



Pre-Travel Procedure:

POC – S-4

Keys are issued

Gasoline card is issued

S4 or S6 shall issue a copy of this procedure to the driver/co-driver

Issued items are signed for by the driver or NCOIC (Non-Com. Officer in charge)

Upon arrival at the PM/MCP (Prime Mover/Mobile Command Post)

Conduct a visual walk-around inspection

Check tire pressure and locations of wheel chocks (PM tire pressure @ 40lbs)

Conduct PM/MCP fluids check and ensure they are at proper operating levels

1. Brake fluid
2. Transmission fluid
3. Coolant
4. Oil
5. Washer fluid
6. Power steering fluid
7. Ensure that generator is full of fuel.
8. Fill gas cans with fuel—see Generator Fuel Supply Procedure

Hitching up the MCP to the PM, Light and Brake Checks

1. Connect trailer hitch (make sure hitch ball safety latch is to the rear)
2. Connect electrical hookup
3. Connect safety chains
4. Remove wheel chocks on MCP (only after hookup is complete)

Start the engine on the PM and run for 5 minutes minimum

Record starting mileage

Conduct light check on the PM/MCP to ensure proper operation

1. Headlights
2. Signal lights
3. Brake lights
4. Running lights
5. Emergency flashers

Test MCP electronic brakes

Idle forward or reverse for a short distance and stop the PM/MCP by using only the MCP electronic brakes

Using a qualified VaDF ground guide personnel, move the PM/MCP from the Motor Pool to an area free of potential obstructions, crowded parking area, etc.

The PM/MCP is now ready for deployment



Travel Preparations:

Determine the most efficient route to the AO (Area of Operation) and obtain S-6 approval of route in advance.

Using an SOA

Be aware of potential fueling locations.

Ensure driver and crew have a cell phone and FRS radio to communicate with the S-6 in the event of an emergency/accident enroute to AO.

All VaDF and Virginia driving regulations shall be observed

Location Deployment:

Upon arrival at the designated AO, park the PM/MCP in a convenient location near or at the site. Take whatever time is necessary to scout the immediate area and determine the BEST possible location for the MCP to be deployed, considering the following:

1. Level ground, type of ground, parking lot, etc.
2. Radio antenna deployment
3. Security perimeter/crowd control
4. Distance from other buildings
5. Distance from trees, Electrical Lines, telephone poles, etc.

When a suitable location for the MCP has been established, the PM should be disconnected and turned around with the front of the truck facing the generator. In the event of a generator failure, the PM can be driven up with the passenger side parallel to the MCP in order to provide battery power for radio communication. The PM must remain running in order not to discharge the vehicle's battery.

Generator Fuel Supply Procedure

Only fuel stored in DOT approved fuel containers may be used to store/fill generator gas tank. Fuel containers must be filled on the same day of operation, if possible, or have been filled within seven (7) days of upcoming operation to ensure that gas has low moisture content. Fuel containers shall be tagged with a tie-wrap connected to handle to indicate that the fill date corresponds to the date of deployment. After mission/exercise is completed, any left-over fuel shall be put into the Prime Mover's gas tank and the tie-wrap removed from the fuel container handle. **Left-over gas shall not remain in the gas cans for any reason.**

Following this procedure will ensure that an adequate fuel supply is ready in the event of an emergency deployment. It will also ensure that the gas has not been tainted with water/condensation which can cause the generator to stall. **It is the responsibility of the driving team to make sure that the fueling procedure has been followed.**



MCP Setup Procedures:

After the location is determined, pull the MCP into position.

Security team can both assist and set up a loose security perimeter

1. Disconnect the PM from the MCP
2. Secure wheel chocks on the MCP prior to un-hitching
3. Disconnect electrical cable
4. Disconnect safety chains
5. Unlock hitch ball safety latch
6. Place stabilizer plate under the hitch pole
7. Turn hand crank to separate the hitch ball from the hitch
8. Crank the MCP up until the hitch clears the hitch ball by at least two inches

Move the PM a few feet forward, completely separating it from the MCP.

Retrieve outrigger hand crank from the passenger side door compartment in the PM.

Determine if the MCP is level. If not, crank the hitch up or down to achieve level.

Using the outrigger hand crank, turn clockwise on each outrigger until each one is snug to the ground.

If the ground around the MCP is not concrete, use the available plates to place under each outrigger (plates are inside the MCP)

DO NOT OVER CRANK THE OUTRIGGERS. They are designed to support the weight of the MCP, but they are not designed to level it, or jack it up

Open the rear and side doors of the MCP

Security team can now establish and set up a secure perimeter



Generator Set-up:

Uncover the Generator.

Before generator is started, (if no other power source is available), perform the following:

1. Check fuel switch (turn to “on” position)
2. Check fuel level (top off if needed)
3. Check breakers on generator (should be in “off” position)

Run generator *with no load* for minimum of 15 minutes to ensure unit is operating properly and up to operating temperature prior to loading the generator.

Signal team begins to break out communications equipment and set up the inside of the MCP to suit the operation at hand

1. Signal team deploys ground rod(s) (If possible, call Miss Utility First)
2. Signal team deploys antenna

MCP Breakers

1. Turn breakers on generator to “ON” position
2. Turn breakers inside the MCP to “on” position **ONE AT A TIME**
3. Turn lights on in MCP one at a time.

Continue setup of radio equipment. Be aware that certain sequences of powering up of radios and equipment may cause breakers to trip. Be aware of which equipment items you are operating and how this might affect the load on the generator.

Note: If there is a breaker/power problem make sure to note what equipment was on, what sequence it was activated, etc. so that the event may be addressed and corrected.



**Prime Mover/Mobile Command Post (PM/MCP)
Deployment and Setup Procedure & Checklist**
Rev. 01, dated 24 Sept. 2007

PM/MCP Deployment Checklist
The Deployment Checklist is to be filled out by the driver/co-driver of the PM, signed, and given to the BDE S6 upon termination current deployment or exercise. A copy of this checklist shall be filled out each time the MCP is deployed with the PM (at each leg of the deployment). Any problem/s with the PM/MCP shall be noted in the comments section of this checklist and reported to the BDE S-4 and S-6.

Date: _____ Location: _____

Pre-Travel:		Checked
1.	Keys issued	
2.	Fuel card issued and code for card noted	
3.	Received copy of PM/MCP Deployment & Setup Procedure	
4.	Received copy of attached checklist to procedure	
5.	Route and ETA established and communicated to the S-6 or his/her designate	
6.	Cell phone numbers exchanged and FRS/GMRS radios deployed	

MCP/PM Visual Inspection:		Checked
1.	Visual walk-around inspection performed and discrepancies, if any, noted in the comments section of this checklist.	
2.	Tire pressures and fluids at proper operating levels	
3.	Fuel containers empty, secured, and ready for fuel—See Generator Fuel Supply Procedure	
4.	Extra oil, fuel treatment, spare tires, tools, or other necessary items onboard.	

MCP Hook-Up:		Checked
1.	Trailer and PM trailer hitch properly connected with safety latch positioned to rear	
2.	MCP Electrical Harness connected securely to PM	
3.	Electric brake hooked up	
4.	Safety chain connected	
5.	MCP wheel chocks removed—(only after hookup is completed)	

PM/MCP Pre-Movement Checks:		Checked
1.	PM engine started and run for at least five minutes	
2.	Headlights, signal lights, brake lights, running lights, backup lights, and emergency flashers working	
3.	MCP moved forward and reverse for short distance using only MCP's electronic brakes	

COMMENTS:

Driver Name/Rank (Printed) _____ Signature: _____ Date: _____
 Co-Driver: Name/Rank (Printed) _____ Signature: _____ Date: _____



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