unit: GTR#:

1. It is requested that transportation be provided in support of enclosure (1).
2. Document number:
3. Point of contact at this command is

(Signature)

ENCLOSURE (1)

StaO 4610.1  
6 APR 2000

GROUND TRANSPORTATION REQUEST (GTR)

AA: SECTION: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_  
BB: GTR#: \_\_\_\_\_ SUBMIT DATE: \_\_\_\_\_  
CC: TACTICAL: \_\_\_\_\_ MVMNT DATE: \_\_\_\_\_  
DD: COMMERCIAL: \_\_\_\_\_

EE: NAME OF EXERCISE/UNIT DEPLOYMENT/DAILY SUPPORT

FF: FISCAL APPROPRIATION DATA:

GG: REQUESTER: RANK/NAME/UNIT PHONE#

HH: REPORT TO POC: RANK/NAME/BASE/BLDG#/DATE/TIME/PHONE#

II: DESTINATION: BASE/BLDG#/POC AT DEST PHONE#/DEL DATE

JJ: PAX W/WO LUGGAGE: AIR FORCE PALLETS/WAREHOUSE PALLETS

KK: GME TRAILERS: FLATBED/LOWBED/AIR RIDE/W/WO SIDES/DBL DROP

LL: TYPE OF CARGO: IF SENSITIVE SPECIFY (EXPLO, WEAPONS, AMMO, ETC)

MM: ITEM#/NOMENCLATURE/QTY/DIMENSION/TOTAL WT LBS/TYPE  
L X W X H

(1)

(2)

(3)

(4)

TYPE: S-Stackable B-Bonded A-Air Ride Total Wt \_\_\_\_\_  
Short Tons \_\_\_\_\_

NN: MHE IS LOCKED ON FOR ON-LOAD OF THE REQUESTED EQUIPMENT:  
YES/NO POC NAME:

OO: MHE IS LOCKED ON FOR OFF-LOAD OF THE REQUESTED EQUIPMENT:  
YES/NO POC NAME:

PP: I UNDERSTAND THAT I CANNOT ARRANGE OTHER MEANS OF TRANSPORTATION  
AFTER THIS REQUEST HAS BEEN SUBMITTED.

SIGN: \_\_\_\_\_

ESTIMATED NUMBER OF \_\_\_\_\_ TRACTOR TRAILERS: \_\_\_\_\_

ENCLOSURE (1)