



DEPARTMENT OF THE ARMY
PROJECT AND CONTRACTING OFFICE – IRAQ
APO AE 09316

11 Nov 05

MEMORANDUM FOR THE RECORD

Subject: Procedures for Completing and Submitting a Ground Transportation Request (GTR)

1. The threat environment in Iraq at this time is high. Attacks on personnel, infrastructure and convoys are common. The contractor must understand this situation and be willing to work within these constraints to provide optimum security. Materials and goods and moving into and throughout Iraq need to be tracked and positive control maintained at all times.
2. All convoy movements should comply with military registration policies. The process incorporates coordination with the Project and Contracting Office (PCO) Logistics Movement Coordination Center (LMCC). The submission of the GTR form for all movements of high value sensitive items or any convoy accompanied by security is required. Submission of a GTR enables the Military Subordinate Commands to have visibility of the registered convoys traveling through their respective battle spaces. The forms must be submitted to the LMCC at pcolmcc@pco-iraq.net 48 hours prior to requested convoy departure time.
3. The GTR form should be completed by the Requiring Organization who will schedule the movement or by the security representative conducting the security for the movement.
4. The following instructions will assist in completing the form:
 - a. Fill in the following fields which are self explanatory:
 1. Mission Number: An alpha numeric number generated by your company. Company name or initials followed by a sequential numbering as more missions occur. i.e. ABC-023; ABC-024.
 2. Security Unit: The name of the company who is conducting the movement, or providing security for the movement.
 3. Departure Location: Descriptive verbiage of departure location
 4. Departure Grid: A map identified grid zone designation with an 8 or 10 digit grid locations or GPS identified grid locations.
 5. Departure Date Time Group (DTG): Mission requested date, time group.
 6. Return Location: Location of end of mission.
 7. Estimated Arrival Date Time Group: Arrival DTG at the end of mission location.
 8. Security Convoy Commander: By name identification of the responsible individual.

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9. Security Commanders Phone: List all possible means of communication available to the security commander for communications with the LMCC.
 10. Proposed Route: Identify anticipated route usage.
 11. Number of Personnel Outbound: Identify total personnel and identify separately the number of security and cargo truck drivers. i.e. Total 25 (20 Security) (5 Cargo Truck Drivers).
 12. Vehicle Count Outbound Security: Number of security or security support vehicles going out on the convoy.
 13. Vehicle Count Outbound Cargo: Number of cargo or cargo support vehicles going out on the convoy.
 14. Number of Personnel Inbound: Identify total personnel and identify separately the number of security and cargo truck drivers. i.e. Total 25 (20 Security) (5 Cargo Truck Drivers).
 15. Vehicle Count Inbound Security: Number of security or security support vehicles with the convoy.
 16. Vehicle Count Inbound Cargo: Number of cargo or cargo support vehicles included in the convoy.
 17. Cargo Description: Description of the cargo in detail. If you are carrying ammunition and weapons please identify your cargo.
 18. Satellite Transponders: This is the unique antennae number assigned to the transponder. Enter the full transponder details.
5. It is highly recommended a mission manifest containing specific individual convoy member details to include name, nationality, blood type, seating plan, along with a vehicle description list of both security and cargo vehicles be prepared for transmission upon request to the LMCC. These details will assist first responders, should the need arise.
6. In order to provide the best level of visibility, convoys traveling with sensitive items need to use transponders. Transponders on security escort vehicles provide visibility on tracking screens located in the LMCC and in the military commands throughout Iraq. The combination of GTR registration and transponders provides the best opportunity for military assistance on the road and medevac if needed. Ideally, transponders used should provide a simple text messaging system that will allow vehicles to report operational status and location. Transponders must allow for updated vehicle position by Military Grid Reference System (MGRS), with a refresh precision of at least 1 report for every 5 minutes. Transponders must be compatible with the GDMS tapestry system which is viewable on the military system. Transponders must have a 'Plug and Play' capability meaning that these devices should be able to be plugged into the cigarette lighter and be able to be moved into and out of a vehicle in less than 30 minutes.
7. Military jurisdictions in several areas in Iraq require 48 hour advance notification for movement in their respective areas of responsibility. The GTR process provides that required notification, registration and visibility of logistic movement to military commanders.

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8. Non adherence to the GTR process has the potential for negative consequences, which could include denial of passage, and delayed response of military assistance due to a lack of visibility and anticipation of your convoy activity.

9. Special Instruction: Identify anything that needs explanation, such as escorting cargo vehicles only on inbound. Local road use in a specific area rather than MSR's.

10. Remarks: Anything of relevance that will assist PCO LMCC in processing your mission or facilitating response activity.

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Project and Contracting Office