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Client Reference No. - N° de référence du client W0113-3-Q2797	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-302-6120	
File No. - N° de dossier TOR-2-35159 (302)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-22	Time Zone Fuseau horaire Eastern Standard Time EST
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Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden 247 Cambrai Rd - Bldg O-111 Borden Ontario L0M1C0 Canada	

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33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Solicitation No. - N° de l'invitation

W0113-13Q797/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35159

Buyer ID - Id de l'acheteur

tor302

Client Ref. No. - N° de réf. du client

W0113-3-Q2797

CCC No./N° CCC - FMS No/ N° VME



TRAINING PLAN

Maritime Terminal Operations Controller (MTOC)
(AIML)

REGULAR FORCE:

- 00328 Logistics Officer
- 00170 Traffic Technician

PRIMARY RESERVE:

- 00328 Logistics Officer

Training Establishment: Canadian Forces Logistics Training Centre (CFLTC)

Date: 24 July 2012

RECORD OF AMENDMENTS

CHANGE NUMBER	REQUESTING AGENCY (ref)	REVISION DESCRIPTION	DATE	TE APPROVAL (ref)

FOREWORD

1. Training Plan (TP) Maritime Terminal Operations Controller (MTOC) (AIML), dated 24 July 2012 is issued on authority of the Commandant (Cmdt) of the Canadian Forces Logistics Training Centre.
2. This publication is effective upon receipt.
3. Suggestions for changes shall be forwarded through normal channels to Cmdt CFLTC.

PREFACE

1. This TP was developed by CFSTG and CFLTC Standards Division and SMEs from 4 Canadian Forces Movements Control Unit (4CFMCU). It was prepared in accordance with the concepts of training outlined in the A-P9-050 Series, Canadian Forces Manuals of Individual Training and Education.
2. This TP is based upon Specialty Specification, MTOC, (AIML) found in A-PD-055-003/PQ-001 dated 20/05/2002 and Qualification Standard, dated 24/07/2012. Completion of this training will earn the competency code (AIML).

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CHAPTER 1 - GENERAL

AIM

1. The aim of the training resulting from this TP is to prepare personnel who can perform the duties of MTOC.

OUTLINE OF TRAINING

2. Commanders require personnel who possess the knowledge and skills necessary to perform the many tasks required of MTOC.
3. This TP contains Lesson Specifications with associated Enabling Objectives (EOs) that support one Performance Objective (PO) that the candidate shall achieve.

TRAINING STRATEGY

4. The training requirement will be achieved through a formal course.

USE OF TRAINING PLAN

5. This TP shall be used as the primary authority governing the conduct and evaluation of the training programme(s).
6. This TP will also be used by CDA TESM in support of validation.

CHAPTER 2 - TRAINING MANAGEMENT DETAILS

RESPONSIBLE AGENCY AND TRAINING ESTABLISHMENTS

1. The Training Authority is CDA.
2. Training Establishment: CFLTC is responsible for MTOC training conducted at 4CFMCU.

SCHEDULING

3. Training will be scheduled by CFSTG HQ/Ops in MITE to meet the training requirements.

PREREQUISITES

4. In order to be selected for this training, the candidate shall:
 - a. For Officers, be the rank of Capt/Lt(N) or above, and be OSS AECV qualified;
 - b. For NCMs, be the rank of Sgt or above and be TFC TECH QL6 qualified; and
 - c. 4CFMCU may course-load Traffic Tech QL5 qualified members who are posted to 4CFMCU on a non-priority, space-available basis.

TRAINING DURATION

5. This training will require 4 resourced training days based on 7 x 50 min period days. See [Annex D](#): Optimum Timetable.
 - a. No CFSTG multiplier required for this short course; and
 - b. This training is comprised of the following:

Type	Time (min)	Periods
Instructional	800	16
Field Trip	200	4
Assessment	325	6.5
Admin	75	1.5
Total	1400	28

INSTRUCTOR ALLOCATION

6. Training Director:

RANK	MOSID	NUMBER	QUALIFICATION
Capt/Lt(N)	00328	1	AIML, AECV

7. Instructor:

RANK	MOSID	NUMBER	QUALIFICATION
Civilian	N/A	1	Min 10 years of experience in Maritime Terminal Operations (MTO) and 10 years experience with Civilian Port and outside Agencies (related to MTOs).

8. Guest Lecturer:

RANK	MOSID	NUMBER	QUALIFICATION
Any or Civilian	Any	1	Experience with PSTC eCross facilitation.

9. Training Assistance:

a. Training assistance will be required from:

- (1) Guest lecturers as indicated at para 8;
- (2) Outside Agencies IAW Port Field Trip;
- (3) CFLTC Standards Officers for monitoring as required; and
- (4) CFLTC Student OR for facilitation with granting of Qualification Code.

10. Assistance for monitoring and participation during Practical Exercise PC 001 will be required IAW [Annex B](#) Assessment Plan.

CAPACITY

11. The capacity per course is:

- a. Maximum: 12
- b. Minimum: 6

LANGUAGE OF INSTRUCTION

12. The language of instruction shall be in accordance with the stated tasking contained in the "Official Languages Act" (DAOD 5039-6 refers <http://www.admfincs.forces.gc.ca/dao-doa/5000/5039-6-eng.asp>).

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

QUALIFICATION

14. Successful completion of the training is based on the production of PC 001.

This constitutes the only means of attaining qualification (**AIML**) for this TP.

RELATED DOCUMENTS

15. The related documents are:

- a. SS; and
- b. QS.

TERMINOLOGY

16. Nil.

TRAINING SUPPORT

17. **Facilities.** The training area shall contain a classroom to accommodate 12 students, with 4 syndicate rooms.

18. **Material.** Bilingual courseware with PPT.

19. **Consumable Items.** PP & S;

20. **Audio-Visual Equipment.** As follows:

- a. 1 Computer projector for instructor. DWAN for instructor may not be required, work off-line may suffice;
- b. 12 x DWAN computers and access to projector identified at para 19 a; and
- c. 2 x networked printers.

TRAINING LIMITATIONS:

21. Nil

CHAPTER 3 - ASSESSMENT

GENERAL

1. The PO identified in Chapter 2 of the QS, and amplified in the EOs identified in Chapter 4 of this TP will be the basis for assessment. See Assessment Plan at [Annex B](#) for impact of failed assessments.
2. The Performance Checks (PC) for this PO will be based on the assessment plan and assessment instruments provided by the OC Standards / TE Standards Officer.
3. Candidates seeking this qualification (AIML) based on completion of on-job projects, and ability acquired as a function of employment, may request a Prior Learning Assessment Recognition (PLAR). In this circumstance, the activities and products required of the candidate will be subject to the performance standards stipulated in the POs and EOs of the QS and TP respectively. Requests are to be staffed through the CDA PLAR Coordinator.

PROGRESS MONITORING

4. **Monitoring.** Monitoring is required in order to provide the following:
 - a. Candidate interview and discussion of progress to date. A candidate who experiences difficulty is to be informed of the consequences of further failure(s) or marginal assessment and disposition options such as retraining, occupational transfer, return to unit (RTU), or release;
 - b. feedback on the effectiveness of the training design; and
 - c. information for Progress Review Boards (PRBs), which are conducted IAW CFSTG BBSAI 1103. As a result of poor performance or conduct, a candidate may appear before a PRB. The PRB will make a recommendation to the commandant regarding the disposition of the candidate. Recommended action will normally be one of the following:
 - (1) continue training after being formally warned to show improvement in accordance with DAOD 5019-4 (if appropriate);
 - (2) retrain in accordance with PRB recommendations (if appropriate); or
 - (3) cease training and/or referral to Base Personnel Selection Officer (BPSO) for further career action.

5. **Record file.** A candidate's record file shall be maintained and reflect the following:

- a. completion of essential training activities required by POs;
- b. results of PC, Enabling Checks (EC)s as specified in the assessment plan at [Annex B](#);
- c. identification of elements requiring observations such as leadership, participation, attitude, qualities of character (e.g. officer-like qualities and / or professional qualities) and / or other related assessment factors; and
- d. interviewing / counselling results.

6. **Course Critiques.** An End Course critique will be held at the end of the course to obtain feedback on learning activities, the presentation of training programme content and administration procedures. This does not preclude the class senior from commenting on positive matters or reporting problems as they arise. Electronic Critique(s) available at <http://mfa-hfx-icms005.forces.mil.ca/eListen/Surveys/CDACFSTGEvaluationB/cdacfstgevaluationb.html>

REMOVAL FROM TRAINING

7. The Commandant may direct that a candidate be removed from training:

- a. when the candidate's progress is below the minimum standard and there is virtually no likelihood that the required standard will be attained; or
- b. when the candidate's continued presence on the training programme is adversely affecting the training, safety or morale of the other candidates; and/or
- c. for administrative or disciplinary reasons.

8. When a candidate is removed from the course for any reason, the commandant shall ensure that this information is recorded in MITE.

REPORTS

9. **Formal Course.** A Canadian Forces Course Report, Form CF 377, shall be prepared and distributed in accordance with DAOD 5031-9.

10. **On-Job Performance Requirement.** Nil.

CHAPTER 4 - LESSON SPECIFICATIONS

PO 001

1. Performance Statement: Manage CF Movement Operations at the Maritime Terminal
2. Conditions:
 - a. Given:
 - (1) Freight Movement Planning order to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations ; and
 - (h) support requirements (MHE, storage, pers, etc.)
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat.
 - (3) Regulations and References;
 - (4) ADP/IT;
 - (5) Resources; and
 - (6) Assistance.
 - b. Denied: Supervision; and
 - c. Environmental: Under shelter, all climates, day or night, possibly under hostile conditions.
3. Standard: The member will **(T0001)** Manage CF movement operations at the maritime terminal IAW A1 Chap 1 & 2 and A2 Chap 2, 3 & 5 to ensure uninterrupted operations by:
 - (1) **(T0010)** Determine external agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operation; and

- (2) **(T0012)** Co-ordinate with external agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations; to include I but not limited to IAW A3, B1, B2, B3, B4, and C1:

- (a) International Transportation Agencies;
- (b) Port Industry Agencies;
- (c) Maritime Terminal Operations Agencies
- (d) Military Cargo Regulators; and
- (e) Cargo Management Agency Requirements;

4. Remarks: The QSWB determined, IAW Annex B, that the task below para a-h, although part of the MTOC's job do not require additional training, because the target population pre-requisite training for Traffic Tech QL6 (ACNO) and Movement Officer (AECV) prepare member for those aspects of the job. Some knowledge components may be covered as any authentic training for (T0010) and (T0012) above, para 3, may incorporate a planned movement scenario to confirm this QS PO 001.

- a. (T0002) Co-ordinate the shipment of materiel via sea transport;
- b. (T0003) Planning the movement of materiel by sea;
- c. (T0004) Determine dangerous/hazardous goods load compatibility;
- d. (T0005) Monitor inspections of packaging/crating of dangerous/hazardous goods;
- e. (T0006) Perform movements control functions at the strategic/operation/tactical level;
- f. (T0007) Determine seaport support requirements;
- g. (T0008) Direct sea movement operations; and
- h. (T0011) Prepare ship stowage plan and associated documentation.

EO 001.01 International Transportation System

1. Performance: Explain the International Transportation System
2. Conditions:
 - a. Given:
 - (1) Freight Movement Scenarios to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations; and
 - (h) support requirements (MHE, storage, pers, etc.);
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat;
 - (3) Regulations and References;
 - (4) IT equipment;
 - (5) Resources; and
 - (6) Assistance.
 - b. Denied: Supervision; and
 - c. Environmental: Classroom, Port and Movement Unit.
3. Standard: The candidate will explain the international transportation system and related agencies by demonstrating knowledge of:
 - a. (T0010) Determining international transportation agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operation; and

- b. (T0012) Co-ordinating with international transportation agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations;

4. Teaching Events:

TPT	Description <i>EO 001.01</i>	Method and Media	TIME (min)	REF
1	<p>Explain and provide overview of the worldwide commercial transportation system to include:</p> <p>Common Modes of Transport:</p> <ul style="list-style-type: none"> - Air; - Ground (road and rail); - Water; - Advantages/ disadvantages of each mode; - Major sea shipping lanes (ex: development of North Passage); <p>Intermodal transfer points:</p> <ul style="list-style-type: none"> - Origin; - Drays; - Classification Yards; - Marshalling Yards; - Marine Terminals; - Inland Port Facilities; - Destination; <p>Regulatory Checkpoints</p> <ul style="list-style-type: none"> - Customs; - Immigration; - Security screening; - Agriculture. 	*Interactive Lecture incorporating Instructors Examples & Candidates based on experience	50	
2	<p>Describe agency and industry professionals to include:</p> <p>Cargo Industry Professionals:</p> <ul style="list-style-type: none"> - Shipper; - Consignee; - Freight Forwarder; - Logistics Planner; 	*IL	50	

TPT	Description <i>EO 001.01</i>	Method and Media	TIME (min)	REF
	<ul style="list-style-type: none"> - NVOCCs; - Carrier representatives; - Insurance Adjusters; <p>Regulatory oversight:</p> <ul style="list-style-type: none"> - Customs; - Immigration; - Agriculture; - Law Enforcement; - Fire and Emergency Response; - Coast Guard; - Transport Canada; <p>Ground Transportation Professionals:</p> <ul style="list-style-type: none"> - Truckers; - Rail Terminal Operators; - Inspectors; - Booking Agents; - Third Party Service Providers; <p>Marine Transportation Professionals:</p> <ul style="list-style-type: none"> - Marine Terminal Operators; - Stevedores; - Longshoremen; - Agents; - Chandlers; - Vessel Crews (master, chief engineer, chief mate, mates, assistant engineers, unlicensed crew, deck/engine/galley). 			
3	<p>Explain different traditions, cultures and procedures when conducting logistical operations around the world:</p> <p>Cultural considerations for deployed operations by region (PSTC)</p> <ul style="list-style-type: none"> - North America; - Latin America; - Middle East; - Europe; - Africa; - Asia. <p>Shipping lanes and port-specific</p>	*IL & PSTU eCross exercise (See Remarks para 8.b.)	100	PSTC eCross Training
		*IL	50	SME & B1

TPT	Description <i>EO 001.01</i>	Method and Media	TIME (min)	REF
	considerations by region: - resource availability/limitations (expertise, technology, unions, etc); - cultural peculiarities and points of interest; - risks (ex: Somali Pirates); - administrative peculiarities (ex : Panama Canal's Transit Slot « Auction », Suez Canal DG Restrictions); - etc			
EC	Teaching points 1-3	EC 001.01 Quiz via Think Pair Share activity and/or quiz Show game	25	
FT	Determine external international transportation agency requirements & Co-ordinate with external international transportation agencies	Field Trip (FT) Port Tour Timing for Field trip captured in first EO 001.01 only. See Para 8a; and Annex B&C for details.	200	Transport Industry Agency SME; and A1 Chap 4 & 5 and A2 Chap 2 & 5 & A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5

5. **Time:**

Total Class (min)	250
Periods	5
Total EC (min)	25
Periods	.5
EO Total	5.5
Field Trip (min) – Port Tour see Para 8a	200
Periods	4
Total	13.5

6. **Resources Required:** Handouts, training aids, etc. as deemed necessary.

7. **EC & PC Details:** See [Annex B](#) - Assessment Plan for details

8. **Remarks:**

a. Field Trip – A port tour will be conducted once all EO instruction has been completed. The time (3 periods) for this field trip is captured for convenience in this EO 001.01.

(1) The tour will:

- (a) Support the trained tasks identified in the QS, (T0010) and (T0012), through liaising with port agencies and observing the port layout;
- (b) provide situational awareness and realistic appreciation of the QS trained task (T0001), Manage CF movement operations at a maritime terminal, which will help candidates understand the scenarios within the final PC Exercise;
- (c) Consolidating prior occupational learning with the knowledge just taught for this specialty, to better prepare MTOC participants to perform port reconnaissance tasks and advise HHQ of issues with potential impacts to operations; and
- (d) Include a visit to an operational Marine Terminal. I.e: Logistec in Montreal.

b. Development board to inquire with Peace Support Training Unit (PSTU) Kingston to obtain access to translated eCross eLearning – most effectively facilitated with a PSTU Instructor. Recommend a minimum of two periods with an instructor, may require some self directed homework (HW). HW is less effective than an interactive lecture and PSTU facilitator. If HW is required, Tpt 3 EO 001.01 could move to Day 2 in the training schedule.

EO 001.02 Port Industry

1. **Performance:** Describe the Port Industry
2. **Conditions:**
 - a. Given:
 - (1) Freight Movement Scenarios to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations; and
 - (h) support requirements (MHE, storage, pers, etc.)
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat.
 - (3) Regulations and References;
 - (4) IT equipment;
 - (5) Resources; and
 - (6) Assistance.
 - b. Denied: Supervision; and
 - c. Environmental: Classroom, Port and Movement Unit.
3. **Standard:** The candidate will describe the port industry and related agencies by demonstrating knowledge of:
 - a. (T0010) Determining external port industry agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operations; and
 - b. (T0012) Co-ordinating with external port industry agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations.

4. Teaching Events:

Tpt	Description	Method and Media	TIME (min)	REF
	<i>EO 001.02</i>			
1	Explain the Purpose of ports and their role in the logistics chain: <ul style="list-style-type: none"> - Intermodal exchange point - National border - Security checkpoint - Staging Areas - Storage Area - Processing Location - Inventory Point - Tracking Point 	*IL	75	A1, C1 & Port SME
2	Explain Port and transportation links: <p>Types of Ports:</p> <ul style="list-style-type: none"> -Full service ports -Container ports -Oil ports -Bulk ports -Niche cargo ports -Cruise ports -Military ports <p>Transportation Links:</p> <ul style="list-style-type: none"> -Intermodal transportation should be seamless from the shipper's perspective -Bills of Lading are issued from point of origin to point of destination -Logistics planning involves connecting all modes, facility transfers, minimizing dwell time, transit time, paperwork requirements, and adapting to changing conditions. 			
3	Describe the roles of Port organizations and corporations – to include: <p>Port Organizations</p> <ul style="list-style-type: none"> -Public Port Authorities -Public Port commissions -Provincial, State and Municipal Ports -Commercial Leasehold Ports -Private Ports 			

Tpt	Description	Method and Media	TIME (min)	REF
	-Associated Ports			
4	Describe Planning (starting with the SOR and bid, to the involvement of external agencies with vessel, port, etc)			
5	<p>Describe Scope and Objective of Port Emergency Response Plan, as well as identifying the responsibilities and whose authority the responsibilities fall under.</p> <p>Emergency Management:</p> <ul style="list-style-type: none"> -Key components within the Emergency Management structure: - Prevention and Mitigation - Preparedness - Response - Recovery <p>Port Emergency Plan:</p> <ul style="list-style-type: none"> -Provides a structure and contains details that aims to reduce the impact of an adverse event within the port -Fits into the preparedness phase of the Emergency Management cycle <p>Common Elements:</p> <ul style="list-style-type: none"> -Some elements of the Port Emergency Plan will be used in several other plans -Care must be taken to ensure that these parts of the plan are updated routinely across all documentation 	*IL	75	A1, C1 & Port SME
6	Define and describe basic Industry terminology.			C1 Annex G A1, Port SME
EC	Teaching Points 1-6	EC 001.02 Quiz via Think Pair	25 min	

Tpt	Description	Method and Media	TIME (min)	REF
	<i>EO 001.02</i>	Share activity and/or Quiz Show Game.		

5. **Time:**

Total Class (min)	150
Periods	3
Total EC (min)	25
Periods	0.5
Total Periods	3.5

6. **Resources Required:** Handouts, training aids, etc. as deemed necessary.

7. **EC & PC Details:** See [Annex B](#) - Assessment Plan for details

8. **Remarks:** NIL

EO 001.03 Maritime Terminal Operation

1. **Performance:** Explain Maritime Terminal Operation
2. **Conditions:**
 - a. Given:
 - (1) Freight Movement Scenarios to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations; and
 - (h) support requirements (MHE, storage, pers, etc.)
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat.
 - (3) Regulations and References;
 - (4) IT equipment;
 - (5) Resources; and
 - (6) Assistance.
 - b. Denied: Supervision; and
 - c. Environmental: Classroom, Port, and Movement Unit.
3. **Standard:** The candidate will explain maritime terminal operations and related agencies by demonstrating knowledge of:
 - a. (T0002) Co-ordinating the shipment of materiel via sea transport (including supercargo) IAW A1 Chap 3 and A2 Chap 2 & 5;
 - b. (T0003) Planning the movement of materiel by sea;

- c. (T0008) Directing sea movement operations IAW A1 Chap 1 &2 and A2 Chap 2,3 &5;
- d. (T0007) Determining seaport support requirements IAW A1 Chap 1 Sect 7, Chap 3 Annex B, Chap 6, and A2 Chap 1 & 3;
- e. (T0010) Determining maritime terminal agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operations; and
- f. (T0012) Co-ordinating with maritime terminal agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations.

4. Teaching Events:

Tpt	Description	Method and Media	TIME	REFERENCE
	<i>EO 001.02</i>			
1	Describe types of terminal operations: <ul style="list-style-type: none"> -ship/vessel operations -cargo processing (including inspection and clearance) - availability of various equipment - pier operations - staging and storage - traffic control and access 	*IL	100	A1, C1 & Terminal SMES
2	Explain Operational Parameters: <ul style="list-style-type: none"> - admin and planning - gate inbound and outbound processing - various access points to terminal (water, land) - storage and marshalling - ship load and offload operations (including: pick-rate, vessel clearance, docking, undocking) Explain Operational objectives: <ul style="list-style-type: none"> - speed and efficiency - security - proper staging and marshalling - safe operating of equipment - conformance with federal, provincial security regulations - safety of personnel - billing and payments 			
3	Describe Cargo Management (Subject will be			

Tpt	Description	Method and Media	TIME	REFERENCE
	EO 001.02 expanded on in EO 003.05): <ul style="list-style-type: none"> - inbound and outbound processing, including: inspections and clearances - security and storage - tracking and billing - loading and unloading 			
.4	Explain Terminal Functions: <ul style="list-style-type: none"> - Receiving and processing function - Freight inspection - Marshalling (staging) - Loading and Discharging - Storage - Administration - Traffic control - Maintenance 			
5	Identify Cargo Handling Equipment: <ul style="list-style-type: none"> - All equipment - 			
6	Identify Cargo storage including transit sheds, warehousing, intermodal yards: <ul style="list-style-type: none"> - Transit Sheds - Warehouses - Intermodal yards - Specialized Bulk Facilities 			
7	Describe types of Piers: <ul style="list-style-type: none"> - All kinds of piers 	*IL	25	A1, C1 & Terminal SMES
8	Explain Purpose and composition of terminal regulations and charges: <ul style="list-style-type: none"> - Personnel Applicability - Rights of Port or Terminal - Control of Property - Payment and Rates of Charges - Loss or Damage - Complaints - Dangerous Goods (DG) 			

Tpt	Description	Method and Media	TIME	REFERENCE
	- Rules and Regulations			
9	Describe the involvement of the Port Fire Marshall, and the Transport Canada Representative (Federal Gov) in Maritime Terminal Operations (and any other types of agencies with special interest with regard to DG and safety)			
EC	Teaching Points 1-9	EC 001.03 Quiz via Think Pair Share activity and/or Quiz Show Game	25	

5. **Time:**

Total Class (min)	125
Periods	2.5
Total EC (min)	25
Periods	0.5
Total Periods	3.0

6. **Resources Required:** Handouts, training aids, etc. as deemed necessary

7. **Test Details:** See [Annex B](#) - Assessment Plan for details

8. **Remarks:** NIL

EO 001.04 Military Cargo Regulatory Requirements

1. **Performance:** Explain CF Regulatory Requirements
2. Conditions:
 - a. Given:
 - (1) Freight Movement Scenarios to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations; and
 - (h) support requirements (MHE, storage, pers, etc.)
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat.
 - (3) Regulations and References;
 - (4) IT equipment;
 - (5) Resources; and
 - (6) Assistance.
 - b. Denied: Supervision; and
 - c. Environmental: Classroom, Port and Movement Unit.
3. **Standard:** The candidate will explain Military Cargo regulatory requirements and related agencies by demonstrating knowledge of:
 - a. (T0002) Co-ordinating the shipment of materiel via sea transport (including supercargo) IAW A1 Chap 3 and A2 Chap 2 & 5;
 - b. (T0003) Planning the movement of materiel by sea;

- c. (T0005) Monitor inspections of packaging/crating of dangerous/hazardous goods IAW A1 Chap 6 and A2 Chap 1, 3 & 5;
- d. (T0011) Prepare ship stowage plan and associated documentation IAW A1 Chap 3 & 6 and A2 Chap 1, 2 & 3;
- e. (T0010) Determine CBSA agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operations; and
- f. (T0012) Co-ordinate with CBSA agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations.

4. Teaching Events:

Tpt	Description	Method and Media	TIME	REFERENCE
1	<p style="text-align: right;"><i>EO 001.04</i></p> <p>Explain Military Cargo Regulations</p> <p>Explain that in most cases:</p> <ul style="list-style-type: none"> -military cargo requires some special handling or provisioning; - the government is self-insured with regard to shipments; - carriers will defer to specialized expertise regarding handling; and - the government has commercial rights for loss or damage. <p>Explain the roles and responsibilities of:</p> <ul style="list-style-type: none"> - Canadian Coast Guard; - Transport Canada; - Canadian Customs and Border Services; - Canadian Transport Security Administration (CATSA); - Law Enforcement and Fire Authority; - Provincial Authorities; and -Municipal Authorities. <p>Explain that the Canadian Federal Government always has the highest jurisdiction</p> <p>Explain that in case of war the government assumes a broad range of liabilities</p> <p>Federalized US Control:</p> <ul style="list-style-type: none"> - the military controls every aspect from supply to delivery; - Charter provisions are tailored to meet military requirements; 	*IL	25	<p>A1 & Agency SME</p> <p>B1 CBSA</p> <p>B2 CFIA</p> <p>B3 Canadian Coast Guard:</p> <p>B4 Transport Canada</p> <p>A1 & Agency SME</p>

Tpt	Description <i>EO 001.04</i>	Method and Media	TIME	REFERENCE
	<ul style="list-style-type: none"> - War risk provisions are expanded; - Facilities, vessels and personnel can be "federalized"; - Many commercial regulatory processes are suspended; and - import Regulations are generally overlook in invasions. 			
.2	<p>Explain Roles and functions of Canadian Food Inspection Agency (CFIA) and Canadian Border Services Agency (CBSA) and their regulations in movement of CF goods to operational theatres and back to include recent updates and Montreal CBSA Contacts.</p>	*IL	25	<p>B4 Canadian Food Inspection Agency:</p> <p>B3 Canadian Border Services Agency</p>
	<p>Differentiate between CFIA and CBSA roles and responsibilities.i.e. CBSA enforces CFIA regs on borders. CBSA is a sub entity of the Pubic Safety Canada</p> <p>CBSA Mandate:</p> <ul style="list-style-type: none"> - integrated border services that support national security and public safety priorities and facilitate the free flow of goods, including plants and animals, under all aspects of program legislation. <p>CBSA Core responsibilities include:</p> <ul style="list-style-type: none"> - Administration of legislation dealing with trans-border issues; - Detaining persons who may pose a threat; - Removing inadmissible persons; Interdict illegal goods entering or leaving; - Protecting food safety and the resources base; and -Collection of applicable dues and duties. <p>Canadian Food Inspection Agency (CFIA)</p> <ul style="list-style-type: none"> - Act and regulations associated with the import and export of food and animals; and - operation often combined with CBSA. <p>Explain Military Application:</p>	*IL	25	B3 Canadian Border Services Agency

Tpt	Description <i>EO 001.04</i>	Method and Media	TIME	REFERENCE
	<ul style="list-style-type: none"> - While certain military operations and movements are exempt from specific regulations, those exemptions pertain to official duties and mission requirement. - All personnel are subject to the same requirement as other travelers when dealing with personal effects. 			
3	Explain Cleanliness regulations to include: <ul style="list-style-type: none"> - Cargo fumigation; - Part I- Cargo; - Part II-Fumigation; - Section 159 – Military Explosives; - above regulations apply to both inbound and outbound. 	*IL	25	A1 & Agency SME
4	Explain Customs process for the CF i.e. Inspections; several nations including Canada, conduct inspections focusing on the presence of living material that could pose a risk to the public, environmental and resource base. Inspection focus on: <ul style="list-style-type: none"> -Spaces within the vessel; -Ballast Water and other Water; -Food storage and preparation areas; -Accommodations areas; -Other areas of the ship. 	*IL		A1 & Agency SME
EC	Teaching Points 1-4	EC 001.04 Quiz via Think Pair Share activity and/or Quiz Show Game	25 min	

5. **Time:**

Total Class (min)	100
Periods	2.0
Total EC (min)	25
Periods	0.5
Total Periods	2.5

6. **Resources Required:** Handouts, training aids, etc. as deemed necessary

7. **Test Details:** See [Annex B](#) - Assessment Plan for details

8. **Remarks:** NIL

EO 001.05 Cargo Management

1. **Performance:** Explain Cargo Management
2. **Conditions:**
 - a. **Given:**
 - (1) Freight Movement Scenarios to include:
 - (a) origin/destination/stops;
 - (b) ship transit timeline;
 - (c) list of freight being moved;
 - (d) terminal operations timeline/constraints;
 - (e) onward movement (intermodal transfer);
 - (f) port reconnaissance report;
 - (g) security considerations; and
 - (h) support requirements (MHE, storage, pers, etc.)
 - (2) Safety Equipment to include:
 - (a) Steel toe boots;
 - (b) Safety vest (fluorescent); and
 - (c) Hard hat.
 - (3) Regulations and References;
 - (4) IT equipment;
 - (5) Resources; and
 - (6) Assistance.
 - b. **Denied:** Supervision; and
 - c. **Environment:** Classroom, Port, and Movement Unit.
3. **Standard:** The candidate will explain cargo management and related agencies by demonstrating knowledge of:
 - a. (T0002)Co-ordinating the shipment of materiel via sea transport (including supercargo) IAW A1 Chap 3 and A2 Chap 2 & 5;
 - b. (T0003) Planning the movement of materiel by sea;

- c. (T0005) Monitoring inspections of packaging/crating of dangerous/hazardous goods IAW A1 Chap 6 and A2 Chap 1, 3 & 5;
- d. (T0006) Performing movements control functions at the tactical level IAW A1 Chap 2 and A2 Chap 2;
- e. (T0008) Directing sea movement operations IAW A1 Chap 1 & 2 and A2 Chap 2, 3 & 5;
- f. (T0010) Determining CBSA agency requirements IAW A1 Chap 4 & 5 and A2 Chap 2 & 5 to ensure an uninterrupted operations; and
- g. (T0012) Co-ordinating with CBSA agencies IAW A1 Chap 2, 4 & 5 and A2 Chap 2, 3, 4, & 5 to ensure uninterrupted operations.

4. Teaching Events:

Tpt	Description	Method and Media	TIME	REFERENCE
	<i>EO 001.05</i>			
1	Explain the Ocean bill of lading (B/L): -Definition Describe B/L Basic Types: - Memo(ME) - Original (OBL) - Non-negotiable - Corrected (CBL) - Amended (AM) B/L	*IL & Guided Discussion see para 8	100	SME & C1 SME & C1
2	Explain Customs regulations to include the following required documents: - Commercial Invoice - Supplemental Government Invoice - Certificate of Origin Explain the Commercial Invoice: - Define Commercial Invoice Explain details of info to be included: - Legible description of the goods - indicate the type of clearance preferred by the consignee. - Name of the Customs Broker (or their appointed agents) at the frontier port or inland sufferance warehouse. - Two copies of the Commercial Invoice. - One accompanies the freight from the point of pickup to the point of customs clearance, other attached to the bill of Lading.			SME & C1 SME & C1 SME & C1 SME & C1

Tpt	Description <i>EO 001.05</i>	Method and Media	TIME	REFERENCE
	<p>Explain the Government Invoice:</p> <ul style="list-style-type: none"> -Define Government Issued Invoice -i.e. Canada Customs Invoice, a document that should accompany the freight from the point of pickup to the point of customs clearance. An additional copy should be attached to the Bill of Lading. <p>Explain Certificate of Origin:</p> <ul style="list-style-type: none"> - Define certificate of origin and when it is issued duty under the North American Free Trade Agreement (NAFTA). - Explain consequences of missing certificate 			
3	<p>Describe regulatory agencies to include:</p> <ul style="list-style-type: none"> - Customs - Immigration - Agricultural - US Customs and Border Protection Service - Canada Border Services Agency) - Security Agencies - TSA - ICE - USDHS - DOD - Transportation Agencies - US DOT - Transport Canada <p>Explain the Pre-arrival Review System (PARS)- Canada option:</p> <ul style="list-style-type: none"> - PARS is one option of the line release process which is available to importers; - PARS release information contains the shipment's estimated time and date of arrival, the invoice data and the original copy of any required permits; - Shipper can submit PARS documentation/data up to 30 days before the goods arrive in Canada, so Canada Customs can process the documentation and enter the cargo control number and either a recommendation for release or examination into our computer 	*IL		<p>SME & C1</p> <p>SME & C1</p>

Tpt	Description <i>EO 001.05</i>	Method and Media	TIME	REFERENCE
	system; and - release recommendation will be ready when your goods arrive if you submit your PARS request at least 1 hour in advance for EDI or 2 hours in advance for paper.			
4	Explain Cargo protection from damage (packing and stacking) to include: - Prepare the shipment; - Plan the stow; - Complete and Check the Stow; and - Provide for Security. The Stowage Plan: - Define; - Explain including: - Picture of <i>stowage plan</i> Planning the Stow (done with Ship Master): - Observe weight limitation; - Avoid mixing incompatible cargo; - Observe hazmat/dangerous goods rules; - Stage the stow; - Plan for ease of unloading; - Plan for damage; - Plan for securing cargo based on the potential movement of the ship; and - Include pictures of <i>Vessel movement, Worst weather and Ship accident</i> . Packing, stacking and Bracing: - Stuffing; - Blocking; - Stacking; - Shoring; - Dunnage; - Tie downs; - Interlocking; and - Bracing. <i>Include Picture of Packing, stacking and Bracing</i>	*IL & Demo with Picture		SME & C1 SME & C1
		*IL & Demo with Picture		
		*IL & Demo with Picture		SME & C1
5	Explain Cargo protection from theft: - Seals are added and check at each transition point to indicate possible tampering; and	*IL & Demo with		SME & C1

Tpt	Description	Method and Media	TIME	REFERENCE
	<i>EO 001.05</i> -Include Picture of Seals.	Picture		
6	Explain Cargo Surveys: - <u>Load and Stow</u> : Conducted to ensure that cargo is properly packed in a container, to prevent damage to either the contents or the carrier; - <u>Cargo damage survey</u> : This investigation is conducted to determine the cause of damage. The surveyor is also required to determine if the damaged goods or container can be salvaged, and to make arrangements for such salvage.	*IL		SME & C1
7	Explain Cargo Claims: - A cargo claim is intended for situation when a shipment was lost, damaged, or partially delivered; - Claims for loss/damage must be submitted by the party that owns the claim right (usually the shipper); else written authorization from that party (termed a ``release``) is submitted with the claim; - Complete and submit a claim form and include all supporting documentation; - The documentation required is outline and specified on the claim form and varies depending on the claim type (damage claims require additional items); - Include photographs if the item is damage. Photographs should include pictures of the item(s) themselves, as well as any internal and external packaging materials; - Reviews all documentation to ensure accuracy and completeness. Incomplete, inaccurate, or illegible documentation delays cargo claim and result in possible denied; and - Get acknowledgement of receipt. Claim limits: - The terms and conditions of carriage outline the limits for filing a cargo claim; - The terms and conditions also outline the carrier's maximum limit of liability or exceptions to liability; and - The terms and conditions of carriage should	*IL		SME & C1

Tpt	Description <i>EO 001.05</i>	Method and Media	TIME	REFERENCE
	be reviewed before the cargo is booked.			
8	Explain Cargo Booking to include: <ul style="list-style-type: none"> - Type of cargo commodity; - Gross weight and measurement; - Packing method; - Destination; - Berth requirement; - Shipping terms; - Any requirement on vessel(i.e. all water, no tranship); - Payment terms; - Trade situation(limitation); - Earliest cargo readiness (time and date); - Hazardous cargo; and - Other requirements (specific ship type, lump sum rate port to port, etc.) 	*IL		SME & C1
.9	Define and describe Cargo terms to include: <ul style="list-style-type: none"> - Marine cargo; - Ad valorem; - Break-bulk cargo; - Bulk cargo; - Inbound cargo; - Outbound cargo and - Specialty cargo. 	*IL		SME & C1
10	Explain Freight forwarders and customs house brokers to include: Freight Forwarders: <ul style="list-style-type: none"> - Definition; - Examples; - Relationship with customs; Customs House Brokers <ul style="list-style-type: none"> - Definition; - Relationship with customs; - Duties; and Non-Vessel Operating Common Carrier (NVOCC) definition.	*IL		SME & C1 SME & C1
11	Explain DND Chartering process to include: Vessel Chartering:	*IL *IL	50	SME & C1 SME & C1

Tpt	Description	Method and Media	TIME	REFERENCE
	<i>EO 001.05</i>			
	- Definition of Charter Party;	*IL		SME & C1
	- Definition of Time Charter;	*IL		SME & C1
	- Definition of Voyage Charter;	*IL		SME & C1
	- Definition of Demise (or Bareboat) Charter;			
	- Explanation of how these work			
	- Standardized Charter Party Forms and Formats			
	-Explanation of why they are used;			
	-Example (BIMCO or other); and			
	-Description of forms (including Vessel Charter, Voyage Charter, Wood Charter Party, and/or others as applicable).			
	Charter Party Terms:			
	- List and describe Charter Party Terms, to include (at a minimum): Preamble, Owner's Responsibility, Shipper's Responsibility, Payment of Freight, Loading and Discharging, Laytime, Demurrage, Liens, Bills of Lading, Both to Blame Collision Clause, General Average, Damage and Acts of God, Brokerage, General Strike, War; and			
	- Risks, and Law and Arbitration.			
	Invitation to Tender (ITT) issued by DND:			
	- Specific Period;			
	- Security based on Charter Party agreement;			
	- Governed by Canadian Law;			
	- Specific process for communications;			
	- Everything goes through contracting officer;			
	- All bidders advised of info;			
	- Bid documents must contain all requested information;			
	- Date and time of submission is specific;			
	- Pricing must include currency (US/CDN);			
	- Option pricing may be included;			
	- Period of validity is included;			
	- DND must make a decision in a certain time frame or issue an extension;			
	- Bids are subject to a specific Work and Evaluation Scoring Criteria which is included in the invitation to bid;			
	- Evaluations are done by Crown officials but may include technical consultants;			
	- Bids are evaluated solely on their contents;			

Tpt	Description <i>EO 001.05</i>	Method and Media	TIME	REFERENCE
	<ul style="list-style-type: none"> - Bidders must agree completely with the terms and conditions of the Invitation to Tender; - Conditional bids are non-compliant and will be rejected; and - The Crown has very specific rights in regard to the process. <p>Crown Rights: The Crown reserves the right to:</p> <ul style="list-style-type: none"> - Reject any or all bids; - Accept a bid in whole or in part without prior negotiation; - Cancel and/or reissue an ITT at any time; - Request supporting data or clarifications regarding any part of a bid; and - Not have any financial obligation to the presenters for the preparing of bids. <p><u>Vendor Rejection</u></p> <ul style="list-style-type: none"> - Bidder, employee or contractor was convicted under the federal Criminal Code; -Fraud; - Election fund; - Selling or purchasing violations; - Defective stores; - Bidder, subcontractor or employee is subject to a Vendor Performance Corrective Measure under the Vendor Performance Policy; - Bidder is bankrupt; - Bidder cannot perform under the contract; - Evidence satisfactory to the Crown of fraud, discrimination, or other violations are present by the bidder, subs, or employees; - The Crown had to take an action for performance or other valid reason against the bidder, subs, or employees in a previous bid; - Performance on other contract has been unacceptable to the Crown; - Any reason the bidder et al have performed in a manner unsatisfactory to Canada; and - Bidder can request a rejection appeal. <p>Bid Awards:</p>			

Tpt	Description <i>EO 001.05</i>	Method and Media	TIME	REFERENCE
	<ul style="list-style-type: none"> - Based on best value to the Crown; - the bidder must exercise a DND approved GENCON CHARTER PARTY; - in case of conflicting terms consider the: <p>Charter Party is Primary Document Invitation to Tender is Secondary</p> <p>Documents may contain appendices or annexes which outline other details.</p>			
12	Explain Delay and demurrage to include: Detention & Per Diem <ul style="list-style-type: none"> - Definitions; - Difference between demurrage and detention Demurrage; and - Definitions, in both Domestic and International Transportation. 	*IL	25	SME & C1
13	Explain Dealing with logistics interruptions to include: <p>General Average</p> <ul style="list-style-type: none"> - Definition - Why and when is it applied - When are there exceptions 			
14	Explain Joint Support Ship (JSS) Program to include: <ul style="list-style-type: none"> - Overview; - Capabilities; - Cargo capacity and types; - Features; and - What the JSS will enable from an operational perspective 			

Tpt	Description	Method and Media	TIME	REFERENCE
	<i>EO 001.05</i>			
EC	Teaching Points 1-14	EC 001.05 Quiz via Think Pair Share activity and/or Quiz Show Game.	25 min	

5. **Time:**

Total Class (min)	175
Periods	3.5
Total EC (min)	25
Periods	0.5
PC 001 MTO Exercise	200
Periods	4
Total Periods	8

6. **Resources Required:** Handouts, training aids, etc. as deemed necessary.

7. **Test Details:** See [Annex B](#) - Assessment Plan for details.

8. **Remarks:** Guided Discussion will take place after interactive lecture content was delivered and after Field Trip. Discussion question to be created linking in Cargo Management Challenges to the Tour of the Port.

REFERENCES

Reference Number	English version	Version française
A1	B-GJ-005-404/FP-000 Joint Movement Support: http://cfd.mil.ca/cfwc-cgfc/Index/JD/CFJP%20-%20PDF/CFJP%204-1/B-GJ-005-404-FP-000%20-%20Joint%20Movement%20Support%20-en.pdf	B-GJ-005-404/FP-000 Soutien aux Mouvements Interarmées : http://cfd.mil.ca/cfwc-cgfc/Index/JD/CFJP%20-%20PDF/CFJP%204-1/PIFC%204-1%20-%20Current%20Document%20-%201%20September%202002%20fra.pdf
A2	B-GJ-005-404/FP-010 Movement Support Sea: http://cfd.mil.ca/cfwc-cgfc/Index/JD/CFJP%20-%20PDF/CFJP%204-1_3/GJ404-010%20SeaSupport%20-e.pdf	B-GJ-005-404/FP-010 Soutien aux Mouvements Maritime : http://cfd.mil.ca/cfwc-cgfc/Index/JD/CFJP%20-%20PDF/CFJP%204-1_3/GJ404-010%20SoutienMaritimes%20-f.pdf
A3	Joint Support Ships: Supplying Canada's Navy At Sea and Ashore: http://www.navy.forces.gc.ca/navy_images/cms_image/s/strat_photos/DND_NavyJSS_marineNSI.pdf	Navires De Soutien Interarmées: Ravitaillement des Forces Canadiennes Déployées en Mer et à Terre : http://www.navy.forces.gc.ca/navy_images/cms_image/s/strat_photos/DND_NavyJSS_marineNSI.pdf
B1	Canadian Border Services Agency: http://www.cbsa-asfc.gc.ca/menu-eng.html/	Agence des services frontaliers du Canada: http://www.cbsa-asfc.gc.ca/menu-fra.html
B2	Canadian Food Inspection Agency: http://www.inspection.gc.ca/	Agence canadienne d'inspection des aliments: http://www.inspection.gc.ca/
B3	Canadian Coast Guard: http://www.ccg-qcc.gc.ca/	Garde côtière canadienne: http://www.ccg-qcc.gc.ca/
B4	Transport Canada http://www.tc.gc.ca/eng/menu.htm	Transports Canada http://www.tc.gc.ca/fra/menu.htm

Annex A – References
To TP - MTOC (AIML)

Reference Number	English version	Version française
C1	<p>ISBN 13:978-0-87033-569-3 (2005) Dictionary of Maritime and Transportation Terms, J.W. Monroe & R.J Stewart</p> <p>http://www.books-by-isbn.com/0-87033/0870335693-Dictionary-of-Maritime-amp-Transportation-Terms-0-87033-569-3.html</p>	TBD.

Annex B – Assessment Plan
To TP - MTOC (AIML)

ASSESSMENT PLAN

PC/EC	Scope	Purpose	How	When	Time	Resources	Limitations	Impact
EC 001.01	EO 001.01	To confirm candidates' knowledge of the international Transportation System and related agencies.	Quiz with Scenario Based Questions; Think Pair Share Activity or Quiz Show game	After EO 001.01	25 min	Scenario Based questions and short answer by category for association in Quiz Show PowerPoint. CFLTC response clicker if available.	nil	Pair Feedback, and one-on-one feedback as required.
EC 001.02	EO 001.02	To confirm candidates' knowledge of the port industry and related agencies.	Quiz with Scenario Based Questions; Think Pair Share Activity or Quiz Show game	After EO 001.02	25 min	Scenario Based questions and short answer by category for association in Quiz Show PowerPoint. CFLTC response clicker if available.	nil	Pair Feedback, and one-on-one feedback as required.
EC 001.03	EO 001.03	To confirm candidates' knowledge of maritime terminal operations and related agencies.	Quiz with Scenario Based Questions; Think Pair Share Activity or Quiz Show game	After EO 001.03	25 min	Scenario Based questions and short answer by category for association in Quiz Show PowerPoint. CFLTC response clicker if available.	nil	Pair Feedback, and one-on-one feedback as required.

Annex B – Assessment Plan
To TP - MTOC (AIML)

EC 001.04	EO 001.04	To confirm candidates' knowledge of Military Cargo regulatory Requirements and related agencies.	Quiz with Scenario Based Questions; Think Pair Share Activity or Quiz Show game	After EO 001.04	25 min	Scenario Based questions and short answer by category for association in Quiz Show PowerPoint. CFLTC response clicker if available.	nil	Pair Feedback, and one-on-one feedback as required.
EC 001.05	EO 001.05	To confirm candidates' knowledge of Cargo Management and related agencies.	Quiz with Scenario Based Questions; Think Pair Share Activity or Quiz Show game	After EO 001.05	25 min	Scenario Based questions and short answer by category for association in Quiz Show PowerPoint. CFLTC response clicker if available.	nil	Pair Feedback, and one-on-one feedback as required.
PC 001	PO 001 (T0001) (T0010) (T0012)	To assess candidates' ability to (T0010) determine external and internal agency requirements and (T0012) co-ordinate with external and internal agencies ensure uninterrupted operations and solve a particular logistical problem.	Practical Maritime Terminal Logistics Scenario Exercise In Syndicate: See Annex G <u>PC 001 Concept Doc for details.</u>	After EO 001.05.	200 mins total.	1. Freight Movement Scenarios to include: origin/destination/stops; (a) ship transit timeline; (b) list of freight being moved; (c) terminal operations timeline/constraints; (d) onward movement (intermodal transfer); (e) port reconnaissance report; (f) security considerations; and (g) support	nil	Feedback, one-on-one as required, remedial education and one-on-one mentoring support at the unit.

Annex C – Resource Impact Assessment
To TP - MTOC (AIML)

OPTIMUM TIMETABLE



Optimum
Timetable.doc.xls

RESOURCES IMPACT ASSESSMENT

Removed for confidentiality.

Annex E: Training Delivery Reform Potential
To TP - MTOC (AIML)

TRAINING DELIVERY REFORM (TDR) POTENTIAL

PO #	EO #	<u>Teaching Point(Tpt)</u>	TDR	Remarks
PO 001	EO 001.01	Most content except for associated Field Trip and PC 001 that support all EOs in this PO.	e-Learning	Straightforward nature of the material could be taught through eLearning, which could also be a valuable resource (Potential Job Aid). Despite small throughput, a course available on DNDLearn would support reach back to content.
	EO 001.02			
	EO 001.03			
	EO 001.04			
	EO 001.05			
	EO 001.06			

Annex F: Record Of Decisions
To TP - MTOC (AIML)

RECORD OF DECISIONS

TITLE Maritime Terminal Operations Controller

LOCATION 4CFMCU

DATE 18 – 20 Jul 2012

BOARD COMPOSITION

Co-Chair (content) Capt A. Salov, 4CFMCU
 Co-Chair (process) Capt L. McCutcheon, CFSTG
 TP Mgt /StdsO Lt(N) J. Thomson, CFLTC
 SME MCpl Beauchemin, 4CFMCU
 SME Sgt Mathieu, 4CFMCU
 SME Capt S.M. MacDougall, 4CFMCU

SERIAL	DETAILS	ACTION
Day 1	18/07/2012	
1.	Board Chairs brief TPWB	
2.	<p>Conducted Target Population Analysis Target Population Analysis</p> <p>1. Group size: Small 6-12 pers annually rotating in and out. Very specialized. Maximum 12 Minimum 6</p> <p>2. Location: Target population employed within 4CFCMU, Montreal. Course can be held 4CFCMU.</p> <p>3. Background: Log O must be Mov O qualified Traffic Technician should be Tfc Tech QL6</p> <p>4. MOSID: 00328 and 00170</p> <p>5. Rank, positions Capt/Lt(N) for Log O and OS/Cpls for Tfc Tech</p> <p>6. Reg force, reserve for Log O (Mov O qualified)</p> <p>7. Maturity Level</p>	

Annex F: Record Of Decisions
To TP - MTOC (AIML)

SERIAL	DETAILS	ACTION
	Motivated officers and NCMs - Conscientious Adult learners working within specialized operational unit, 20 thru 40s.	
3.	Considered content related WRT to supporting 2 core trained tasks T0010 & T0012 and PO 001 T0001 (Manage CF Movement Operations at the Maritime Terminal) would be best designed & delivered through 5 categories. Identified EOs relating to: EO 001.01 (The International Transportation System) EO 001.02 (Port Industry) EO 001.03 (Maritime Terminal Operations) EO 001.04 (Military Cargo Regulatory Requirements). EO 001.05 (Explain Cargo Management)	
Day 2	18/07/2012	
4.	Board members worked concurrently to add detailed Teaching Points and complete assessment plan and RIA	
5.	Brief EC descriptions added and PC 001 Practical Exercise details added to Annex B .	
6.	Completed all annexes and added Annex G and Annex H to support PC and terms.	
Day 3	18/07/2012	
7.	Determined length of course and created Optimum Timetable.	
8.	Discussed civilian related T/S/K and related exercise(s) and military exercise(s) and activities that support the tasks.	
9.	Decided CF and civilian content/perspective are part of the job and shall be part of the learning. Civilian expertise is required for instruction.	
10.	All attempts shall be made to provide training in both OLs. Any courseware and assessments shall be made available to support learning in either OL.	
11.	Discussed Strategy of formal course as best option. Content to be loaded on DNDLearn in future for reach back potential. Recommend a Formal Course be instructed by a Civilian.	
12.	Board Adjourned.	

ADDENDUM		
SERIAL	DETAILS	ACTION
11.	24/072012	
	Board TDO completed doc and forwarded to CFLTC TP Manager for TE approval consideration.	
12.	24/07/2012	
	TP Manager staffed to OC Stds for review / approval consideration.	

Annex F: Record Of Decisions
To TP - MTOC (AIML)

ADDENDUM		
SERIAL	DETAILS	ACTION
13.	24/07/2012	
	OC Stds granted interim approval and staffed to Cmdt for approval.	

PC 001 Concept Doc

Maritime Terminal Logistics Exercise

1. Overview:

The course participants will undertake an exercise to confirm the three trained tasks from the Qualification Standard and supporting knowledge in this Training Plan through a planning and logistics exercise for various types of cargos and through laying out a logistical plan for a port operation. Each syndicate of three candidates will be provided with a detailed scenario.

Candidates will be required to (T0010) determine external and internal agency requirements and (T0012) co-ordinate with external and internal agencies ensure uninterrupted operations and solve a particular logistical problem (ie. lack of diplomatic clearances, stevedore strike, berth unavailability, ship's seizure by authorities (lien), insufficient MHE capacity/unavailability, ship specifications incompatible with port limitations, emergency plan activation, breach of security, materiel theft/tampering, materiel damaged during loading/offloading/voyage, stowaways, personnel limitations, etc). Candidates will be required to conduct a simulated coordination with various organizations and agencies involved in port operations to acquire and/or clarify information presented as part of scenario. CF Directing Staff will play the role of internal (CF) organizations and the Civilian Instructor will play the role of external agencies. In support of tasks T0001 Managing CF Movement Operations at the Maritime Terminal, each syndicate will present their logistical plan (including support requirements, separation of responsibilities, security plan, safety briefing, routes/flow, timings, etc), the particular problems they encountered and their solution in a PowerPoint format.

2. Aim:

The aims of this DS-led team exercise are to confirm course participants' understanding of roles and responsibilities of marine terminal and cargo industry professionals, their ability to determine external and internal agency requirements and co-ordinate with external and internal agencies and to consolidate their prior CF learning into this new employment environment by analyzing maritime terminal logistical problems and provide appropriate recommendations to superiors on their resolution, including their ability to follow a logical sequence of ship loading/offloading operation and underlying logistical considerations. Throughout the exercise, new information will be provided as solicited by and/or as a result of decisions made by the participants. The candidates will also be required to gather information from open-sources which they will require to build their plan and presentation (ie. port map reconnaissance, vessel characteristics and pictures, etc)

3. Timing:

- a. Total PC timing, 200 mins is broken down as follows:
 - (1) 1x 50 min period for Instructions, distributing scenarios and addressing questions;
 - (2) 2 x 50 min periods executing PC 001; and
 - (3) 1 x 50 min for syndicate presentations and feedback.
- b. Syndicates may work on their presentations (as HW), at the discretion of the Course Director.

4. Required materiel:

- a. Freight Movement Scenarios to include:
 - (1) origin/destination/stops;
 - (2) ship transit timeline;
 - (3) list of freight being moved;
 - (4) terminal operations timeline/constraints;
 - (5) onward movement (intermodal transfer);
 - (6) port reconnaissance report;
 - (7) security considerations; and
 - (8) support requirements (MHE, storage, pers, etc.);
- b. Syndicate rooms (4); and
- c. Computers (with Internet access), networked printers and presentation software.

Glossary

GROSS TONNAGE – A measure of the internal volume of spaces, within a vessel in which 100 cu ft is 1 ton. Gross tons includes a ship's internal volume, excluding such spaces as the double bottom, peak or deep tanks used only for water ballast, open-ended poop, bridge or forecastle, certain light and air spaces, sky lights, anchor and steering gears spaces, the wheelhouse, toilets, and certain passenger spaces. Net tonnage is the gross tonnage less certain additional spaces such as officer and crew spaces, chart room and percentage of the propelling machinery spaces.

DISPLACEMENT TONNAGE (Loaded) – The weight of the ship including the cargo, stores, fuel, dunnage, water, and other items necessary for use on a voyage when the ship is loaded down to its maximum draft. This weight is equal to the weight of water displaced by the ship when in the above condition (long tons).

DEADWEIGHT TONNAGE – The displacement loaded minus the displacement light. The payload or carrying capacity of the ship. (Long tons).

CARGO DEADWEIGHT TONNAGE or CARGO CAPACITY TONNAGE – The deadweight tonnage minus items which are not part of the cargo, such as fuel, water, stores, dunnage, etc. The cargo deadweight is the maximum amount of cargo, in long tons, which the ship is able to carry; 2,240 pounds. It is the difference between the light ship weight and the displacement loaded.

LIGHTWEIGHT TONS (lwt) – Actual weight of the empty ship.

NET TONNAGE – The internal cubic capacity of a vessel which remains after the capacities of certain specified spaces have been deducted from the gross tonnage. Tonnage should not be confused with displacement. This differs from gross tonnage in that certain additional spaces have been deducted, such as crew's spaces, etc.

WHARF – A shore side facility which extends out into deeper water to which ships secure to. Place for loading or unloading vessels. The term is also used specifically for a berthing structure of open piling construction, aligned parallel with the shoreline and referred to as a marginal wharf.

WHARFAGE – Charge assessed by a pier or dock owner against freight handled over the pier or dock or against a steamship company using the pier dock.

DOCK – A shore side facility designed to moor vessels, technically one in which the water may flow below the apron area. A cargo handling area parallel to the shoreline. Wet docks are utilized for the loading and unloading of ships. Dry docks are utilized for the construction or repair of ships. A place such as a wharf or platform, for the loading and unloading of materials from ships. The part of a carrier's building where freight is sorted, loaded and unloaded from vehicles.

DOCKAGE – A fee charged to a vessel for using a pier or wharf.

FENDER – The term applied to devices built into or hung over the sides to prevent the shell plating from rubber or chafing against other ships or piers; a permanent hardwood or steel structure which runs fore and aft on the outside above the waterline and is firmly secured to the hull; wood spares, bundles or rope, used automobile tires, woven cane, or covered cork hung over the sides by lines when permanent fenders are not fitted.

FENDER PILE – A standard wood or steel pile with a fibrous or synthetic coating above the water edge which provides a bearing surface that vessels can rest against when moored.

GATE FEE – Same as terminal fee and charged when the cargo enters or leaves the terminal gate.

NAUTICAL MILE – International standard of measurement for ocean, bay and harbour distances equal to 6,076 feet or 1852 meters.

PIER – The location in a seaport at which cargo arrives or departs. A shore side facility to which a ship is secured. A structure used for loading and unloading vessels, which projects into the water. Piers extending at right angles to the shore line are called finger piers.

ROLL ON – ROLL OFF – A dry cargo vessel which loads and discharges wheeled cargo via ramps from the side or stern. Also known as Ro/Ro.

SHEET PILE – Structural steel on the outside of a wharf, pier or seawall that provides a barrier for infill or other material behind the structure and solid face on the water side.

TERMINAL HANDLING FEE – Charge assessed to a unit of freight for handling at the terminal prior to loading or after discharge from a vessel.

TONNAGE – Generally refers to units of freight handles equal to Short: 2000 lbs. Long: 2240 lbs. Metric: 2204.6 lbs.

TONNE (METRIC TON) – 1000 Kilograms (2204 lbs.)

APRON – The part of the pier or quay which is between the enclosed structure and the edge upon which cargo is unloaded. A reinforcing timber bolted to the after side of the stern. Also, the top surface of a pier or dock; the area along the waterfront edge of a wharf or pier.

ATONS – Aids to navigation such as buoys, ranges or other fixed aids.

BERTH – The water area, at the waterfront edge of a wharf, reserved for a vessel; the place where a ship is tied up when alongside a wharf.

BILL OF LADING (B/L) – A contract between a shipper and a carrier that provides proof that the merchandise was transferred from the shipper to the consignee and that the carrier has assumed responsibility for the cargo until it is delivered. It serves as a document of title, a contract of carriage and a receipt for goods.

BOLLARD – A line-securing device on a wharf around which mooring and berthing lines are fastened. Also applies to timber posts extending above the level of a wharf for the same purpose.

CAMEL – A wooden float, such as a large timber, placed between a vessel and a dock and acting as a fender. A decked vessel having great stability designed for use in lifting sunken vessels or structures. A submersible float used for the same purpose by submerging, attaching, and pumping out. See also caisson.

CAPLOG – The uppermost piece of timber or other material placed at the edge of a pier face or wharf edge used to provide protection to the edge of the pier from lines, equipment or environmental conditions and act as a safety stop for vehicles and personnel.

CHARTER – The leasing or renting of an entire vessel, or part of its pace, for a particular trip or period of time.

CHARTER PARTY – A written contract between the owner of a vessel and the person desiring to employ the vessel (charterer) for the carriage of goods or hire of a vessel for a period of time; sets forth the terms of the arrangement such as duration of agreement, freight rate and ports involved in the trip.

CARGO – Merchandise or goods accepted for transportation by ship or other type of vessels. The commodities or goods that are transported in commercial enterprise, domestic trade or international trade by a common carrier.

AD VALORUM – An additional freight charged to this type of cargo that is of high value. Usually at a rate, so much percent on the declared value of the goods.

BREAK-BULD CARGO – Heterogeneous items of general cargo packaged and moved as single parcels or assembled together on pallet boards and wire or rope cargo slings as a means of lifting on and off a vessel by ship's gear or by wharf cranes.

DRY BULK CARGO – Cargo which may be loose, granular, free-flowing or solid but is not shipped in package form, such as grain, coal, ore and the like, and is usually handled by specialized mechanical handling equipment at specially designed dry bulk terminals.

LIQUID BULK CARGO – Any form or liquid cargo such as petroleum products, chemicals, water or slurry that is carried in large quantities in tank vessels and handled through pumps and piping.

NEO-BULK – Cargoes carried on specialized vessels that are not carried in containerized, bulk, or break-bulk form. Typical neo-bulk cargoes include automobiles, steel, logs, lumber, or scrap carried on wood products carriers and steel cargoes.

INBOUND CARGO – Cargo that is being imported into a country engaged in international trade.

OUTBOUND CARGO – Cargo that is being exported from a country engaged in international trade.

CARGO AD VALORUM – An additional freight charged to this type of cargo that is of high value. Usually at a rate of certain percentage on the declared value of goods.

CONTAINER – A large standard size protective box into which cargo may be packaged for shipment aboard specially configured oceangoing containerships and designed to be easily interchangeable between the three basic modes of transportation – ship, truck, and rail. The transfer unit is the container rather than the cargo contained therein. Container dimensions are usually (in feet) 8 x 8 x 40 or 8. x 8 x 20. 40 footers are called forty foot equivalent units (FEU), 20 footers are twenty foot equivalent units (TEU). Also, a truck trailer body that can be detached from the chassis for loading into a vessel, a rail car or stacked in a container depot. Containers may be ventilated, insulated, refrigerated, flat rack, vehicle rack, open top, bulk liquid or equipped with interior devices. A container may be 20 feet, 40 feet, 45 feet, 48 feet or 53 feet in length, 8'0" or 8'6" in width, and 8'6" or 9'6" in height. There are generally 5 types of containers (1) General Dry Cargo Container; (2) "Reefer" Refrigerator or Temperature Controlled container; (3) Half High Container or Bin (flat with removable sides); (4) Tank Container; and (5) Collapsible Steel Flat. Containers can be transported intermodally by road and rail carriers and in certain sizes by air carriers.

DEMURRAGE – In Charter Parties: Excess time taken for loading or unloading of a vessel not caused by the vessel operator, but due to the acts of a charterer or shipper. A penalty charge against shippers or consignees for delaying the carrier's equipment beyond the allowed free time provision of the tariff at the rail ramp. In International Transportation: A storage charge to shippers which starts accruing after a container or cargo is discharged from a vessel. The charge varies according to rules of the appropriate tariff.