

CHAPTER 107

PASSENGER MOVEMENT BY WATER (SHIP/FERRY) ~~SHIP OR VESSEL~~

A. COMMERCIAL SHIP ~~OR VESSEL~~ TRANSPORTATION

1. Commercial Ship ~~or Vessel~~ Transportation. Travel by ship ~~or vessel~~ to and/or from the CONUS and OCONUS is not usually an authorized mode for transoceanic transportation. The normal means of accomplishing transoceanic travel shall be IAW DTR, Chapter 103, ~~is government or government procured air.~~ Specific authorization must be obtained for travel via ship or vessel IAW Paragraph A.2. below and the regulations of the DOD Components.
2. Authorization/Approval to Use Commercial Ship ~~or Vessel~~. The use of commercial ships ~~or vessels~~ must be authorized or approved in extenuating or emergency situations by the order-issuing authority. Travelers ~~Members/employees~~ may accompany their dependents that have medical validation, when they are authorized to use ships ~~vessels~~. Specific authorization must be obtained for travel IAW regulations of the DoD Components and the JTR, Chapter 3, Part H, Commercial Ship Transportation, paragraph 3655. ~~When transportation by vessel is authorized but a vessel of US registry cannot provide the transportation service required, transportation may be obtained aboard a vessel of foreign registry. (See the Joint Travel Regulations (JTR), Par. 3665, U.S. Registry Ship).~~ Examples of extenuating/emergency situations are as follows:
 - a. The travel may be completed only by use of ship ~~or vessel~~.
 - b. The travel can be performed more economically or efficiently by ship ~~or vessel~~.
 - c. Cognizant command medical authority certifies the traveler as medically unable to use air transportation and ship ~~or vessel~~ travel is the only reasonable alternative.
3. Use of Commercial Ship. When transportation by ship is authorized/approved, U.S. registry ship must be used. If U.S. registry ship cannot provide transportation service IAW JTR, Paragraph 3665, U.S. Registry Ship, transportation may be obtained aboard foreign-registry ship. Required documentation as to the non-availability of U.S. registry ship must be provided to the traveler to justify transportation reimbursement.
4. Accommodations. IAW JTR, Paragraph 3660, Accommodations, a traveler and/or dependents authorized to travel by ship at government expense must use the least costly room accommodations. More costly accommodations at government expense must be authorized/approved IAW JTR, Paragraph 3660-C.

B. ~~USE OF~~ COMMERCIAL FERRY ~~FERRIES~~ TRANSPORTATION

1. Commercial Car Ferry Mixed Mode. When a car ferry is used, a traveler/dependent traveling partly by privately owned conveyance, partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowance IAW JTR, Chapter 3, Part I, Car Ferry.
2. Authorization/Approval to use Commercial Car Ferries. The use of commercial ocean-going car ferry must be authorized or approved by the order issuing authority.
3. Use of Commercial Car Ferries. When transportation by ferry is authorized/approved, U.S. registry ship must be used. If U.S. registry ship is not available, refer to JTR, Paragraph 3665-C, U.S. Registry Ship Unavailable. Required documentation as to the non-availability of U.S. registry ship must be provided to the traveler to justify transportation reimbursement.

4. ~~Mixed Mode: When a member/employee travels between two permanent duty stations and transoceanic travel is involved but the member/employee travels partly by privately owned conveyance and partly by ocean going car ferries (circuitously or otherwise), the member/employee is entitled to reimbursement IAW the JTR, Par. 5532, PCS To, From, Or Between OCONUS Points and the JTR, Par. 5542, Per Diem For POC Travel Involving A Car Ferry, (Civilian Employees Only), and Par. 5034, Per Diem For POC Travel Involving A Car Ferry (Uniformed Members Only).~~
5. ~~The travel orders must authorize travel by ocean going car ferries. Documentation required by the JTR Par. 3665-C, U.S. Registry Ship Unavailable as to non-availability of US registered carriers must be provided to the traveler to justify reimbursement.~~

C. ARRANGING TRANSPORTATION VIA COMMERCIAL SHIP, ~~VESSEL, AND/OR FERRY~~

~~When making travel arrangements the traveler should contact a DTMO contracted CTO/TMC. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official as required by JTR, Paragraph 2400, CTO Use. Traffic management personnel arrange for and travelers use ships registered under US laws. Do not use premium class accommodations. On ships with two or more accommodation classes, use the lowest class ship accommodations. When US ships are not available, use foreign flag ships that satisfy the criteria of the JTR, Par. 3665, U.S. Registry Ship. SDDC/AMSSD IP normally must make arrangements for the TO except in cases where travel is from overseas to the CONUS, within overseas areas, or the use of the Alaska Marine Highway System. Local CTOs may be able to provide competitive prices for ocean movement.~~

D. PASSENGER MANIFESTING PROCEDURES

1. General: IAW D~~Co~~DD 4500.09E, Transportation and Traffic Management, unless urgent circumstances prohibit; cargo, passengers, and personal property will be manifested on-board all D~~Co~~D-owned, controlled, or chartered conveyances supporting the D~~Co~~D.
NOTE: Manifesting of Supercargo personnel will continue to be performed IAW this Regulation, Part II, Cargo Movement, Chapter 203, Table 203-21.
2. Passenger manifesting is required on all D~~Co~~D-owned, controlled, or chartered vessels.
 - a. Passenger manifesting systems and procedures must collect at a minimum the following information from each passenger:
 - (1) Full name (last, first, and, if available, middle).
 - (2) Rank.
 - (3) Status (active, reserve, retired, dependent, civilian employee).
 - (4) The sponsoring military Service, agency, or employer.
 - (5) The name and telephone number of a person designated an emergency contact not traveling with the passenger. Emergency contact information will be solicited/collected by the passenger manifesting agency or the vessel crew when the passengers go direct to the vessel unless the passenger is incapable of providing the information, or an emergency precludes its collection.
 - (6) Minimum data elements for unit moves include items 1-5 above, and Unit Line Number, POE, and POD.
 - b. Collection of additional passenger information and transmission of information to DHS is required for all passengers except active duty military when entering/exiting the US. See the

- DTR Part V, Department of Defense Customs and Border Clearance Policy and Procedures, Chapter 502, US Entry Requirements and Chapter 508, US Export Requirements.
- c. Passenger manifest information will be updated at each intermediate stop at which passengers embark or disembark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.
 - d. For locations where there is no automated manifesting capability or in those places where the automated systems do not yet comply, DD Form 2131, Passenger Manifest, [Figure 107-1](#), must be used. DD Form 2131 is available at:
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2000-2499.htm>.
 - (1) Preferably prior to departure, but not later than two hours after vessel departure, the completed DD Form 2131 will be transmitted to SDDC via e-mail to (usarmy.scott.sddc.mbx.g9-gates-team@mail.mil), or if e-mail is unavailable, faxed to DSN 770-6056 or 618 220-6056. If using e-mail, include the vessel type, vessel name, hull number, and departure date/time in the subject line.
 - e. The mandatory procedures established requiring the collection of emergency POC information is not met by providing the unit orderly room information or by having a current DD Form 93, Record of Emergency Data, [Figure 107-2](#), on file. However, the traveler may elect to designate an individual member of their unit who is not traveling (i.e. unit CC/First Sergeant) as an emergency contact.
 - f. Emergency contact information collected from the passengers must be used solely for the purpose of making notifications in the event of an emergency. Manually documented information must be destroyed when it is no longer needed for its intended purpose. Agencies must ensure that records destruction is handled IAW authorized procedures for disposal of records.
 - g. These requirements apply to all systems and procedures used to manifest military and civilian passengers traveling:
 - (1) On all vessels chartered by or on behalf of the DCoD to provide passenger transportation, when the DCoD is responsible for manifesting passengers.
 - (2) On all Service owned vessels.
 - (3) On any DCoD owned or chartered vessel when one or more passengers are civilians (including DCoD and non-DCoD civilian employees, dependents, contractors, retirees) who are not part of the crew or on board the vessel for operational support purposes. This includes Noncombatant Evacuation Operations.
3. Manifesting responsibilities. Normally, the POE and en route stops are responsible for passenger manifesting and screening. However, the vessel Captain is ultimately responsible for compliance with these procedures. If there is no surface passenger terminal, operations center, or other agency responsible for filing the manifest or if passengers do not process through such an agency, the vessel Captain will file a copy of the passenger manifest with the most responsible on-scene agency. The surface passenger terminal or manifesting agency will ensure compliance with the above procedures including reporting the arrival and departure of passengers at all nodes from origin to destination to IGC IAW DCoD evaluation criteria, [Table 107-1](#).
4. Routine movement tracking and tracing may be accomplished using IGC. IGC provides C2 and ITV information that integrates automated information support to the DCoD. IGC is the designated DCoD system for ITV and can be accessed through the IGC Web page at:
<https://www.igc.ustranscom.mil/igc/>.

RECORD OF EMERGENCY DATA			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN). PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable. ROUTINE USES: None. DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</p>			
<p style="text-align: center;">INSTRUCTIONS TO SERVICE MEMBER</p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancée), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</p>		<p style="text-align: center;">INSTRUCTIONS TO CIVILIANS</p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer.</p>	
<p>IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</p>			
SECTION 1 - EMERGENCY CONTACT INFORMATION			
1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			b. REPORTING UNIT CODE/DUTY STATION
4a. SPOUSE NAME (If applicable) (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
<input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED			
5. CHILDREN			
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
6a. FATHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
7a. MOTHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
8a. DO NOT NOTIFY DUE TO ILL HEALTH		b. NOTIFY INSTEAD	
9a. DESIGNATED PERSON(S) (Military only)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			

DD FORM 93, JAN 2008

PREVIOUS EDITION IS OBSOLETE.

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Figure 107-2. DD Form 93, Record of Emergency Data

Table 107-1. Evaluation Criteria

MOVEMENT EVENT	MANIFEST TRANSMISSION TO IGC
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 24 hours of event (Goal of four hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS and National Defense Reserve Fleet Vessels	Within 24 hours of event (Goal of four hours)
2. All intra-theater cargo and passenger movements (all modes)	Within two hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within one hour of event

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