

CHAPTER 101

GENERAL PASSENGER MOVEMENT PROVISIONS

A. PURPOSE

1. This regulation prescribes procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities, to include the transportation and movement of passengers.
2. It also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DOD Components, other United States (US) Government Agencies/civil authorities, and users of the Canada-United States Integrated Lines of Communication in the transportation and movement of passengers to, within, and outside the Defense Transportation System (DTS).

B. PROCEDURES

1. The United States Transportation Command (USTRANSCOM), in conjunction with the Services, Combatant Commanders (CCDRs), and Theater Commanders (CDRs), (Unified CDRs, Theater CDRs, Geographic CDRs, are synonymous), provides technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, personal property movements, US Customs and Border Protection (CBP) activities, management of intermodal containers and System 463L pallet and net assets and the movement of human remains within the DTS during peace and time of war.
2. DOD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned transportation assets. Required DTS services, for the purpose of this regulation, include all services provided by Transportation Component Commands (TCCs) and other agencies on their behalf.
 - a. Deviations or exemptions will not be approved unless the user establishes that the Defense Transportation Regulation (DTR) does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all agencies concerned will be advised. DTR users involved in the development of advanced logistics systems will establish liaison with the DOD DTR System Administrator. In addition, Service, CCDRs, CDRs, and Agency mobility plans will recognize DTR documentation requirements.
 - b. Maximum use will be made of Automated Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), Electronic Mail (e-mail), Facsimile (FAX), Worldwide Web (WWW), Defense Message System, Automatic Identification Technology (AIT), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.
 - c. DTR documents are not classified unless the sponsoring Service assigns a security classification In Accordance With (IAW) DOD Regulation (DODR) 5200.1-R, Information Security Program. The General Services Administration (GSA) assigns a security classification IAW Office of the Administrator Publication 1025.2D, HB, Classified National Security Information. When so classified, the integrity of the classification is protected within the DTS.

C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD [AT&L]) will establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.
2. The Service Secretaries will:
 - a. Assign their transportation commands (Military Surface Deployment and Distribution Command [SDDC] of the Department of the Army, Military Sealift Command [MSC] of the Department of the Navy, and Air Mobility Command [AMC] of the Department of the Air Force) in times of peace and war to the CCDR, USTRANSCOM as TCCs under the USTRANSCOM Combatant Command (COCOM).
 - b. Assign common-user transportation assets of the military departments to the USTRANSCOM COCOM, except for those Service-unique or theater-assigned transportation assets.
 - c. Program, budget, organize, train, and equip forces for assignment to USTRANSCOM.
 - d. Resource and manage their transportation programs, which include base/installation transportation operations, and issue supplemental policy, procedures, and traffic management guidance in support of those operations.
3. The Chairman of the Joint Chiefs of Staff (CJCS) will:
 - a. Staff and submit to the Secretary of Defense (SecDef), through the Deputy Under Secretary of Defense (Logistics and Material Readiness) (DUSD [L&MR]), USTRANSCOM, and other officials, for approval:
 - (1) Changes to procedures for submission of transportation movement requirements to USTRANSCOM.
 - (2) Changes to the transportation movement priority system to ensure its responsiveness to the CDRs and CCDRs requiring transportation services.
 - b. Recommend forces for assignment to USTRANSCOM to the SecDef for approval, IAW 10 United States Code (U.S.C.), Section (§) 162, Combatant Commands: Assigned Forces: Chain of Command.
4. The Service or Agency Headquarters (HQ) transportation staffs will:
 - a. Provide technical direction, management, and evaluation of the passenger traffic management aspects of the DOD transportation movement program, subject to the overall guidance, policies, and programs established by their Service or Agency and USTRANSCOM.
 - b. Ensure efficient, responsive, and quality transportation services and compliance with governing laws, directives, and regulations.
 - c. Direct development and implementation of DOD, Service, or Agency transportation policies, procedures, and programs.
5. USTRANSCOM will:
 - a. Exercise COCOM of AMC, MSC, and SDDC in times of peace and war.
 - b. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets (i.e., C-130 aircraft, port handling equipment, and other transportation assets).

- c. Provide management support for Service-unique or theater-assigned transportation assets when agreed to by USTRANSCOM and a Service Secretary or a CDR of a unified command, or when so directed by the SecDef.
- d. Submit to the SecDef, through the CJCS, the DUSD (L&MR), and such other officials, for approval any changes to transportation, fiscal, procurement, or other DOD policies to implement this regulation.
- e. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA). Any procedures so developed will take effect upon approval by the SecDef.
- f. Ensure that transportation policy, procedures, and data requirements are fully integrated with overall DOD logistics interfaces.
- g. Provide air, land, and sea transportation in peace and war as the DOD single manager for transportation other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy in times of peace and war and will perform such additional functions as outlined below:
 - (1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions and providing forces in support of other unified commands. USTRANSCOM will exercise COCOM through the TCCs. USTRANSCOM will direct AMC, MSC, and SDDC to perform missions and related responsibilities as noted in Paragraphs (Para) C.8, C.9, C.10, and C.11 of this Chapter or as may be necessary to carry out USTRANSCOM-assigned missions.
 - (2) Apply apportioned/allocated strategic mobility resources as directed by the SecDef.
 - (3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USTRANSCOM.
 - (4) Provide management support for Service-unique or theater-assigned transportation assets, to include pre-positioned ships, to the Secretaries of the military departments and the CDRs of unified commands at the direction of the SecDef, or upon request of the Service Secretary, CDR, or CDR concerned.
 - (5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the Secretaries of the military departments and the DUSD (L&MR) on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support programming requirements, along with capital investment strategies, via the Planning, Programming, and Budgeting System.
 - (6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Homeland Security (DHS)/United States Coast Guard (USCG), Department of Transportation [DOT]/Maritime Administration [MARAD], Federal Aviation Administration [FAA], and the National Transportation Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.
 - (7) Manage the Transportation Working Capital Fund (TWCF) financial operations, to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.

- (8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USTRANSCOM visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess the functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS IAW DOD Directive (DODD) 5158.04 United States Transportation Command.
- (9) Control assigned funds made available from the National Defense Reserve Fleet for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.
- (10) Review and analyze Service-proposed organizational and mission changes within the TCCs that impact on the ability of USTRANSCOM to carry out assigned responsibilities.
- (11) Ensure the effective and efficient use and control of US Government-owned or commercial strategic mobility resources and capabilities available to the DOD.
- (12) As the Head of Agency, establish a contracting activity for procurement of commercial transportation services. Through the TCCs, coordinate and implement transportation and acquisition policy and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account and participate in the acquisition planning, monitoring, and oversight of TCC procurement execution. Develop acquisition strategies for execution by the TCCs to accomplish USTRANSCOM missions.
- (13) In support of the Service Heads of an Agency, take action to facilitate the resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.
- (14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for actions to alleviate the shortfall.
- (15) Disseminate information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other information to ensure effective transportation operations within the DOD.
- (16) With the approval of the SecDef and IAW the Memoranda of Understanding (MOU) with the DHS/USCG, and DOT/MARAD, augment the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), and VISA. Develop policies, requirements, concepts, and procedures and provide direction and oversight for the CRAF, RRF, VISA, and other established mobilization programs as assigned.
 - (a) Upon approval of the SecDef and in coordination with the Secretary of Transportation (SECTRANS), USTRANSCOM will activate the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the DOT/MARAD the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise the DOT/MARAD that activation of the VISA is under consideration and request that the DOT/MARAD prepare an economic impact

statement. Forward a recommendation to the SecDef and transmit, for signature, a proposed memorandum to the SECTRANS requesting concurrence in the activation of the VISA. Upon approval of VISA activation, direct MSC to arrange with ship operators for the acquisition of particular ships.

- (b) Activate, with concurrence of the SecDef, any CRAF stage or segment to fulfill commercial air augmentation of the DOD airlift fleet.
 - (c) Recommend, through the SecDef, in coordination with the SECTRANS, Presidential action to enable requisitioning of ships IAW 46 U.S.C. § 1242, Requisition or Purchase of Vessels in Time of Emergency, and 50 U.S.C. § 196, Emergency Foreign Vessel Acquisition; Purchase or Requisition of Vessels Lying Idle in United States Waters.
- (17) Serve as the principal DOD focal point with the DHS/USCG and DOT/MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards IAW MOU and/or Memorandum of Agreements (MOA).
 - (18) Monitor and evaluate Service readiness programs for active and reserve component units that support USTRANSCOM missions.
 - (19) Coordinate with the unified commands for the protection of USTRANSCOM assets, Host Nation (HN) transportation, negotiate/review international support agreements, and other related support to USTRANSCOM forces.
 - (20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal, or other US Government agencies, and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with DOD or other US Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests IAW DOD Instruction (DODI) 4500.17, Proceedings Before Transportation Regulatory Bodies.
 - (21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required IAW DODI 4000.19, Interservice and Intragovernmental Support, and act as the Point of Contact (POC) for operational agreements within the DTS.
 - (22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulations Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in acquisition regulations.
 - (23) Conduct deliberate and execution transportation planning for DOD Components IAW the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).
 - (24) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted IAW the JSPS and JOPES.
 - (25) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related Command, Control, Communications, and Computer Systems (C4S) by maintaining the Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC). USTRANSCOM will coordinate and provide worldwide IGC training.

- (26) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.
- (27) Act as the DOD administrator for all transportation data to ensure the automated systems supporting the DTS are compatible and/or interoperable in support of Corporate Information Office goals and objectives. Establish and coordinate transportation data standards and protocols and provide transportation data for the logistics portion of the Defense Data Repository System.
- (28) Serve as the program manager for Defense Transportation Electronic Business.
- (29) Serve as DOD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy medical regulating teams (Category A reservists).
- (30) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products; and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM and component mission planning and execution.
- (31) Propose DOD intermodal system policies for the SecDef approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that will optimize strategic mobility.
- (32) Provide direction and oversight for the Joint Logistics Over-the-Shore Program.
- (33) Act as lead agent for transportation publications, as assigned by the CJCS or SecDef.
- (34) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.
- (35) In coordination with other agencies, provide direction and oversight for all matters dealing with the transportation of Hazardous Material (HAZMAT).
- (36) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.
- (37) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service and make recommendations to the JS and SecDef for policy changes.
- (38) Designate, in consultation with the Services, CONUS Seaports of Embarkation (SPOEs), Aerial Ports of Embarkation (APOEs), Seaports of Debarkation (SPODs), and Aerial Ports of Debarkation (APODs) for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater CDRs for designation of Outside Continental United States (OCONUS) SPOEs/SPODs/APOEs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.
- (39) Establish Command Arrangement Agreements (CAAs) with the unified commands and enter into a MOA/MOU with other agencies to execute USTRANSCOM missions.

- (40) Communicate and coordinate directly with all DOD Components and with other departments and agencies of the Government in matters relating to USTRANSCOM missions.
 - (41) Serve as the DOD focal point for all international cooperative airlift agreements.
 - (42) Furnish, through the CJCS, for SecDef approval, changes to DOD transportation policy.
 - (43) Perform approval authority functions by coordinating all DTR changes with the Services and the Defense Logistics Agency (DLA).
 - (44) Perform other missions, as directed by the SecDef.
 - (45) Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.
- h. As the DOD Distribution Process Owner:
- (1) Oversee the overall effectiveness, efficiency and alignment of DOD-wide distribution activities, including force projection, sustainment and redeployment/retrograde operations.
 - (2) Establish the concepts and operational framework relating to the planning and execution of DOD transportation operations
 - (3) Maintain liaison with the DOD Logistics Executive.
 - (4) Develop and maintain a DOD Distribution Process Instruction defining authority, accountability, resources and responsibility for distribution process management.
6. The Deployment Distribution Operations Center (DDOC). The USTRANSCOM DDOC is the single location for managing all movement requirements. The DDOC is comprised of requirements and customer service teams. The DDOC serves as the single face to the customer on all requirements moving within the DTS.
- a. Provide day-to-day execution oversight of USTRANSCOM missions from 24 to 72 hours prior to execution:
- (1) Responsible to the CDR, USTRANSCOM, for directing 24/7 execution activities of USTRANSCOM and its TCCs.
 - (2) Primary interface to the National Military Command Center, unified command Command and Control (C2) functions, TCC command centers, and all customers.
 - (3) Exercise C2 of air and surface movements through the Assess/Planning Divisions.
 - (4) Coordinate with unified commands, Office of the Secretary of Defense (OSD), and JS on execution of air, land, and sea transportation requirements. Direct all activities that monitor components execution of worldwide DTS movements.
 - (5) Identify transportation issues and communicate solutions to command staff and joint operations leadership.
 - (6) Focal point for Crisis Action Planning.

- b. Provide near-real time/fused information to senior leadership:
 - (1) Provide daily operations update to the CDR, USTRANSCOM, in addition to command and components' senior staff.
 - (2) Consolidate information from components, command staff, JS, and unified commands for daily briefing.
 - (3) Provide daily Executive Operations Summary for command senior staff.
 - c. Lead matrix organization synchronizing command capabilities in support of operations (e.g., day-to-day, national emergencies, contingencies, disaster relief, and humanitarian assistance) to include:
 - (1) Intelligence and security.
 - (2) USTRANSCOM J-Staff.
 - (3) Joint Interagency Coordination Group.
 - (4) Global Command and Control Center.
 - (5) GPMRC.
 - (6) Meteorological and oceanographic support.
 - d. The DDOC also performs:
 - (1) Transportation feasibility analyses.
 - (2) Deployment estimates.
 - (3) Cost estimates.
 - (4) Requirements confirmation.
 - (5) Shortfall identification.
 - (6) Mode selection.
 - (7) Requirements consolidation recommendations.
7. The Joint Operational Support Airlift Center is the single manager for scheduling all the DOD CONUS Operational Support Airlift requirements.
8. TCCs (AMC, SDDC, and MSC) will:
- a. Take all required actions within law, executive order, and regulation to support USTRANSCOM in executing their missions.
 - b. Ensure the effective and efficient use of USTRANSCOM-controlled and commercial transportation services for the DOD.
 - c. Prepare recommendations for USTRANSCOM on the design, specifications, and equipping of strategic mobility assets. In collaboration with Government agencies, study, analyze, and recommend improvements in strategic mobility systems.
 - d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USTRANSCOM and in coordination with the Assistant Deputy Under Secretary of Defense (Transportation Policy), to integrate DOD transportation information worldwide and provide transportation and In-Transit Visibility (ITV) data for the CDRs, CDRs, and DOD Components

- e. Manage TWCF activities, incur obligations and costs to perform the activity mission, prepare and submit TWCF transportation financial reports to USTRANSCOM/OSD, and identify to USTRANSCOM any impediments to achievement of performance cost goals.
- f. Submit to USTRANSCOM for coordination and analysis any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.
- g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USTRANSCOM. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.
- h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination.
- i. Develop and submit TWCF program and budget submissions and associated reports to USTRANSCOM IAW established procedures.
- j. Notify USTRANSCOM, IAW established procedures, of the receipt or initiation of any claim by or against a contractor in excess of \$1 million.
- k. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USTRANSCOM copies of responses to congressional inquiries relating to common-user, DTS initiatives.
- l. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared responses to audit reports relating to common-user, DTS issues. Report to USTRANSCOM all DTS-related internal control weaknesses identified under DODD 5010.38, Management Control (MC) Program.
- m. Recommend to USTRANSCOM policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within the CONUS and OCONUS.
- n. Review and analyze such proposals, notices, decisions, regulations, and laws, of federal, state, and local agencies, courts, legislatures, and commercial entities that affect the USTRANSCOM mission.
- o. Provide program and budget submissions to the military departments for strategic mobility requirements IAW established procedures. Keep USTRANSCOM informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.
- p. Review, analyze, and submit recommendations to USTRANSCOM on Consolidation and Containerization Points (CCPs) after coordination with DLA.
- q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components on installation outload capability and enhancement programs.
- r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the

- policies prescribed by this regulation. Examine all such documents to bring them in compliance with this regulation and submit them to USTRANSCOM for approval prior to final signature.
- s. Provide deliberate and execution-planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.
 - t. Provide USTRANSCOM with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USTRANSCOM all changes, revisions, and new internal regulations that would either require subsequent action from USTRANSCOM or that would supplement specific USTRANSCOM guidance previously received.
 - u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper, Service, Agency, CDR, or CCCR.
 - v. When designated, develop and publish transportation publications as assigned by USTRANSCOM.
 - w. Serve as the USTRANSCOM POC for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other HAZMAT.
 - x. Inform USTRANSCOM of Service-assigned missions.
 - y. AMC, MSC, and SDDC make port software changes.
 - z. Procure commercial transportation services, to include data reporting requirements.
 - aa. Support deliberate and crisis action transportation planning and execution for DOD Components IAW the JSPS and JOPES, including entry of scheduling and movement data.
 - bb. Promote the requirements, development, protection, and fielding of C4S to support ITV for transportation.
 - cc. Perform other mission tasks as directed by USTRANSCOM.
 - dd. Ensure that the GSA's Excluded Parties List System is used in the carrier approval screening process.
9. The CDR, AMC will:
- a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater, and CONUS aeromedical evacuation, aerial refueling support, and support services to the DOD Components as required by USTRANSCOM.
 - b. Be responsible for all strategic common-user airlift procurement and negotiation and serve as the single face to industry for airlift matters.
 - c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.
 - d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of the DOD, based on an evaluation of requirements.
 - e. Procure all commercial air mobility services. Represent the DOD in negotiating the GSA Airline City Pair Contract in conjunction with GSA and in coordination with DOD Components. Work closely with the Defense Travel Management Office (DTMO) to identify GSA City Pair Contract requirements and support source selection boards. Serve as the DOD's focal point to the airline industry on CRAF issues, charter aircraft, GSA City Pair

- Program, troop deployments, redeployments, and quality of life programs for the military service member such as Exodus.
- f. Administer and execute the CRAF program. Recommend to USTRANSCOM the activation of CRAF, to include required stage(s) and/or segment(s) to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and 49 U.S.C. Chapter 443, Insurance. Obtain Secretary of the Air Force Indemnification Program activation and waivers. Monitor and manage AMC-assigned missions of these forces upon activation.
 - g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface with other Federal Agencies to determine civil air carrier eligibility and suitability to provide service.
 - h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.
 - i. Provide USTRANSCOM information on the availability of AMC organic and controlled commercial strategic air mobility capability.
 - j. Through USTRANSCOM, serve as the DOD focal point for international cooperative airlift agreements.
 - k. Provide host support for USTRANSCOM, including contracting and personnel support.
 - l. Operate, or arrange for operation of, common-user aerial ports/air terminals within the CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
 - m. Act as the sole negotiator within the CONUS with commercial firms on rates and other matters incidental to air transportation of freight.
 - n. Provide USTRANSCOM information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.
 - o. Act as single POC with commercial airline industry for USTRANSCOM for procurement of DOD domestic and international airlift services.
 - p. Determine and arrange the best means available for obtaining supplemental surface transportation in conjunction with Special Assignment Airlift Missions (SAAM), (i.e., bus service incidental to commercial air movement).
 - q. Promote the requirements, development, protection, and fielding of C4S to support ITV for air transportation.
 - r. Make port software changes.
10. The CDR, SDDC will:
- a. Provide surface and surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USTRANSCOM. Provide rates (other than intermodal rates, including ocean rates), routing, and carrier performance quality control.
 - b. Negotiate rates and other matters incidental to surface transportation of freight and personal property within the CONUS and intermodal rates as directed by USTRANSCOM.
 - c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by the USTRANSCOM, administer the DOD Privately-Owned Vehicle Import Control Program, and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.

- d. Operate, or arrange for operation of, common-user ocean terminals within the CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
- e. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.
- f. Administer the surface commercial carrier quality assurance program.
- g. Provide ocean cargo booking for the DOD Components.
- h. Arrange for movement of DOD-sponsored surface export cargo and act as the Ocean Cargo Clearance Authority (OCCA) IAW this regulation.
- i. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the SecDef.
- j. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.
- k. Provide USTRANSCOM with information on the availability of SDDC-controlled commercial mobility capability.
- l. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.
- m. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to MSC. During contingency or wartime, assist USTRANSCOM with the clarification and consolidation of surface requirements from supported Theater CDRs.
- n. Conduct operations with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:
 - (1) Procure and book surface intermodal movement requirements.
 - (2) Maintain intermodal shipping schedules and the Integrated Booking System (IBS).
 - (3) Provide the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.
 - (4) Manage related support systems.
 - (5) Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates and related services to meet DOD ocean and intermodal transportation requirements. Perform Administrative Contracting Office and Contracting Officer's Representative (COR) duties.
 - (6) Manage the Defense Freight Railway Interchange Fleet, which is required to supplement the capability of commercial transportation carriers.
- o. Work with the Services and the Railway Industry in the development and/or modification of railroad switching and trackage agreements involving military installations.
- p. Issue military necessity letters essential to the National Defense to State DOT offices involving over dimension and overweight and/or special freight moving by the commercial trucking industry.
- q. Enforce commercial carrier industry to comply with DTR ITV requirements for tracking purposes.

- r. Schedule a personal property Staff Assistance Visit (SAV) for each Personal Property Shipping Office (PPSO) within their Area of Responsibility (AOR) once every two years. Supported Personal Property Processing Offices (PPPO) will be included in the SAV. The purpose of the SAV is to assist the PPSO in executing personal property traffic management program initiatives and evaluate program effectiveness. Visits will be coordinated with the Service/Agency HQ or major command to avoid duplication of effort.
 - (1) SAV dates will be coordinated with the PPSO at least 45 days in advance, followed up in writing with information copies to the Service/Agency HQ or major command.
 - (2) The SAV representative will prepare a report of visit within 30 days following completion of the SAV addressed to the PPSO/PPPO visited, with information copy to the Service/Agency HQ or major command.
 - s. Coordinate Transportation Management Advisories and Customer Advisories with USTRANSCOM.
 - t. Make port software changes.
11. The CDR, MSC will:
- a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USTRANSCOM.
 - b. Provide USTRANSCOM and SDDC with information on the availability and status of ships in the Government-owned and MSC-controlled fleet, including chartered commercial ships.
 - c. Charter vessels.
 - d. Administer and execute the VISA, oversee the RRF in concert with DOT/MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USTRANSCOM.
 - e. Recommend to USTRANSCOM activation of the RRF, the VISA, requisitioning of US-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs IAW 50 U.S.C. § 196, and DODD 4140.1, Supply Chain Materiel Management Policy.
 - (1) When activation is under consideration, MSC, based upon information provided by the JCS/CDRs/CCDRs through USTRANSCOM, will inform the DOT/MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USTRANSCOM, MSC will request that the DOT/MARAD activate required RRF ships. Operational control of ships will be transferred from the DOT/MARAD to the MSC at activation.
 - (2) RRF activation, IAW law, is authorized under the following criteria:
 - (a) To meet a need for sealift capacity that can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT MOA.
 - (b) To support deployment, sustainment, redeployment, and other transportation requirements of US armed forces in military contingencies.
 - (c) In support of CJCS exercises.
 - (d) For civil contingency operations upon orders from the SecDef.
 - (e) Testing for readiness and suitability for mission performance.
 - (f) In connection with a transfer.

- (3) Ships activated IAW the above will not be in competition with, substitute for, or displace privately owned US flag vessels.
 - (4) MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. MSC will coordinate with the DOT/MARAD for the activation of requested ship(s).
 - (5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. MSC will coordinate with the DOT/MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.
 - (6) When activating ships, USTRANSCOM and MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in Para 11.e.(2)(b) through 11.e.(2)(e) above and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.
 - (7) Upon Presidential approval of authority to requisition ships, and when directed by USTRANSCOM, MSC will request that the DOT/MARAD requisition specific ships, which will be transferred from the DOT/MARAD to the MSC after they are requisitioned.
 - (8) MSC will notify ship owners which of their vessels are being considered for call up under the VISA. When directed by USTRANSCOM, MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping the DOT/MARAD informed.
- f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.
 - g. Study, analyze, and recommend requirements for ocean transportation systems.
 - h. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.
 - i. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with SDDC and the supported CDR and his/her components.
 - j. Coordinate MSC operations with port authorities.
 - k. Promote the requirements, development, protection, and fielding of C4S to support ITV for ocean transportation.
 - l. Make port software changes.

12. The DTMO will:

- a. Serve as the DOD's focal point to the travel industry which includes Commercial Travel Office (CTO) contracts, airline global distribution systems, passenger statistics, travel agreements for bus, rail, and rental car service and the Defense Travel System functional requirements. Ensure consistency in the DOD's focus, policy, and execution of travel management functions.
- b. Negotiate rates and other matters incidental to transportation of passengers, other than air worldwide.
- c. Serve as the single face to industry for commercial travel policy.
- d. Procure and centrally manage CTO contracts.
- e. Establish procedures to ensure effective use and control of CTOs. Maintain a current list of CTOs serving DOD installations under their jurisdiction.
- f. Maintain approval authority for the establishment or procurement of Service unique in-house travel offices.
- g. Administer the US Government Rental Car/Truck program.
- h. Administer the DOD Military Bus program.
- i. Arrange the best means available for passenger surface transportation.
- j. Administer the DOD Military Rail Agreement.
- k. Administer the Passenger Standing Route Order (PSRO) program. Solicit Rail and Bus rates in support of PSROs. Notify AMC and/or GSA of PSRO airlift requirements.
- l. Administer the Recruit Travel and Assistance program.
- m. Act as the single source for DOD commercial travel data.
- n. Upon request of AMC, provide data residing in the Commercial Travel Information Management data base for use in negotiating the GSA Airline City Pairs contract. At the request of AMC, support source selection boards.
- o. Administer the DOD Travel Card program.

13. The Area, Activity, or Installation CDR (or their delegated representative[s]) will:

- a. Appoint a member or civilian employee (not a contractor) as Transportation Officer (TO) to execute DOD traffic management policy and procedures to obtain transportation services. The appointment will be accomplished by special order of the area, activity, or installation CDR IAW regulations of the military departments concerned.
- b. Ensure the appointed TO is a fully trained and equipped member/employee of the activity or installation CDR's technical staff.

14. The TO will:
- a. Provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves.
 - b. Provide technical direction, management, and evaluation of the traffic management and unit movement aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, the Code of Federal Regulations (CFR), and DOD Components.
 - (1) Prepare and edit shipment documentation to ensure quality electronic data and timely submission to support total movement business processes IAW timeliness criteria for higher level visibility, force systems, and downline stations.
 - (2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.
 - (3) Provide contact information for the servicing TO as well as training on transportation procedures, documentation, clearance, and CBP requirements to Unit Mobility Officers /Noncommissioned Officers and Government Purchase Card Holders with overseas shipping requirements in support of contingencies.
 - c. Assist the DTMO COR with monitoring and reporting contractor performance under DOD CTO contracts.
 - d. Appoint one or more military members, civilian employees, or contractor personnel as Transportation Agent (TA) to assist the TO in his/her responsibilities. This may be accomplished by letter, which is to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their CDR. Contractor personnel may not be appointed to perform any function involving the obligation or expenditure of Government funds. This also applies to tenant units.
 - e. Seek Antiterrorism/Force Protection (AT/FP) advice from the installation Force Protection Working Group.
 - f. Include AT/FP considerations in local transportation publications and procedures.
 - g. Plan, prepare, and document shipments IAW this regulation.
15. A Mobility Officer (MO) is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component regulations.
16. Arrival/Departure Airfield Control Group, Port Support Activity, Beach and Terminal Operations, or Contingency Response Element (CRE) will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).
17. Service Clearance Authorities (identified in Appendix R, this Regulation, Part II, Cargo Movement) are responsible for reviewing cargo scheduled for shipment to review the identified mode of transportation (i.e., surface or air), and issue shipment challenges IAW this Regulation, Part II, Chapter 203.

D. REGULATORY BODY PROCEEDINGS

1. USTRANSCOM will review respective dockets and notices issued by regulatory bodies affecting transportation between points within the US and its territories to determine DOD interest and required action. DOD personnel will not participate in, or supply information to, a transportation regulatory body without prior approval of USTRANSCOM, TCC, or theater CDR, unless subpoenaed to testify. When DOD personnel are required by subpoena to testify in proceedings before a transportation regulatory agency, prompt notice will be sent to USTRANSCOM IAW DODI 4500.17. Additionally, DOD personnel will notify their component HQ.
2. Requests for information will be acted upon IAW DOD Component publications.

E. ACTIVITY CHANGE OF STATUS OR MISSION

The TO or other DOD Component authority, projecting any change of status or mission of a service-owned or sponsored activity that will result in significant change to transportation requirements, will request planning information on transportation rates, costs, and other transportation management data from SDDC G9 Strategic Business Directorate, Attn: AMSSD-SB, 1 Soldier Way, Building 1900 West, Scott AFB IL 62225-5006 or the theater CDR. When the final decision is made regarding the activity's change of status or mission, notify SDDC Operations or the theater CDR as far in advance as possible to enable negotiations with commercial carriers for transportation rates and services.

F. TRAFFIC MANAGEMENT UNDER EMERGENCY CONDITIONS

1. Emergency traffic management procedures in the CONUS will be implemented upon the proclamation of a state of national emergency by the President of the US and by concurrent resolution of Congress.
2. SDDC will:
 - a. Maintain and provide an Emergency Traffic Management Plan (ETMP) to support the National Plan for Emergency Preparedness, the Joint Strategic Capabilities Plan, unilateral plans of the DOD Components, and DOD guidance and directives. The ETMP provides guidance to DOD Components for traffic management functions and operations under emergency conditions. Distribution of the ETMP will be made to DOD Component HQ.
 - b. Activity CDRs will direct TOs to implement emergency procedures according to restrictions imposed on commercial transportation by governmental control agencies. TOs will implement procedures in this regulation to the extent warranted by emergency conditions.

G. DISRUPTION TO TRANSPORTATION SYSTEMS

1. The President, the SecDef, the CDR of USTRANSCOM, a USTRANSCOM TCC CDR, a theater CDR or others can provide guidance or direction as to the routing of traffic or management of DOD movements in response to special situations where there is disruption in or impediments to normal transportation services.
2. Special situations include, but are not limited to, national/regional/local emergencies, disasters, traffic congestion, strikes, embargos, and operational conditions.
3. Any guidance or direction provided is subject to any legally imposed limitation such as statutory, regulatory, or contractual requirements.

4. When there is a disruption to the transportation system, USTRANSCOM (upon notification by a USTRANSCOM TCC or other activity), a USTRANSCOM TCC or the theater CDR, will disseminate, to affected TOs, the following information:
 - a. Reason for special situation.
 - b. Name of activity affected.
 - c. Mode and carrier involved.
 - d. Type of traffic limited.
 - e. Exception, if any, to the limitation on transportation.
 - f. Alternative means available to move the cargo to lessen the disruption to DOD movements.
5. When a DOD activity experiences or anticipates a disruption in the transportation system that may adversely influence its ability to ship or receive DOD shipments, the TO (including Defense Contract Management Agency TOs) will immediately notify a USTRANSCOM TCC or the theater CDR. The TO will provide a USTRANSCOM TCC or the theater CDR all information and seek its assistance in determining alternative routes or modes and any legal actions needed to overcome or reduce the disruption in DOD transportation.
6. If the TO requests, then a USTRANSCOM TCC or the theater CDR will assist the TO in acquiring the authorization or legal action needed to overcome or lessen the disruption to DOD transportation requirements.

H. GOVERNMENT/MILITARY-OWNED OR ORGANIC ASSETS

DOD will maintain and operate in peacetime only those owned or controlled transportation resources, including assets leased or chartered for periods greater than 90 days, needed to meet approved DOD emergency and wartime requirements that cannot be met readily from commercial transportation sources. (For OCONUS, the requirement for non-availability of commercial transportation may not apply). Use these transportation resources during peacetime as efficiently as possible to provide essential training for operational personnel, and to meet logistics needs consistent with fostering the development of militarily useful commercial capabilities. Use commercial carriers for requirements in excess of DOD capability. DOD-owned or controlled transportation resources will be used for official purposes only.

I. DTR PROGRAM ADMINISTRATION

1. In order to streamline the process for making changes to this Regulation, coordination and publication of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished IAW DODD 4500.09E, Transportation and Traffic Management.
2. DTR Action Officer (AO) Working Group members will submit proposed changes after coordination through their Service channels to the USTRANSCOM DTR Administrator. Proposed changes will contain:
 - a. Subject: Include DTR part number, page number, and Para and/or Sub-para or Appendix.
 - b. Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.
 - c. Recommendation: Provide proposed wording for the regulation.
 - d. Justification: Include justification and identify known advantages and disadvantages of the proposed change.

- e. **Systems Impact/Resource Implications:** Identify the known impacts on all automated systems and interfaces, whether additional funding will be required to support systems changes and whether a source for that funding has been identified and the estimated timeline for implementation of systems changes. Identify any other known resource costs associated with the proposed change.
3. The DOD DTR Administrator is responsible for staffing proposed changes via e-mail. Proposed changes will be submitted to the USTRANSCOM DTR POC via e-mail, utilizing the format identified in Para I.2., above.
 - a. Unless the proposed change is of a critical, time sensitive nature, the proposed change will be held until the next anticipated update for that specific part of the DTR.
 - b. Upon approval, formal changes will be released in one of three different formats; a completely revised/re-issued publication, an interim update, or as an “expedited change.” The coordination process for revised/reissued publications and interim updates, are the same, and are addressed in Para I.3.c., below. Expedited changes are addressed in Para I.3.d., below.
 - c. AO group members will have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels that the proposed change package requires internal coordination within their Service/Agency or with a field activity, they may do so provided that the additional input is consolidated into a single Service/Agency response. The 45-calendar day window should be adhered to in order to expedite the change process. When AO coordination has been obtained, this process will be essentially repeated with the Oversight Working group utilizing a 30-calendar day window. Upon approval, USTRANSCOM will publish the change.
 - d. If a proposed change is of a critical or time sensitive nature, the proposed change may be coordinated as an “expedited” change, at the AO and then the Oversight Working group levels, as outlined above. Unlike a formal change, an expedited change will typically address only one specific issue (e.g., an issue involving safety), and may be coordinated under an accelerated time frame, provided all parties agree.
 4. DTR Oversight Working Group and AO Working Group Members are established for each of the individual parts of the DTR. These AO groups will be composed of members from the Army, Air Force, Navy, and the US Marine Corps, and as necessary, DLA, the JS, the Combatant Commands, the DTMO, and the USCG. The military Service members are:

United States Transportation Command	US Transportation Command ATTN: TCJ5/4-PT 508 Scott Drive Scott AFB, IL 62225-7001
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Army	HQ, Department of the Army Deputy Chief of Staff, G-4 ATTN: DALO-FPZ 500 Army Pentagon Washington, DC 20310-5000
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Navy (Part I, Part II, Part III, Part V, Part VI, and Part VII)	Commanding Officer Naval Operational Logistics Support Center ATTN: Code N431 1837 Morris St Norfolk, VA 23511-3492
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Navy (Part IV)	Commander Naval Supply Systems Command SUP 53 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055
Air Force (Part II –Part VI)	Commander Air Force Materiel Command ATTN: LSO/LOT 5215 Thurlow Street, Bldg 70, Suite 5 Wright Patterson AFB, OH 45433-5540
Air Force (Part I and Part VII)	Headquarters United States Air Force Directorate of Logistics (AF/A4LE) 1030 Air Force Pentagon Washington, DC 20330-1030
Marine Corps	Commandant of the Marine Corps Headquarters, United States Marine Corps ATTN: Installation & Logistics, LPD-1 3000 Marine Corps Pentagon, Room 2E277 Washington, DC 20350-3000
Coast Guard	US Coast Guard Headquarters CG 441 (Room 6216) 2100 2nd Street, SW Washington, DC 20593-0001
DLA	Defense Logistics Agency ATTN: J-3733 Rm. 4234 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221
DTMO (Part I)	Defense Travel Management Office 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000
GSA (Non-Voting)	General Services Administration Federal Supply Services ATTN: FB 1901 South Bell Street, Room 804 Arlington. VA 22202-5000