This manual is for installation and unit movement coordinators, unit movement officers, convoy commanders, officers, and noncommissioned officers as guidance for planning, administration, and operation of convoys within the continental United States (CONUS). It conforms with ARs 55-29 and 55-162 and sets forth the procedures described in FORSCOM Regulation 55-1, implementing those functions associated with the convoy management system known as mobilization movement control (MOBCON). Also described are the functions and responsibilities of the state area command (STARC), the state movement control center (SMCC), the logistical support agencies (LSA), and the Office of Deputy Chief of Staff for Logistics (ODCSLOG), in their responsibility for the publication and distribution of the numbered armies in the continental United States (CONUSA) support directories and their relationship to the user in preparation for convoy movements. The procedures for MOBCON are applicable for all CONUS active Army, Army National Guard (ARNG), US Army Reserve (USAR) units, and all other Department of Defense (DOD) organizations involved in convoy operations.

Physical considerations for the preparation of convoys are described to ensure the maximum safety for personnel, vehicles, and cargo. Included are the requirements for preparing the drivers, communications, convoy organizational element lengths, vehicle and convoy identification, and highway discipline. When the procedures prescribed by this text conflict with local and/or state traffic laws, the local and state laws will apply.

The proposed target dates for implementing MOBCON as a total operational system is 2d QTR FY 91 for the ARNG and USAR units and FY 92 for the active DOD units.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

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# MILITARY CONVOY OPERATIONS IN THE CONTINENTAL UNITED STATES

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CHAPTER 2
CONVOY OPERATIONS PLANNING

CONVOY ORGANIZATION PLANNING
Small convoys of 20 vehicles or fewer can usually be sent out as one group. But, in planning any appreciable sized convoy, the basic requirement is to organize the given number of vehicles into manageable groups.

When operating within CONUS, a convoy should not exceed 60 minutes or battalion vehicle strength in length and will not exceed one hour pass time. Therefore, understanding time and distance factors is critical when planning a convoy. Figure 2-1 shows the relationship between distance factors and time factors.

Distance Factors
The following explains distance factors:

<table>
<thead>
<tr>
<th>Distance Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>The length of the roadway the convoy occupies, measured from the front bumper of the first vehicle to the rear bumper of the last vehicle.</td>
</tr>
<tr>
<td>Road space</td>
<td>The length of roadway occupied by a convoy or subgroup and any space added to the length that may be required for safety or to maintain flexibility. It is the sum of the lengths of the vehicles, the gaps between vehicles, the gaps between march elements, and the space allowed on the road to avoid conflict with leading and following traffic.</td>
</tr>
<tr>
<td>Gap</td>
<td>The distance between successive vehicles, called vehicle distance, or between elements of a convoy or successive convoys, called column gap. It is measured from the rear of one element to the front of the following element.</td>
</tr>
<tr>
<td>Lead</td>
<td>The linear spacing between the heads of elements in a convoy or between heads of successive vehicles, march units, or serials.</td>
</tr>
<tr>
<td>Road distance</td>
<td>The distance from point to point by road.</td>
</tr>
<tr>
<td>Road clearance distance</td>
<td>The distance that the head of a convoy must travel for the entire convoy to clear a given section of the road. It is the sum of the convoy’s length and road distance.</td>
</tr>
</tbody>
</table>

Time Factors
The following describes time factors:

<table>
<thead>
<tr>
<th>Time Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time length</td>
<td>The time required for a convoy or a subgroup to pass a given point. It is also referred to as “pass time.”</td>
</tr>
<tr>
<td>Time space</td>
<td>The time consumed while a convoy or one of its subgroups proceeds past any point en route. It includes the time gaps between subordinate elements and additional time required for safety and for maintaining flexibility needed at the rear of the column.</td>
</tr>
<tr>
<td>Time gap</td>
<td>The period of time between successive vehicles or elements, measured from rear to front, as they move past any given point.</td>
</tr>
<tr>
<td>Time lead</td>
<td>The period of time between individual vehicles or element of a convoy, measured from head to head, as they pass a given point.</td>
</tr>
<tr>
<td>Time distance</td>
<td>The time required to move from one point to another at a given rate of march.</td>
</tr>
<tr>
<td>Road clearance time</td>
<td>The total time a convoy or an element needs to travel over and clear a section of road. Road clearance time equals time distance plus time length.</td>
</tr>
</tbody>
</table>

Convoy Organizational Elements
A convoy commander can better control a convoy if it is broken into smaller, more manageable groups. There are three organizational elements to a convoy. These elements are explained as follows:

March column. This is, for all practical purposes, the tommy itself. It is made up of all the vehicles proceeding in a single move over the same route. A small convoy will consist of only a march column, but for a larger convoy, the march column will be made up of two or more serials.
Figure 2-1. Distance and Time Factors.

Serial. The serial is a subdivision of the march column. It consists of elements of a march column (convoy) moving from one area over the same route at the same time. All the elements move to the same area and are grouped under a serial commander who is directly responsible to the convoy commander. Each serial is temporarily assigned an alphabetical, numerical, or other kind of designation. This kind of identification makes it easier to prepare movement graphs, issue instructions, and report progress. A serial maybe divided into two or more march units.

March unit. This is the smallest organized sub group of the convoy. It is used for command and control between rest halts where a serial cannot pass a route constriction point uninterrupted.

Convoy Functional Elements

All convoys, regardless of size, are made up of three functional elements--head, body, and trail. These elements are explained as follows [see Figure 2-3].

NOTE: To ensure the freedom of movement necessary to exercise proper control, the convoy commander has no prescribed place in the convoy.

Head. This is the first task vehicle of the convoy, it is marked with a blue flag or light and carries the subordinate commander known as the pacesetter.” The pacesetter rides in this vehicle and sets the pace in order to maintain the prescribed schedules and rates of march and leads the convoy on the proper route.

Main body. Following right behind the head (pacesetter) is the column’s main body. Since the main body is the largest part of the convoy, it can be subdivided into serials and march units for easier control and management.

Trail. The trail is the last element of a march column, consisting of maintenance and medical personnel. The trail officer is responsible for march discipline, breakdowns, straggling vehicles, and control at the scene of any accident.
involving his march unit until the arrival of civilian authorities. (He represents the convoy commander in those functions.) Assigned maintenance personnel repair and recover disabled vehicles. Trail party vehicles will display international orange safety flags and be fitted with a rotating amber warning light (RAWL) and a CCN. There is no static position for vehicles within the trail party. (Figure 2-4 shows equipment that can potentially be included in the trail.)

When developing convoy operation orders, the convoy commander will—

- Designate the serial/march unit commanders.
- Designate a pacesetter.
- Appoint a trail officer and a trail prey.

**NOTE:** The trail officer may also act as the claims officer.

- Ensure the installation’s staff judge advocate’s office briefs the individual assigned as claims officer.
- Instruct the trail party on how to evaluate disabled vehicles, what to do in the event of an accident, and what maintenance support is available along the route.

**NOTE:** For a convoy with no trail party, call the nearest installation for assistance.

### INTERNAL CONVOY ORGANIZATION

The placement of the vehicles in an organizational element of a tommy is determined by many factors. One of the major factors is the danger of rear-end collisions on modern expressways. To reduce the possibility of injury to personnel, place vehicles transporting troops in the first march unit of the main body of the convoy.

When empty trucks or trucks loaded with general cargo are available, use them as buffer vehicles between those transporting personnel and those loaded with hazardous cargo.

**WARNING**

Do not place troops in vehicles transporting flammable fuels or other hazardous cargoes.

Other factors to consider—

Position those vehicles that require the longest unloading time near the front of the main body of the tommy. This will shorten the turnaround time.

If the convoy consists of tractor-trailers, have one tractor or bobtail per 10 tractor-trailers to support the recovery section of the convoy.

The designated pacesetter is the first or leading task vehicle in each serial/march unit and is responsible for regulating the speed.

Vehicles transporting hazardous cargo should be placed in the last serial of the convoy but not in the trail party.
Convoy commanders can use the three-part checklist in Appendix E when conducting convoy operations. This checklist aids in identifying and completing all of the tasks required to plan, organize, and conduct a convoy operation.

CONVOY COMMANDER

Each convoy will be organized under the control of a convoy commander. Since the convoy commander must be free to supervise the movement of the convoy, there is no specified location for him in the convoy. The convoy commander should refrain from infiltrating through the convoy unless it is absolutely necessary for control. The convoy commander should have contact with all subordinate commanders during the movement. Maximum use will be made of radio communications.

SERIAL/MARCH UNIT COMMANDERS

Serial/march commanders are positioned where they can best control their convoy element. Although commanders may want to place themselves at the head of their units, it is not recommended because it will restrict their ability to control all of their vehicles. It is easier to control a unit from the rear. From this position, the commander will be aware of the condition of the vehicles that may fall out because of mechanical failure and are able to provide for the drivers and any troops or cargo that they may be transporting. They will also be able to take charge at the scene of an accident involving drivers under their supervision until traffic accident instigation personnel arrive. Should the march unit be held up, the commander will be able to move up to the source of trouble and make the necessary adjustments.

NOTE: Convoy, serial, and march unit commanders should avoid driving in the left-hand lane because the limited speed of military vehicles can easily cause them to become a hazard to faster moving civilian traffic.

PACESETTER

The convoy commander will designate a pacesetter for the convoy. The pacesetter is the first vehicle in the march column and is normally the slowest, heaviest vehicle in the march column, excluding oversize/overweight vehicles. The pacesetter will--

• Set and maintain the pace established by the convoy commander.

• Check the time at start points, critical points, checkpoints, and release points.

• Apprise the convoy commander of any obstacles or road hazards that confront the convoy (road blocks, washouts, or any other obstacle) and may cause a deviation from the established route.

• Control the convoy speed in preparation for exiting or entering highways and/or entering tunnels.

PREPARATION OF DRIVERS

The convoy commander, or his designate, ensures that--

• Drivers are aware of changes required by PERMITS prior to the convoy movement.

• Drivers and assistant drivers possess a valid Optional Form (OF) 346 (US Government Motor Vehicle operator’s Identification Card).
Only experienced drivers are selected to operate vehicles on public highways for convoy assignment, when possible. (This does not apply when a convoy is dispatched solely for driver training purposes.)

Personnel with limited driving experience practice their driving before going on an expressway. This enables drivers to adjust to expressway driving and correct errors pointed out by supervisory personnel.

Drivers have had 8 hours rest during the 12 hours before convoy departure time.

Convoy commanders also ensure that drivers are briefed thoroughly before the convoy departs. The following areas should be covered:

- Compliance with traffic signals.
- Policing rest halts.
- Route.
- Maximum and minimum speeds for segments of the route.
- Emergency halts.
- Obedience to civil and military police and traffic escorts.
- Location and time of rest and meal halts.
- Destination and use of strip maps.
- Entering and leaving expressways.

NOTE: Military vehicles do not have the right-of-way over civilian traffic except under prescheduled emergency moves cleared and coordinated with state officials and escorted by police authorities.

NOTE: To ensure an orderly movement, an established interval between vehicles must be maintained. These intervals are the time gaps between vehicles. A simple rule to use is the “4-second rule.” This will establish an interval of 4-seconds between vehicles in the convoy. This interval can be maintained regardless of the speed of the convoy, and it allows for the space between vehicles to be adjusted as the rate of march changes. This 4-second time interval can be estimated if the driver of each vehicle watches the vehicle in front of him. As that vehicle passes a point on the highway (a definite point such as a sign post or tree), the driver counts the number of seconds until he passes that same point. This will give the time interval. Based on this time interval, the driver can either increase speed or decrease speed as required.
Action to take if separated from the convoy.

Use of highway warning kits.

What to do if the vehicle breaks down.

Refueling procedures.

Phone numbers to call for medical and maintenance support and their locations along the route of march. All supervisory personnel must know this information.

Communications to be used during the road march, for instance, radio, visual signals, sign messages, and audio signals.

Avoidance of highway shoulders for halts except under emergency conditions.

Location and identification of destination including name and phone number of the point of contact.

Operation of headlights on low beam during the entire trip except when prohibited by local civil authorities.

Security.

ASSISTANT DRIVERS

If possible, assign an assistant driver to each vehicle in the convoy. The assistant drivers must have in their possession a valid OF 346 for the type of vehicle that they are assigned to in the convoy. In addition to sharing driving time, the assistant driver will:

- Relay signals from the convoy commander to following vehicles.
- Check route and highway markers to ensure that directions contained on the strip map are being followed.
- Assist the driver to ensure that the lanes are clear when changing lanes, entering or exiting expressway ramps, or passing slow moving traffic.
- Observe the person driving for symptoms of fatigue.
- Perform duties to assist in the smooth, safe operation of the vehicle.

NOTE: The assistant driver does not “sleep” in the cab—he is there to assist the driver. The use of an assistant driver DOES NOT double the amount of driving time for the convoy.

CONVOY COMMUNICATIONS

Convoy and march unit commanders and NCOICs must be able to effectively communicate with their subordinate leaders and vehicle drivers. To be effective, communications used during convoy operations must be well planned and understood by all personnel involved in the movement. Radio is the principle means of communications within a motor convoy. It allows for the rapid transmission of orders and messages between widely separated elements in a convoy. Plans for its use must be given in orders, in the unit SOP, and in the movement plan.

VISUAL COMMUNICATIONS

Sign messages may be written on a board and posted along the route or displayed by a guide in view of the oncoming vehicles. In the event of radio silence or for other reasons, the drivers or their assistants can use visual signals for convoy control (see Figure 2-5).

CIVILIAN POLICE TRAFFIC CONTROL

Obtain the assistance of civilian police whenever possible for all critical areas not on military reservations through which the convoy will pass. These areas include major intersections, entrances to and exits from expressways and main routes, densely populated and industrial areas, and entrances to and exits from rest halt areas. Request the installation provost marshall arrange for civilian police support in the immediate vicinity of the installation where the convoy originates. Request police support for more distant areas through the SMCC at the time the preplanned documentation (DA Forms 1265 and 1266) are submitted.

CAUTION

Instruct traffic guides that convoy drivers do not have priority over civilian traffic when not on a military reservation. And that they have NO authority to disregard traffic lights or other traffic devices on public roads.
Figure 2-5. Daytime/Nighttime Visual Hand Signals.
CONVOY IDENTIFICATION

Each convoy will be identified by its CCN. For ARNG and USAR convoys, the SMCC in whose state the convoy originates assigns the CCN at the time that they prepare the convoy clearance request. This number will identify the convoy during its entire movement. The CCN will be placed on both sides of each vehicle and, if possible, on the front and back of all the vehicles in the convoy as shown in Figure 2-6. The CCN will also be placed on the top of the hood of the lead and last vehicles of each march unit.

For both peacetime and mobilization/deployment, the CCN will be an eight digit, three-part figure that will consist of the two-letter abbreviation of the issuing state (for example, VA for Virginia, KS for Kansas, CA for California, and so forth), a five-digit control number, and a one-digit type-of-movement designator such as oversize, overweight, or hazardous cargo.

CCNs are assigned in sequence on an annual basis. The first digit of the control number is the last digit of the calendar year; the next four digits are the numerical sequence of the convoy. The types of movement designators are outsize/overweight vehicles - S; explosives - E, hazardous cargoes - H, and all other convoys - C. For example, the eighty-first convoy originating in the state of Virginia in 1990 and carrying general cargo will be assigned the convoy number VA-00081-C.

For active duty units, the ITO provides the CCN through TC-ACCIS. There are ten digits in the CCN. The first two digits identify the post from which the tommy originates, the next four digits are the Julian date; the next three digits are the sequence number followed by a single digit type of movement designator. For example, FE 0234039 C would be a convoy leaving from Fort Eustis on 22 August 1990, it is the 39th convoy of the day, and it is a regular convoy without any special requirements.

CONTROL VEHICLE IDENTIFICATION

The first task vehicle (pacesetter) in each element of the convoy must have on its front, directly below the windshield or in some other conspicuous location, a sign with 4-inch black reflective letters on a yellow background reading CONVOY FOLLOWS. The last vehicle of each convoy element, other than the control vehicle, will have on the rear a sign reading CONVOY AHEAD. CONVOY AHEAD signs are not on maintenance or medical vehicles unless that vehicle’s purpose is to represent the end of the convoy. The convoy signs will be prepared according to the specifications in Appendix F.

Mark each march unit of the convoy with flags 12 inches in height and 18 inches in length as follows:

![Figure 2-6. Placement of ARNG and USAR Convoy Clearance Number.](image)
The lead vehicle is fitted with a blue flag and the rear vehicle with a green flag—mount the flag on left front of the lead and trail vehicle, respectively, so that it is will not interfere with the vision of the driver or with any functional component of the vehicle (see Figure 2-7).

The vehicles of the convoy commander and the march unit commanders must carry on the left front bumper a white and black flag. This flag is divided diagonally from the lower left corner to the upper right corner with the upper left triangle white and the lower right triangle black.

Trail party vehicles will carry an international orange safety flag. State and local police or MP escort vehicles will not display convoy identification flags.

A rotating or M-degree flashing amber light will be used for cranes (wreckers), oversize or overweight vehicles, and for the first and last vehicles in a convoy. The lights will be on at all times when the convoy is operating outside a military installation.

Convoy identification flags are available through local supply channels:

- Leading vehicle flag
  NSN 8345-00-543-6912

- Trail party vehicle flag
  Leading vehicle flag
  NSN 8345-00-543-6912

- Last (rear) vehicle flag
  NSN 8345-00-543-6913

- Commander’s flag
  NSN 8345-00-543-6911

NOTE: There is a standard flagstaff attachment (NSN 8345-00-242-3650) that can be used for attaching the flags to the vehicles.

**SAFETY EQUIPMENT AND WARNING DEVICES**

While moving at night or during periods of reduced visibility, lead and rear convoy vehicles and those

---

**Figure 2-7. Flag Placement on a Vehicle.**
oversize and overweight vehicles separated from the main body will operate four-way flashers. While operating at night or during periods of reduced visibility, convoy vehicles will display L-shaped symbols composed of a vertical strip, 12 inches long and 2 inches wide, or red retroreflective paint, tape, or other reflective material placed at the lower corners of the vehicle's body (refer to AR 55-29). See Figure 2-8 and Appendix F for specifications.

NOTE: The reflective material should be a removable material so that the camouflage paint and combat readiness of the vehicle is not compromised.

Headlights of all vehicles moving in convoy or halted on road shoulders must be on low beam at all times except where prohibited by state or local ordinances. While halted on shoulders, vehicles equipped with emergency flasher systems must also have these lights operating.

The following safety equipment is needed:

Ž All vehicles will be equipped with an approved fire extinguisher suitable for putting out gasoline and electrical fires.

Ž All vehicles must carry an approved first aid kit.

Ž All vehicles must have no less than one set (pair) of tire chains when snow or ice conditions may be encountered.

Ž Buses with a seating capacity of nine or more passengers must be equipped with a hand axe.

Ž All convoy vehicles must be equipped with an approved highway warning kit shown [Figure 2-9]. In the event of an emergency, the placement of warning devices must be according to the paragraph in Chapter 3 titled HALTS DUE TO MECHANICAL FAILURE.

Ž Convoy emergency vehicles will be fitted with an amber strobe light.

Ž Road guides must wear high visibility devices such as a traffic MP ensemble consisting of a vest (NSN 8415-00-177-4974) and/or sleevelets (NSN 8415-00-144-5011). Baton flashlights must also be provided when the convoy operates during darkness or when visibility is reduced to 500 feet or less.

NOTE: Flags and signs are not required for convoys of five vehicles or less. They will still display the CCNs on their sides and on the top of the lead vehicle's hood.

LOGISTICAL SUPPORT

Logistical support of convoy movements is a command responsibility. Prior to any convoy operation, the convoy commander MUST establish the plan for the support of his convoy. The convoy commander is the POC for coordinating all en route support. During the actual movement, the Local Support Agency (LSA) ensures that any unplanned logistical support required by the moving unit is provided.

![Figure 2-8. Reflective L-Shaped Symbol.](image-url)
FINAL ACTIONS BEFORE DEPARTURE

Inspect all vehicles as they arrive in the convoy assembly area to ensure that they are in satisfactory condition. Notify units furnishing vehicles for a convoy as far in advance as possible. Advance notice will enable the units to thoroughly prepare the vehicles. Make on-the-spot corrections when possible. Check for—

- Mechanical condition, including brake system.
- Fuel, oil, and coolant levels.
- Serviceability of lights and horn.
- Tires (for serviceability and proper pressure).
- Availability of emergency equipment.
- Tire chains, when specified.
- Additional POL, when specified.

Police of vehicle cargo or passenger compartment.
Condition of driver.
Driver’s permit (OF 346) for authorization to operate assigned vehicle.
Driver’s individual equipment.

If deficiencies are detected that cannot be corrected on the spot, return the vehicle to the unit for replacement. No vehicle should be accepted in a “might make it” condition. After vehicles have been accepted for the convoy, they should be driven to the final assembly area for the CCN to be applied.

After vehicles and drivers have been inspected and the convoy is organized and ready to move out, assemble the personnel for a final briefing. Distribute strip maps to all drivers. Use an enlarged strip map (a blackboard drawing or other drawing) to explain details of the route. Conclude the briefing with a question and answer period.

Figure 2-9. Highway Warning Kit.
CHAPTER 3

CONVOY OPERATIONS

ENTERING CONVOY ROUTES

Depart the assembly area at the time given in the movement order. Use police support to reduce interference with other traffic and to ensure that the integrity of the convoy is maintained. Use the “close column formation” when moving from the assembly area to the main convoy route.

NOTE: If a civilian police escort is not available, military police or other military personnel providing escort service have no authority to instruct military drivers to disregard traffic control devices or signs.

Main convoy routes are usually characterized by heavy, fast-moving traffic. Entering these routes is a critical operation. But the risk can be reduced when civilian police assist by controlling civilian traffic.

Most expressways are equipped with entrance and exit ramps and acceleration and deceleration lanes which are designed to allow vehicles to enter and leave without interfering with other traffic. When used properly, these lanes greatly reduce the risk of traffic accidents and help in the movement of the convoy. The following instructions apply both to the initial point of entry to the expressway and the return to it from a rest halt area:

1. When possible, obtain civilian police assistance to direct convoy vehicles onto the expressway and to control civilian traffic. When civilian police are not present, use MP or other military personnel to signal military vehicles when it is safe to enter the expressway. Military traffic should not interfere with civilian traffic.

2. Before driving onto the entrance ramp, close up convoy vehicles to a maximum distance of 20 yards to reduce the time the entrance ramp is blocked to normal traffic. (see Figure 3-1) Upon reaching the acceleration lane, increase convoy speed to equal as closely as possible that of other traffic on the expressway. The maximum speed authorized for military vehicles on expressways is 50 mph. Military vehicles moving on controlled access highways will maintain the posted minimum speed or 40 mph if a minimum speed is not posted. Vehicles that cannot maintain the posted minimum speed will be routed over an alternate non-controlled access road. (refer to AR 55-162) Do not exceed the minimum speed unless directed by the convoy commander. Under no circumstances will the posted maximum speed limit be exceeded.

3. Before moving into the traffic lane, the driver must ensure that lanes are clear of oncoming traffic before merging.

4. After entering the traffic lane, vehicle drivers should not immediately attempt to move to the prescribed distance for expressway convoy operations but continue for a distance equal to the road space of the column. Drivers should then gradually attain the distance between vehicles for expressway driving or as given by the operation order and the final briefing.

NOTE: Vehicles must not slow down or close up while in a traffic lane of the expressway.

DRIVING ON EXPRESSWAYS

Ensure that all vehicles remain in the right lane after the convoy has entered the expressway. Where the right lane is reserved for traffic turning off at the next exit ramp, the tommy should use the next adjacent lane. Drivers must be alert and prepared to slow down or take other evasive action to avoid vehicles entering the expressway from acceleration lanes.

If a vehicle develops mechanical trouble, the driver should turn on the appropriate turn signal to alert the vehicle behind him and move onto the shoulder of the road or into a parking area and wait for the arrival of the trail party. The remaining convoy vehicles should continue past the halted vehicle, leaving maintenance to be done by the trail party.

To avoid drowsiness or “highway hypnosis,” encourage drivers to drive with cab windows open, to shift body positions, and to get out of the cab and move about at rest halts.

### CAUTION

Instruct convoy vehicle drivers NOT to give “clearance signals” to civilian vehicle operators. Responsibility to determine safe passing conditions rests with the driver desiring to pass.
EXITING AN EXPRESSWAY

To exit an expressway, either to enter a rest area or to take another route, move vehicles to the deceleration lane at the earliest opportunity and reduce speed to the exit ramp speed limit as shown in Figure 3-1.

REST AND MEAL HALTS ON CONVENTIONAL HIGHWAYS

Schedule rest halts so that the convoy will halt for 15 minutes at the end of the first hour of operation and 10 minutes every 2 hours thereafter. You can make minor adjustments to this schedule when a suitable area is not available at these time periods. On conventional highways with adequate off-shoulder parking space, rest and meal halts normally do not present a problem. However, take the following precautions:

Ž Do not select rest areas located in urban or heavily populated areas.
Ž Avoid areas on curves or reverse sides of hills.
Ž Leave enough room to allow the vehicles to park off the paved portion of the road and return to the road safely.
Ž Maintain a minimum distance of 3 feet between parked vehicles.
Ž Place warning kit devices at the head and tail of the column unless the vehicles are completely off the highway and shoulder. Leave the flashing warning lights in operation and the headlights on. Post a guard behind the trail party with proper warning devices to alert, but not direct, approaching traffic.
Ž Do not permit convoy personnel, with the exception of guards posted at the head and tail of each halted march element, on the traffic side of vehicles except to perform prescribed maintenance.
Ž Make sure drivers and assistant drivers perform prescribed at-halt maintenance and check the security of cargo. Deficiencies that cannot be corrected by the vehicle crew should be reported to the serial commander.
Ž Check drivers for illness and fatigue.
Ž Post guards at least 50 yards behind the last vehicle to warn traffic when departing a rest area. When police support is provided, this guard may not be required. Convoy vehicles should return to the highway as rapidly and safely as possible.

REST AND MEAL HALTS ON EXPRESSWAYS

Information on the location of rest areas and their truck parking capacities on expressways over which the convoy will move is available at your installation transportation office. The designated federal or state rest areas planned for convoy use should be entered in item 20 of DD Form 1265.

Figure 3-1. Entering and Exiting an Expressway.
Only emergency stopping is authorized on expressways. Official rest areas or parking areas may be used for scheduled halts of military convoys. On most expressways, these areas are located at 25- to 30-mile intervals. Normally, separate parking areas within the rest area are designated for truck and passenger car parking. Use the portion reserved for trucks. Ensure that there is space for other vehicles convoy vehicles should not occupy more than 50 percent of the truck parking space at anytime. If the number of trucks in a convoy will exceed 50 percent of the truck parking area, organize the column intoserials. Maintain a sufficient time gap betweenserials to allow one to clear a rest area before the following serial arrives. Or you may schedule convoy serials into different rest areas; however, this separatesserialsto such an extent that control is reduced.

Normally, acceleration lanes are provided at rest halt areas to facilitate merging of vehicles with other traffic. The same techniques are used when departing a rest area as when making an initial entry onto an expressway.

Meal halts on expressways require careful planning because of their longer duration. If the selected rest area cannot accommodate all of the convoy vehicles, you have a choice of four actions:

1. **Phase the convoy into a rest area in serials with enough time gap to allow the preceding serial to eat and clear before the arrival of the following serial.**
2. **Have all serials halt at approximately the same time but at different rest areas. However, this will necessitate excessive gaps between elements, thus reducing the commander’s control.**
3. **Use the leapfrog method by requiring the first serial to halt at a rest area while the second serial continues on to the next area, usually 25 to 30 miles ahead. By the time the first serial has completed its halt and arrived at the area where the second serial stopped, the second serial should be ready to join the column.**
4. **Depart from the expressway and use a previously selected area. This would allow all the personnel to make a meal halt at the same time.**

**REFUELING HALTS**

The majority of military vehicles can travel 300 miles without refueling. Since this exceeds the distance a convoy normally travels in one day, arrangements for mass refueling before reaching the overnight halt are unnecessary. Refuel those vehicles with limited range during the noon meal halt as well as during regular refueling halts.

**TOLL ROADS, BRIDGES, AND TUNNELS**

Assign a convoy representative to clear the convoy at the initial entrance to toll facilities and any intermediate points where tolls are collected. When possible, obtain toll tickets before the convoy departs from its point of origin. When this is not feasible, the convoy representative should arrive at the toll facility entrance sufficiently in advance to purchase tickets and arrange for the uninterrupted movement of the convoy through the toll facility.

**HALTS DUE TO MECHANICAL FAILURE**

A vehicle disabled because of mechanical failure should immediately be moved from the traffic lane to a location where it will not be a hazard to other traffic. If a breakdown occurs while driving on an expressway or highway, the driver should perform the following actions immediately:

1. **During the time that lights are required (sunset to sunrise) and when forward visibility is reduced to 500 feet or less, place a reflector either in the obstructed lane or on the shoulder of the road if the vehicle is on or over the shoulder. Place the reflector to face the traffic using that lane. Do this before any attempt is made to repair the vehicle. Place reflectors in the following order**
   - One reflector in the center of the lane of traffic occupied by the vehicle and not less than 40 paces (approximately 100 feet) from it in the direction of traffic approaching in that lane
   - One reflector on the traffic side of the vehicle, four paces (approximately 10 feet) to its rear facing the traffic in that lane
   - One reflector 40 paces from the vehicle in the opposite direction
   - If the vehicle is stopped within 300 feet of a curve, crest of a hill, or other obstruction to
Figure 3-2. Vehicle Stopped, Blocking Two Lanes.

view, the warning device in that direction should be placed so as to give ample warning to other users of the highway, but not less than 80 paces nor more than 120 paces from the vehicle (see Figure 3-3).

During the time lights are not required (normally sunrise to sunset), place red flags or reflectors with mounted flags at the distances prescribed for night. Since most warning kits contain only two flags, the reflector placed 10 feet behind the vehicle will not have a flag mounted on it. DO NOT use military personnel to warn drivers by manual flagging except where emergency warning devices do not give adequate warning to civilian traffic.

**ACCIDENT PROCEDURES**

In the event of an accident, you must make every effort to minimize its effects and keep the convoy moving. If an accident happens in your convoy--

- **Keep moving.** Only the vehicle immediately behind the vehicle should stop and render assistance.
- **Give first aid.** Give immediate attention to injuries according to FM 21-11.
- **Wait for assistance.** Do not move the damaged vehicle until an accident investigation has been completed by civilian police. Report any accident to civilian police according to AR 385-40.
- **Clear the traffic lane.** The crew of the affected vehicle should make every effort to clear the traffic lane as soon as possible. In case of injuries, the crew of the assisting vehicle may be required to move the damaged vehicle.

**Prepare report.** Whenever a military vehicle is involved in ANY accident, the driver will prepare a SF 91 (Operator’s Report of Motor Vehicle Accident). (See Appendix G.)

On-the-spot information will be recorded on the form by the operator involved. If the operator is unable to prepare the report at the scene of the accident, it will be prepared by anyone so directed. The report must be completed and delivered to the operator’s immediate supervisor as soon as possible for use in preparing DA Form 285 (Accident Investigation Report).

Whenever state or local regulations require submission of accident reports to their agency, the report will be submitted first to the appropriate claims officer for review to ensure that the rights of the United States government are not prejudiced by admission of liability.

It is essential that personnel be trained to obtain all vital information at the scene of the accident and to complete all entries on the form. Information will often be unavailable after witnesses have left or vehicles have been removed from the scene of an accident.

Each item of the report should be checked to make sure it gives a complete picture of facts leading to the accident and what occurred in the accident. If there is any question as to the validity of information obtained for the report, anotation should be made to this effect.

**NOTE:** When another driver is involved in the accident, his name should be obtained from his driver’s permit.

The first officer or noncommissioned officer to arrive at the scene of the accident will take charge by supervising emergency aid, directing military traffic, warning civilian traffic, and directing placement of warning devices until the trail officer arrives. The trail officer, aided by available medical and maintenance personnel, will supervise and direct care of the injured and disposition of the damaged vehicles. Further assistance
Vegetable accidents causing a fire or creating an electrical or fire hazard

Motor convoys travel mostly over highways in rural areas. Fire departments in these areas are widely scattered, and firefighting personnel may have to travel a long distance to respond to an emergency. This means that convoy control personnel will probably be the first to arrive at the scene of the accident and must be prepared to rescue endangered personnel, attempt to control the fire, or take steps to prevent a fire.

Vehicles accidents causing a fire or creating an electrical or fire hazard

If the accident results in a vehicle fire, convoy supervisory personnel will---

Halt the control vehicle a safe distance from the fire and direct the driver or other convoy personnel to notify the nearest fire department and police department, using the most expeditious means; for example, roadside emergency, service station, or private residence telephone. If radio communication is available, notify the convoy commander.
FM 55-312

Remove injured personnel from burning vehicles as quickly as possible, even when it means subjecting a person to further injury. Follow established first aid procedures in caring for the injured before attempting to control fire in unoccupied vehicles.

Keep spectators at a safe distance.

Attempt to extinguish the fire with the control vehicle extinguisher, extinguishers from other vehicles, or with sand or mud.

Or in the event of an accident involving a truck carrying either explosives or hazardous cargo, you must--

Approach cautiously. Resist the urge to rush in, you cannot help others until you know the hazards.

Move and keep people away from the scene.

Use the Emergency Response Guidebook (DOT 5800.4) as a guide.

Immediately notify all assisting agencies and personnel of the hazards involved.

Or if the accident results in a fire hazard, convoy supervisory personnel will---

Halt the control vehicle a safe distance from the accident and direct the driver or other convoy personnel to notify police and fire departments by the fastest means. When radio communication is available, notify the convoy commander.

Turn off the ignition and tights of the vehicles involved. Because of the possibility of sparks, do not remove battery cables unless absolutely necessary.

Remove injured personnel as soon as possible.

Keep spectators away from the area where flammable liquids are spilled or toxic fumes have accumulated.

Guard against smoking by spectators or cigarettes thrown from passing vehicles If personnel are available post guards to warn passing vehicle drivers of a fire hazard.

Notify nearby residents when spillage may place them in danger.

Or if the accident involves high-tension power lines, an extremely dangerous situation exists. The danger is even greater when the downed lines are touching a vehicle. Convoy supervisory personnel will--

Contact police immediately and explain the situation. The police will be able to contact power company personnel for emergency assistance more quickly than convoy personnel.

Keep spectators at least 100 feet from downed wires.

If wires are touching any of the vehicles involved, direct the occupants to remain in place until power company workers can cut off the electricity and remove the wires.

In case of serious injury where death may be imminent unless rescue is effected, attempt to remove the wires, assist the injured from the vehicle, render first aid, and obtain medical assistance.

WARNING

The following procedures are NOT routine and should be considered only when death may otherwise result:

Remove the wire from the vehicle by looping a completely dry fiber or cotton rope around it and pulling it free.

Lift the wire from the vehicle using a completely dry-seasoned wooden pole.

Reduce the risk of electrical shock by standing on a rubber vehicle floor mat, dry wooden planking, or other nonconductive material. Rescue personnel must be aware that the ground in the immediate vicinity of where a hot wire is touching may be charged and should be avoided.

CONVOY COMMANDER’S EN ROUTE REPORT TO CLEARANCE AUTHORITY

During peacetime, administrative convoys will not normally be required to report their movement progress at
origin, en route, and destination. If it is required, then
the convoy commander will provide an en route report
to the next higher headquarters. During mobilization
and selected exercises, special instructions included
with the approved convoy clearance will direct the con­
voy commander to report to the appropriate head­
quarters upon departure, at selected halt locations, and
upon arrival. The en route report will outline the posi­
tion of the convoy. If the convoy requires more than one
day, the report should contain as a minimum--

• Time of arrival at overnight stop.

• Estimated time of arrival at state lines on the
following day.

• Complete details and circumstances of any acci­
dent or incident.

• Highway clearance number and convoy
commander’s name.
By Order of the Secretary of the Army:

CARL E. VUONO
General United States Army
Chief of Staff

Official:

PATRICIA P. HICKERSON
Colonel, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, USAR and ARNG: To be distributed in accordance with DA Form 12-11E, Requirements for FM 55-312, Military Convoy Operations in the Continental United States (QTY rqr block no. 1207).
APPENDIX A

CONVOY CLEARANCE (DD FORM 1265)
AND SPECIAL HAULING PERMIT (DD FORM 1266)

<table>
<thead>
<tr>
<th>REQUEST FOR CONVOY CLEARANCE</th>
<th>DATE ESTD OF MOBILIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I—GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>1. ORGANIZATION</td>
<td></td>
</tr>
<tr>
<td>Unit Designation and</td>
<td></td>
</tr>
<tr>
<td>Unit Identification Code</td>
<td></td>
</tr>
<tr>
<td>2. STATION</td>
<td></td>
</tr>
<tr>
<td>Home address of unit</td>
<td></td>
</tr>
<tr>
<td>(Full Mailing Address with</td>
<td></td>
</tr>
<tr>
<td>Zip Code)</td>
<td></td>
</tr>
<tr>
<td>3. CONVOY COMMANDER</td>
<td></td>
</tr>
<tr>
<td>Full Name, Rank of</td>
<td></td>
</tr>
<tr>
<td>HQO or OFFICER</td>
<td></td>
</tr>
<tr>
<td>TTO/ODA Pars/Line</td>
<td></td>
</tr>
<tr>
<td>4. PERSONNEL STRENGTH</td>
<td></td>
</tr>
<tr>
<td>5. POINT OF ORIGIN</td>
<td></td>
</tr>
<tr>
<td>Starting Point of Convoy (SP)</td>
<td></td>
</tr>
<tr>
<td>(Include City and State)</td>
<td></td>
</tr>
<tr>
<td>6. DESTINATION</td>
<td></td>
</tr>
<tr>
<td>Release Point (RP)</td>
<td></td>
</tr>
<tr>
<td>(Include City and State)</td>
<td></td>
</tr>
<tr>
<td>7. DATE AND TIME</td>
<td></td>
</tr>
<tr>
<td>7A. DEPARTURE ESTD W/TIME</td>
<td></td>
</tr>
<tr>
<td>7B. APPROVAL DEPART W/TIME</td>
<td></td>
</tr>
<tr>
<td>7C. DATE OF MARCH</td>
<td></td>
</tr>
<tr>
<td>7D. MAX/MIN Catch-up Speed (MPH)</td>
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</tr>
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<table>
<thead>
<tr>
<th>SECTION II—CONVOY COMPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of vehicles by type and</td>
</tr>
<tr>
<td>model number. Include total</td>
</tr>
<tr>
<td>number of each type,</td>
</tr>
<tr>
<td>and match vehicles with</td>
</tr>
<tr>
<td>respective assigned trailers.</td>
</tr>
</tbody>
</table>

| 10. TOTAL NUMBER OF VEHICLES  | 11. NUMBER OF OVERNIGHT VEHICLES |
| Does not include              | Does not include                 |
| 12A. NO. OF SERIALS           | 12B. TIME INTERVAL 10 minutes    |
|                                | between serials                  |
|                                | 12C. NO. OF MARCH UNITS          |
|                                | 12D. TIME INTERVAL 5 minutes     |
|                                | between march units              |

<table>
<thead>
<tr>
<th>SECTION III—ROUTE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>List street/highway/road</td>
</tr>
<tr>
<td>routing in order of usage</td>
</tr>
<tr>
<td>from Starting Point (SP)</td>
</tr>
<tr>
<td>to Release Point (RP).</td>
</tr>
</tbody>
</table>

| 15. ETA AND ETD AT STATE      |
| LINES, MAJOR ROAD             |
| JUNCTIONS, MAJOR BRIDGES      |
| AND TUNNELS, METROPOLITANS    |
| AREAS AND OVERNIGHT HALT      |
| BITES                          |
| (Continue on a separate sheet if additional space is required) |

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ETA</th>
<th>DATE</th>
<th>ETD</th>
<th>DATE</th>
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<tbody>
<tr>
<td>List location and duration of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Points.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION IV—LOGISTICAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>List general description of</td>
</tr>
<tr>
<td>cargo.</td>
</tr>
</tbody>
</table>

Examples: Troops with or without weapons
Any sensitive documents
Tankers filled or empty

Figure A-1. Sample DD Form 1265 (Front).
Figure A-1. Sample DD Form 1265 (Back) (Continued).
# REQUEST FOR SPECIAL HAULING PERMIT

## SECTION I - GENERAL

<table>
<thead>
<tr>
<th>1. ORGANIZATION</th>
<th>2. STATION</th>
<th>3. DATE OF MOVEMENT</th>
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<tr>
<td>508th Trans Co (Hdm Trk)</td>
<td>Fort Eustis, Virginia</td>
<td>0700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 May 199X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1830</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 May 199X</td>
</tr>
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</table>

### 4. POINT OF ORIGIN
- FORT EUSTIS, VIRGINIA

### 5. DESTINATION
- FORT DRUM, NEW YORK

### 6. ARRIVAL AT STATE LINES

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<td>15 May 9X</td>
<td>1308</td>
<td>VA/MD</td>
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<td>15 May 9X</td>
<td>1440</td>
<td>MD/PA</td>
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<tr>
<td>16 May 9X</td>
<td>1145</td>
<td>PA/NY</td>
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### 7. ROUTING (Specify US Routes, State Routes, etc.)
- IS 64, VA 168, VA 33, IS 64, IS 95,
- IS 495E, US 1, IS 695, IS 83, IS 81,
- US 11

### 8. ESCORT REQUIREMENTS
- None

## SECTION II - VEHICLE AND LOAD DATA

<table>
<thead>
<tr>
<th>DESCRIPTION (a)</th>
<th>TYPE (b)</th>
<th>NO. OF VEHICLES (c)</th>
<th>REGISTRATION NUMBER (d)</th>
<th>HEIGHT (e)</th>
<th>WIDTH (f)</th>
<th>LENGTH (g)</th>
<th>WEIGHT (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. VEHICLE</td>
<td>A. TRUCK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10-ton</td>
<td>1</td>
<td>989999</td>
<td>112</td>
<td>122</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Empty)</td>
</tr>
<tr>
<td></td>
<td>B. TRUCK-TRACTOR</td>
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<td>989999</td>
<td>112</td>
<td>122</td>
<td>289</td>
<td>29,658</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(Empty)</td>
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<tr>
<td></td>
<td>C. TRAILER</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Empty)</td>
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<tr>
<td></td>
<td>D. SEMI-TRAILER</td>
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<td>8T8888</td>
<td>66.5</td>
<td>115</td>
<td>418.5</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(Empty)</td>
</tr>
<tr>
<td></td>
<td>E. OTHER (Specify)</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

### 10. LOAD
- 123
- 133
- 225.5
- (Empty)
- 49,250

### 11. OVERALL (Vehicle and load)
- 158
- 133
- 648
- (Empty)
- 95,194

### 12. DESCRIPTION OF LOAD (Brief/general description: Organization, impediments, etc.) (Within security limitations)

### 13. LOAD OVERHANG
- a. FRONT
- b. REAR
- c. LEFT SIDE
- d. RIGHT SIDE
- 9 inches
- 9 inches

---

Figure A-2. Sample DD Form 1266 (Front).
<table>
<thead>
<tr>
<th>14 Number of Axles</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axle 1</td>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e</td>
<td>f</td>
<td>g</td>
<td>h</td>
<td>i</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Axle 2</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Axle 3</td>
<td>28</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Axle 4</td>
<td>1400x24</td>
<td>1400x24</td>
<td>1400x24</td>
<td>1100x15</td>
<td>1100x15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Axle 5</td>
<td>12,650</td>
<td>10,992</td>
<td>10,992</td>
<td>5,655</td>
<td>5,655</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45,944</td>
</tr>
<tr>
<td>Axle 6</td>
<td>15,230</td>
<td>20,943</td>
<td>20,943</td>
<td>19,039</td>
<td>19,039</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>95,194</td>
</tr>
</tbody>
</table>

21. REMARKS

22. MOVEMENT BY HIGHWAYS

☐ ESSENTIAL TO NATIONAL DEFENSE
☐ IN THE INTEREST OF NATIONAL DEFENSE

23. REQUESTING AGENCY

508th Trans Co (Hde Trk)

24. APPROVING AGENCY

25. REQUESTED BY (Typed name, grade and title)

Charles C. Chestnut, CPT, TC, Commanding

26. APPROVED BY (Typed name, grade and title)

27. DATE

1 May 9X

28. SIGNATURE

29. DATE

SIG Signature

INSTRUCTIONS

GENERAL:

DD Form 1266 "Request for Special Hauling Permit" will be used to obtain special hauling permit for the movement of oversized/overweight vehicles over public highways when accompanying a convoy or when traveling separately. This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1266 and 1264 involving one (1) movement are forwarded to the appropriate headquarters.

In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electric transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the form. Items which do not apply will be so indicated SPECIFIC.

Item 9A, B, C, and D: Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently.

Item 9E: Note all units other than standard highway vehicles; road equipment, guns, etc.

Item 9F: Indicate number of units or combination of units. Use additional page if required.

Item 14: Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable.

Item 21: Per movement through the District of Columbia, include name of manufacturer of equipment.
APPENDIX B

MILITARY VEHICLE AXLE WEIGHT DISTRIBUTION FORMULAS AND PERCENTAGES*

Vehicle weight scales are not always available to military field units prior to moving buck convoys over CONUS public highways. Therefore, laded-vehicle axle weight distribution formulas and percentages have been developed to help units prepare DD Forms 1265 and 1266 using estimated axle loads.

Percentages of maximum gross vehicle weight (GVW) are given for estimating the axle weight distribution for a loaded vehicle. When possible, however, actual axle loads, obtained by weighing the loaded vehicle, should be used.

LIMITATIONS

Percentages can be used for any loaded cargo truck and tractor-semitrailer combination. However, to use them for determining vehicle rude load distribution, the following data must be available:

- Technical manuals (TMs) or vehicle data sheet for the particular cargo truck, tractor, and semitrailer.
- Weight of empty vehicle.
- Weight of payload.
- Other necessary dimensions are obtained from vehicle TM or data sheet.

*Formulas and percentages in this appendix are used in lieu of American Trucking Association (ATA), Inc., weight limits only when ATAs (see Appendix C) are not available.

PROCEDURE

To use the percentages for determining axle weight distribution follow these steps.

Step 1. Determine GVW.
Step 2. Choose applicable percentages from the table for the number of axles and type of vehicle (See Figure B-1.)
Step 3. Multiply GVW by each percentage to determine various axle weight distributions.
Step 4. Record each weight.

Example The percentage method. The GVW for an M 123/M172A1 tractor-semitrailer combination is 96,500 pounds. This is a five-axle vehicle. Therefore, in the first column labeled “Number of Axles per Vehicle,” find 5. To the right of 5 under “Type of Vehicle” is semitrailer and under the “Axle 1“ column is 14. Multiply the GVW by 14 percent to find the front axle weight distribution. The "Axle 2“ and "Axle 3“ columns show 21 percent. Multiply the GVW by 21 percent to determine the weight distribution on each of the second and third axles. The "Axle 3“ and "Axle 4“ columns show 22 percent. Multiply the GVW by 22 percent to determine the weight distribution on each of the fourth and fifth axles. Record each axle weight distribution.

GVW for M 123/M172A1 = 96,500 lb

GVW = 96,500 lb x 14 percent = 13,510 lb (front axle weight distribution)

GVW = 96,500 lb x 21 percent = 20,265 lb (2d and 3d axle weight distribution)

GVW = 96,500 lb x 22 percent = 21,230 lb (4th and 5th axle weight distribution)
<table>
<thead>
<tr>
<th>Number of Axles per Vehicle</th>
<th>Type of Vehicle</th>
<th>Axle 1</th>
<th>Axle 2</th>
<th>Axle 3</th>
<th>Axle 4</th>
<th>Axle 5</th>
<th>Axle 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1-1/4-ton</td>
<td>38</td>
<td>31</td>
<td>34</td>
<td>37</td>
<td>38</td>
<td>22</td>
</tr>
<tr>
<td>3</td>
<td>2-1/2-ton</td>
<td>32</td>
<td>26</td>
<td>24</td>
<td>21</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>5</td>
<td>5-ton</td>
<td>24</td>
<td>21</td>
<td>16</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Semi-trailer</td>
<td>8</td>
<td>22</td>
<td>22</td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure B-1. Percentage for Axle Weight Distribution.
Figure B-2. Formulas for Axle Load Weight Distribution.
APPENDIX C

VEHICLE CHARACTERISTICS AND WEIGHT DISTRIBUTION DIAGRAMS FOR THE HEAVY-EQUIPMENT TRANSPORTER (HET)

This appendix provides the characteristics data on the HETs and selected oversize/overweight vehicles used as payload cargo. This transportation information is provided to assist in making up the DD Form 1266 and also for use in evaluating requests for oversize/overweight permits.

The dimensions for the vehicle combinations will not vary; however, calculated axle loads may vary. The variance will be due to the different positioning of the load item on the transporter and differing air pressure at the pusher axles.

If additional information on these diagrams is required, or if you have comments, please write to Commander, MTMC Transportation Engineering Agency, ATTN: MTT-TR, P.O. Box 6276, Newport News, VA 23606-0276.
Figure C-1. M911 Truck Tractor.
Figure C-2. M747 Semitrailer.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIRE SIZE</td>
<td>16.0x10.5</td>
<td>16.0x10.5</td>
<td>16.0x10.5</td>
<td>16.0x10.5</td>
</tr>
<tr>
<td>TIRE PRESSURE (PSI)</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>TIRES PER AXLE</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>AXLE CAPACITY (LB)</td>
<td>28000</td>
<td>28000</td>
<td>28000</td>
<td>28000</td>
</tr>
<tr>
<td>TIRE FOOTPRINT WIDTH PER AXLE (IN.)</td>
<td>48</td>
<td>48</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td>CURB WEIGHT (LB)</td>
<td>83000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure C-2. M747 Semitrailer.
Figure C-3. M1 Tank, Combat.
Figure C-4. M60A2 Tank, Combat.
Figure C-5. M88 Recovery Vehicle, Medium.

- **Shipping Weight (LB):** 108,000
- **Ground Contact Area (FT^2):** 71.4
- **Ground Pressure (PSI):** 10.5
- **Maximum Speed (MPH):** 30
Figure C-6. M110A1 Self-Propelled Howitzer.
Figure C-7. M109A1 Howitzer.
Figure C-8. Axle Loads of the M911/M747 Combination With Payload Item.
APPENDIX D

AMERICAN TRUCKING ASSOCIATIONS SUMMARY OF SIZE AND WEIGHT LIMITS

Prepared by the American Trucking Association, Inc.

July 1989

Copyright chart used by permission of

American Trucking Associations, Inc, Alexandria, Virginia
### SUMMARY OF SIZE & WEIGHT LIMITS

<table>
<thead>
<tr>
<th>STATE</th>
<th>WEIGHT LIMITS</th>
<th>STATE</th>
<th>WEIGHT LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona</td>
<td>50,000 lb.</td>
<td>Arkansas</td>
<td>45,000 lb.</td>
</tr>
<tr>
<td>Colorado</td>
<td>50,000 lb.</td>
<td>Connecticut</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Delaware</td>
<td>50,000 lb.</td>
<td>Florida</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Georgia</td>
<td>50,000 lb.</td>
<td>Hawaii</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Idaho</td>
<td>50,000 lb.</td>
<td>Illinois</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Indiana</td>
<td>50,000 lb.</td>
<td>Iowa</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Kansas</td>
<td>50,000 lb.</td>
<td>Kentucky</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Louisiana</td>
<td>50,000 lb.</td>
<td>Maine</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Maryland</td>
<td>50,000 lb.</td>
<td>Massachusetts</td>
<td>35,000 lb.</td>
</tr>
<tr>
<td>Michigan</td>
<td>50,000 lb.</td>
<td>Minnesota</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Missouri</td>
<td>50,000 lb.</td>
<td>Mississippi</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Montana</td>
<td>50,000 lb.</td>
<td>Nebraska</td>
<td>50,000 lb.</td>
</tr>
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<td>Nevada</td>
<td>50,000 lb.</td>
<td>New Hampshire</td>
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<tr>
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<td>50,000 lb.</td>
<td>North Carolina</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>North Dakota</td>
<td>50,000 lb.</td>
<td>Ohio</td>
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<tr>
<td>Oklahoma</td>
<td>50,000 lb.</td>
<td>Oregon</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>50,000 lb.</td>
<td>Rhode Island</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>South Carolina</td>
<td>50,000 lb.</td>
<td>South Dakota</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Tennessee</td>
<td>50,000 lb.</td>
<td>Texas</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Utah</td>
<td>50,000 lb.</td>
<td>Vermont</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Virginia</td>
<td>50,000 lb.</td>
<td>West Virginia</td>
<td>50,000 lb.</td>
</tr>
<tr>
<td>Wyoming</td>
<td>50,000 lb.</td>
<td>Washington</td>
<td>50,000 lb.</td>
</tr>
</tbody>
</table>

### WEIGHT LIMITS

- **Max. Live Load**: 20,000 lb. or 0.75 of Gross Weight, whichever is less. 
- **Max. Gross Weight**: 
  - Tandem-Axle Truck: 50,000 lb. 
  - Tractor-Semitrailers: 70,000 lb. 
  - Tractor-Semitrailers: 80,000 lb. (Iowa, Illinois, Indiana, Kansas, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Texas, Utah, Virginia, and Wyoming) 
- **Max. Length**: 80 ft. 
- **Max. Height**: 13 ft. 
- **Max. Width**: 10 ft. 

### FOOTNOTES

- **Length**
  - Tandem-Axle Truck: 70 ft. 
  - Tractor-Semitrailers: 80 ft. 
- **Width**
  - Tandem-Axle Truck: 10 ft. 
  - Tractor-Semitrailers: 10 ft. 
- **Height**
  - Tandem-Axle Truck: 13 ft. 
  - Tractor-Semitrailers: 13 ft. 

### SUMMARY

- The Surface Transportation Assistance Act of 1981 (STAA) went into effect on January 1, 1982, and includes provisions for the national uniformity of size and weight limits for commercial vehicles. 
- The Act mandates that states adopt and enforce the following standards governing vehicle length, weight, and width. 
- States that do not adopt these requirements may be subject to federal enforcement actions.

### GENERAL FOOTNOTES

- **Notes**
  - *All states have adopted the size and weight limits as outlined in the Act.* 
  - **Highway**
    - Tandem-Axle Truck: 50,000 lb. 
    - Tractor-Semitrailers: 50,000 lb. 
  - **Max. Width**: 10 ft. 
  - **Max. Height**: 13 ft. 
- **Notes**
  - *All states have adopted the size and weight limits as outlined in the Act.* 
  - **Highway**
    - Tandem-Axle Truck: 50,000 lb. 
    - Tractor-Semitrailers: 50,000 lb. 
  - **Max. Width**: 10 ft. 
  - **Max. Height**: 13 ft. 

### ACKNOWLEDGMENTS

- The information contained herein is based on the Surface Transportation Assistance Act of 1981 (STAA) and the FMCSA’s regulations implementing the Act. 
- For detailed information, please refer to the FMCSA’s regulations and other relevant federal laws and regulations.

### SOURCES

- FMCSA (Federal Motor Carrier Safety Administration) 
- STAA (Surface Transportation Assistance Act of 1981)
### TABLE B (in 1,000 lbs.)

<table>
<thead>
<tr>
<th>Distance to load between the axles of any group of two or more consecutive axles</th>
<th>Maximum load in 1,000 lbs. carried on one group of 2 or more consecutive axles</th>
<th>Distance to load between the axles of any group of two or more consecutive axles</th>
<th>Maximum load in 1,000 lbs. carried on one group of 2 or more consecutive axles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>80</td>
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<td>80</td>
</tr>
<tr>
<td>4</td>
<td>70</td>
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</tr>
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<td>5</td>
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<td>60</td>
</tr>
<tr>
<td>6</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>7</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>8</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

**FORMULA B:** \[ W = \frac{500 \times (L^2/N^2 + 12N + 30)}{L} \]

- **W** = maximum weight in pounds carried on any group of two or more axles computed to nearest 500 pounds.
- **L** = distance in feet between the axles of any group of two or more consecutive axles.
- **N** = number of axles in group under consideration.

**Table A: Allowable Loads (in 1,000 lbs.)**

<table>
<thead>
<tr>
<th>State</th>
<th>Area</th>
<th>Urban</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois</td>
<td>....</td>
<td>....</td>
<td>....</td>
</tr>
<tr>
<td>Minnesota</td>
<td>....</td>
<td>....</td>
<td>....</td>
</tr>
<tr>
<td>New York</td>
<td>....</td>
<td>....</td>
<td>....</td>
</tr>
<tr>
<td>Washington</td>
<td>....</td>
<td>....</td>
<td>....</td>
</tr>
<tr>
<td>Wyoming</td>
<td>....</td>
<td>....</td>
<td>....</td>
</tr>
</tbody>
</table>

**NOTE:** Tables A and B may differ due to rounding. All values are maximum allowable loads.
# APPENDIX E

## CONVOY COMMANDER’S CHECKLIST

### PART I. CONVOY PLANNING CHECKLIST

<table>
<thead>
<tr>
<th>Actions</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IDENTIFY VEHICLES</strong></td>
<td>FM 55-312</td>
</tr>
<tr>
<td>Has the convoy clearance number been placed on the appropriate vehicles?</td>
<td></td>
</tr>
<tr>
<td>What are the number and type of vehicles needed to accomplish the mission?</td>
<td></td>
</tr>
<tr>
<td>What are the type and number of vehicles needed to control and support the convoy?</td>
<td></td>
</tr>
<tr>
<td>What are the type and number of trailers needed for the movement?</td>
<td></td>
</tr>
<tr>
<td>Are there any oversize/overweight vehicles?</td>
<td></td>
</tr>
<tr>
<td>Are there any nonmilitary vehicles in the convoy?</td>
<td></td>
</tr>
<tr>
<td><strong>IDENTIFY PERSONNEL</strong></td>
<td>FM 55-312</td>
</tr>
<tr>
<td>Who are the personnel that will be going with the convoy?</td>
<td></td>
</tr>
<tr>
<td>What is the rank and gender of the identified personnel?</td>
<td></td>
</tr>
<tr>
<td>Who will serve as the command structure?</td>
<td></td>
</tr>
<tr>
<td>Who are the qualified drivers and assistant drivers?</td>
<td></td>
</tr>
<tr>
<td>Who are the personnel that will not be driving the vehicles?</td>
<td></td>
</tr>
<tr>
<td>Who are the personnel that will be road guards?</td>
<td></td>
</tr>
<tr>
<td><strong>ORGANIZE CONVOY</strong></td>
<td>FM 55-312</td>
</tr>
<tr>
<td>How many march units will be in the convoy?</td>
<td></td>
</tr>
<tr>
<td>Which vehicles are in each march unit?</td>
<td></td>
</tr>
<tr>
<td>What is the interval between march units?</td>
<td></td>
</tr>
<tr>
<td>Who is assigned to each vehicle?</td>
<td></td>
</tr>
<tr>
<td>Has the pacesetter for each march unit been identified?</td>
<td></td>
</tr>
<tr>
<td><strong>DETERMINE ETA AT DESTINATION</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>DETERMINE METHOD OF VEHICLE SUPPORT TO BE USED WHILE EN ROUTE</strong></td>
<td>FM 55-312</td>
</tr>
<tr>
<td>How much POL will the vehicle require?</td>
<td>CONUSA Convoy Support Directories Vehicle TMs</td>
</tr>
</tbody>
</table>
**Actions**

How will POL be obtained while en route?
How will maintenance support be obtained?

**DETERMINE HOW THE PERSONNEL WILL BE SUPPORTED WHILE EN ROUTE**

- How many rest halts will be required?
- How many meals will be required?
- How many meals will be provided?
- Will the convoy stop overnight?
- How will medical support be provided?

**DETERMINE HOW INTERNAL CONVOY COMMUNICATIONS WILL BE PROVIDED**

- What communications will be used?
- Where will the communication equipment be placed in the convoy?

**SELECT ROUTE**

- Have all the possible routes been identified?
- Have all the routes been reconnoitered?
- Is the route selected suitable for the vehicles, cargo, and operators?
- Does the route selected have the needed support facilities?

**DETERMING ROUTE TO BE USED**

- What are the start and release points?
- What are the highway route numbers?
- Have the critical route sections been identified?
- Have the locations and duration of all halts been identified?
- Has the rate of march for each route segment been established?

**ENSURE THAT ADMINISTRATIVE REQUIREMENTS HAVE BEEN MET**

- Has the road movement request been prepared?
- Have the DD Forms 1266 been prepared, if required?
- Have the operations or movement orders been prepared?
- Have the required requests and supporting documents been forwarded?
- Are the appropriate accident documents on hand such as DA Form 285 (US Army Accident Investigation Report) and AR 385-40?
PART II. CONVOY PREPARATION CHECKLIST

Actions

ENSURE THAT VEHICLES ARE READY TO MOVE

- Have PMCs been performed on vehicles to include trailers?
- Have all deficiencies been corrected?
- Have the vehicles been fueled?
- Have all five-gallon fuel cans been filled, if required?
- Are all vehicles properly configured?
- Are the required BII available and serviceable?
- Is the required safety equipment available and serviceable?
- Is all equipment loaded properly?
- Are all the vehicles properly marked?
- Are the vehicles properly assembled?
- Are the vehicles properly dispatched?

ENSURE THAT PERSONNEL ARE READY TO MOVE

- Has all remedial training, familiarization, or qualification testing been completed?
- Do all personnel have their proper uniforms?
- Do all personnel have their required personal equipment?

ENSURE THAT THE CONVOY COMMANDER HAS THE FOLLOWING DOCUMENTS TO TAKE WITH HIM DURING THE MOVEMENT

- Approved road movement order.
- Graphic strip map.
- Applicable CONUSA Support Directories.
- Highway maps for all states through which the convoy will travel.
- All documents required to obtain logistical support for the convoy (for example, meal tickets).
- Copy of convoy OPORD.
- Extra copies of the convoy en route report forms for making en route reports to the SMCC.
- Any other documents required by the unit SOP.

ENSURE THAT ALL MEMBERS OF THE CONVOY COMMAND STRUCTURE HAVE COPIES OF THE REQUIRED DOCUMENTS

References

- FM 55-312
- Vehicle TMs
- FM 55-30
- Convoy OPORD
- FORSCOM Reg 55-1
Actions

ENSURE THAT ALL CONVOY DRIVERS RECEIVE A BRIEFING THAT COVERS THE FOLLOWING ITEMS

Convoy route and march table.
Convoy route and march table.
Convoy OPORD
Use of the approval request for convoy clearance and strip map.
Reporting requirements (internal and external).
Procedures during halts (PMCs, vehicle security, safety).
Safety during movement.
Security of sensitive equipment (address the use of safe havens, if applicable).
Maintenance procedures.
Accident and emergency procedures.
Convoy organization and vehicle assignments.
Personnel and position of convoy command structure.

PART III. CONVOY MOVEMENT CHECKLIST

ENSURE THAT THE MOVEMENT IS BEING EXECUTED PROPERLY

Are the intervals between the serials and march units being maintained?
Are the intervals between the vehicles being maintained?
Is the proper rate of march being maintained?
Are the arrival and departure times at state lines and intersections being met?

CONDUCT PLANNED HALTS PROPERLY

Are arrival and departure times being met?
Are the required PMCs being performed?
Do the vehicle operators appear alert?
Are the loads inspected to ensure that they are still secure?

CONDUCT UNPLANNED HALTS PROPERLY

Are mechanical problems being handled in a safe and proper manner?
Have the proper accident reports been prepared?
Have accidents been reported to the local law enforcement agencies?
Are proper accident and emergency procedures being followed when necessary?

References

FM 55-312
FM 55-30
FORSCOM Reg
55-1
ENSURE THAT THE REQUIRED REPORTS BEING FILED WITH THE SMCC UPON ARRIVAL AT THE CVNS.

Convoy commanders may use the work sheet shown to log reports.

<table>
<thead>
<tr>
<th>ERP LOCATION</th>
<th>ARRIVAL TIME</th>
<th>REPORTED TO SMCC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>
APPENDIX F

SPECIFICATIONS FOR CONVOY WARNING SIGNS

SCOPE
Specifications for convoy signs that are highly visible to approaching vehicle operators both day and night (AR 55-29).

DESIGN
1. Signs reading CONVOY FOLLOWS and CONVOY COMMANDER will be 8 x 50 inches with a 3/8-inch-wide border inserted 3/8 inch from sign edge.
2. The legend will be 4 inches high.
3. Signs reading CONVOY AHEAD and CONVOY COMMANDER will be 16 x 50 inches with a 3/8-inch-wide border inserted 3/8 inch from the sign edge.
4. The legend will be 5 inches high.

COLOR AND MATERIAL
1. Signs of both sizes shall have the same color combination.
2. Background will be yellow reflex-reflective sheeting meeting federal specification LS-300A-Type 1, Class 2 or 3, reflectivity 1, color j or reflective paint, which will meet General Services Administration (GSA) schedules listed under Class 8010.
3. Legend and sign border shall be black nonreflective material with opaque inks compatible with base material.

CONSTRUCTION
Finished sign may be applied to any of the following by heat-activated or pressure-sensitive adhesive

- Unpainted aluminum .064 gauge.
APPENDIX G

SAMPLE OPERATOR’S REPORT ON MOTOR VEHICLE ACCIDENTS
(SF 91)

Figure G-1. Sample of SF 91, Page 1.
<table>
<thead>
<tr>
<th>NAMES</th>
<th>HOME ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelley Johnson (wife) 1444 87th St. N.Y.C.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLICE OFFICER</th>
<th>BADGE NUMBER</th>
<th>PRECINCT OR HEADQUARTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. R. Murphy</td>
<td>321</td>
<td>4th Precinct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE TYPE: (Includes privately owned Federally operated)</th>
<th>OTHER VEHICLE (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIRECTION OF TRAVEL</th>
<th>SIDE OF STREET OR HIGHWAY</th>
<th>APPORTIATE SPEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>East on Mercury Blvd</td>
<td>North on Elm St.</td>
<td>35</td>
</tr>
<tr>
<td>Right-hand Lane</td>
<td>Right-hand Lane</td>
<td>30 MILES PER HOUR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDITION OF RcADWAY</th>
<th>WEATHER</th>
<th>TYPE OF ROADWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry</td>
<td>Clean</td>
<td>Concrete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER INFORMATION (Explain stop sign, traffic signals, obstacles, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a stop sign at the intersection of Mercury Blvd. and Elm. The light was green for those traveling on Mercury Blvd. I was the fourth car to go through the light. There was another car behind me.</td>
</tr>
</tbody>
</table>

Figure G-1. Sample of SF 91, Page 2. (Continued).
Figure G-1. Sample of SF 91, Page 3. (Continued).
4. OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

I was driving east on Mercury Blvd. The traffic light was green. There were vehicles in front of me and also behind me. We were traveling between 30 and 35 MPH. The other car that hit me ran a red light and hit the back end of my vehicle. I did not see the other vehicle coming.

WAS VEHICLE EQUIPPED WITH SEAT BELTS?

☐ YES ☐ NO

☐ "Yes," were they in use at time of accident?

☐ YES ☐ NO

☐ Have you answered ALL the questions as completely as possible?

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 481. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causation and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

OPERATOR SIGN HERE

DATE SIGNED

STANDARD FORM 91 PAGE 4 (REV. 11-76)
GLOSSARY

Section I. Acronyms and Abbreviations

AASHTO  American Association of State Highway and Transportation Officials
AR      Army regulation
ARNG    Army National Guard
CB      center of balance
CCN     convoy clearance number
CG      center of gravity
CHD     CONUS highway directory
CLO     chief logistics officer
CMO     convoy movement order
CONUS   continental United States
CONUSA  numbered armies in the continental United States
CP      checkpoint
CST     Central Standard Time
CVN     convoy vehicle number
DA      Department of Army
DARMS   Developmental Army Readiness and Mobilization System
DD form Department of Defense form
DMC     defense movement coordinator
DOD     Department of Defense
DOT     Department of Transportation
ERP     en route reporting points
EST     Eastern Standard Time
ETA     estimated time of arrival
ETD     estimated time of departure
FCJ4    FORSCOM Joint 4
FM      field manual
FORSCOM United States Army Forces Command
FR      FORSCOM regulation
GPM     gallons per mile
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVW</td>
<td>gross vehicle weight</td>
</tr>
<tr>
<td>HRPT</td>
<td>highway regulation point team</td>
</tr>
<tr>
<td>HS</td>
<td>home station</td>
</tr>
<tr>
<td>ITO</td>
<td>installation transportation officer</td>
</tr>
<tr>
<td>JSAC</td>
<td>Joint State Area Command</td>
</tr>
<tr>
<td>lb</td>
<td>pound(s)</td>
</tr>
<tr>
<td>LSA</td>
<td>Logistical Support Agency</td>
</tr>
<tr>
<td>LSC</td>
<td>Logistical Support Center</td>
</tr>
<tr>
<td>MIH</td>
<td>miles in an hour</td>
</tr>
<tr>
<td>MOBCON</td>
<td>mobilization movement and control</td>
</tr>
<tr>
<td>MP</td>
<td>military police</td>
</tr>
<tr>
<td>mph</td>
<td>miles per hour</td>
</tr>
<tr>
<td>MRMO</td>
<td>mobilization road movement order</td>
</tr>
<tr>
<td>MRMR</td>
<td>mobilization road movement request</td>
</tr>
<tr>
<td>MS</td>
<td>mobilization station</td>
</tr>
<tr>
<td>MSPS</td>
<td>Mobilization Station Planning System</td>
</tr>
<tr>
<td>MST</td>
<td>Mountain Standard Time</td>
</tr>
<tr>
<td>MTBSP</td>
<td>mobilization troop base stationing plan</td>
</tr>
<tr>
<td>NA</td>
<td>not applicable</td>
</tr>
<tr>
<td>NGB</td>
<td>National Guard Bureau</td>
</tr>
<tr>
<td>NHPN</td>
<td>national highway planning network</td>
</tr>
<tr>
<td>NSN</td>
<td>national stock number</td>
</tr>
<tr>
<td>ODCSLOG</td>
<td>Office of the Deputy Chief of Staff for Logistics</td>
</tr>
<tr>
<td>OF</td>
<td>optional form</td>
</tr>
<tr>
<td>PMC</td>
<td>premaintenance check</td>
</tr>
<tr>
<td>POE</td>
<td>port of embarkation</td>
</tr>
<tr>
<td>POL</td>
<td>petroleum, oil, and lubricants</td>
</tr>
<tr>
<td>RCAS</td>
<td>Reserve Component Automation System</td>
</tr>
<tr>
<td>RON</td>
<td>remain overnight</td>
</tr>
<tr>
<td>RP</td>
<td>release point</td>
</tr>
<tr>
<td>SAT</td>
<td>software acceptance test</td>
</tr>
<tr>
<td>SMCC</td>
<td>state movement control center</td>
</tr>
<tr>
<td>SOI</td>
<td>signal operations instructions</td>
</tr>
</tbody>
</table>
Section II. Terms

Average speed--the average number of miles traveled per hour calculated over the whole journey, excluding specifically ordered halts. It is expressed in miles per hour.

Column--a formation in which elements are placed one directly behind the other.

Column gap--the space between two organized elements following each other on the same route. It can be calculated in units of length of time as measured from the rear of one element to the front of the following element.

Column length--the length of roadway occupied by a column in movement, including the gaps inside the column, from the front of the leading vehicle to the rear of the last vehicle.

Convoy--a group of motor vehicles organized for the purpose of control and orderly movement with or without escort protection. For the purpose of this manual it is any group of--

- Six or more vehicles temporarily organized to operate as a column with or without escort, proceeding together under a single commander.
- Ten or more vehicles per hour dispatched to the same destination over the same route.
- Five or less vehicles operating as a column under a single commander if the following conditions exist
  - Any level of mobilization/deployment has been ordered.
  - When the movement is conducted in conjunction with, or as a result of, an exercise or annual training.

Convoy commander--the officer or noncommissioned officer in charge of the vehicles and operating personnel or a convoy, designated as such by the person authorizing the movement.
Convoy route—ther specific route assigned to each convoy by the appropriate routing authority.

Express highway—a limited access highway with a minimum of two lanes for traffic in each direction with a median strip separating traffic traveling in opposite directions.

Expressways—high-speed highways, including the interstate highway system freeways, thruways, superhighways, and parkways. Expressways are characterized by the following:

Ž Controlled access.
Ž Overpasses and underpasses for cross traffic.
Ž Center dividing strips.
Ž Absence or minimum of stop sign or lights.
Ž Wide lanes.
Ž Good quality of paving.
Ž Easy curves and grades.
Ž Long-sight distances

Gross weight—the combined weight of the vehicle and the load.

Infiltration—the movement of vehicles onto a roadway either in small groups or individually at extended or irregular intervals so as not to provide a concentration of vehicles at any one given area.

Logistic support—the provision of billets, bivouac areas, meals, POL supplies, and maintenance services at military installations, or the provisions for billets or bivouac areas anywhere along the convoy route.

March unit—a subordinate element of a serial which moves and halts at the order of one commander.

Mobilization movement and control (MOBCON)—a DA-approved program to establish a movement control center in each STARC. The movement control center will collect, analyze, and consolidate all DOD organic movements and develop a master movement plan for mobilization and deployment.

Motor vehicle—a self-propelled boosted, or towed conveyance for transporting a load on land.

Pace—the regulated speed of a column element as set by the pacesetter to maintain the average speed prescribed.

Pass time—the actual time between the movement where the first vehicle passes a given point and the moment when the last vehicle passes the same point.

Rate of march—the average number of miles traveled in a given period of time, including all ordered short halts; it does not include long halts, such as messing or overnight stops. It is expressed in miles in the hour.

Road clearance distance—the total distance the head of a motor column must travel for the entire column to clear a given section of the mad.

Road clearance time—the total time the head of the motor column must travel for the entire column to clear a given section of the road.

Serial—an element or group of elements within a series which is given a numerical or alphabetical designation for convenience of planning, scheduling, and control. It is the largest element of a convoy, and it moves and halts at the order of one commander.

Special movement—any vehicle movement which consists of or includes any overweight or oversize vehicle, any cargo or explosives or any other dangerous articles, and/or having any requirement for en route logistical support.

Glossary-4
State Area Command (STARC)—a mobilization entity within the Army National Guard (ARNG) state headquarters and headquarters detachment that is ordered to active duty when ARNG units in that state are alerted for mobilization. It provides for control of mobilized ARNG units from home station until arrival at mobilization station. It is also responsible for planning and executing military support for civil defense, land defense plans under the respective area commander, and military folly assistance.

State movement Control center (SMCC)—the agency responsible for performing the convoy movement control responsibilities of the Adjutant General of each state.

Superhighway—see Expressway.

Time distance—time required for a vehicle to travel between two points at a prescribed rate of speed.

Time gap—the time which lapses between successive elements of a column as they move past a given point.

Trail element—the last element of a convoy, normally composed of personnel and equipment that provides services to the convoy.

Unit movement officer—a unit officer (or senior NCO) designated by the commander to prepare and maintain appropriate documentation, unit loading plans, and so forth, and to handle all other arrangements for a unit movement.

Vehicle distance—the distance between the rear of a vehicle to the front bumper of the following vehicle.
REFERENCES

These are the sources quoted or paraphrased in this publication.

FR 55-1. *Transportation and Travel (Unit Movement Planning)*


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