

UNITED STATES TRANSPORTATION COMMAND

CHARTER

FOR DEFENSE TRANSPORTATION REGULATION (DTR 4500.9-R) MANAGEMENT PROCESSES

November 2024

1. **PURPOSE:** The purpose of this charter is to document responsibilities and processes for developing, coordinating publishing, and maintaining the Defense Transportation Regulation (DTR). The intent is to standardize processes which result in an effective and efficient DTR management process.
2. **RESPONSIBILITIES**
 - a. Office of Under Secretary of Defense for Acquisition and Sustainment, Office of the Deputy Assistant Secretary of Defense for Logistics, OUSD (A&S) ODASD (Logistics) will maintain oversight and management of defense transportation policy.
 - b. Military Services will maintain responsibility and purview over travel and transportation entitlements, allowances, and Service specific transportation processes.
 - (1) In accordance with Department of Defense Directive 4500.09, *Transportation and Traffic Management*, United States Transportation Command (USTRANSCOM) develops, publishes, and maintains the DTR. In accordance with (IAW) USTRANSCOM Instruction 1600.02A, Volume 8, *Organizations and Functions – Strategic Plans, Policy, and Logistics Directorate (TCJ5/J4)*, the USTRANSCOM J4-P, Transportation Policy, CBRN Policy, DoD Customs, and Command Agreements Division is responsible for all USTRANSCOM DTR responsibilities.
 - c. USTRANSCOM J4-P responsibilities include:
 - (1) Provide oversight and management of DTR development, publishing, and maintenance processes.
 - (2) Coordinate all DTR changes IAW policy guidance provided by OUSD (A&S) ODASD (Logistics) and IAW CDRUSTRANSCOM authority to implement necessary operating procedures in the DTR for effective and efficient use and control of Department of Defense (DoD) and commercial transportation resources operating within the Defense Transportation System (DTS).

- (3) Establish and chair Action Officer Working Groups (AOWGs) and Oversight Working Groups (OWGs) to facilitate service/agency coordination on DTR changes and processes.

3. AOWG and OWG RESPONSIBILITIES: AOWGs are established and chaired by USTRANSCOM J4 – PT, Transportation Policy Branch Chief, or designated DTR administrator.

a. AOWG Chair responsibilities:

- (1) Schedule and chair meetings to adjudicate DTR issues as required.
- (2) Recommend improvements and additional updates to transportation policies and procedural guidance.
- (3) Elevate unresolved issues to the OWG Chair.

b. DTR Administrator Responsibilities:

- (1) Establish and maintain AOWG and OWG point of contact (POC) lists which include email addresses and phone numbers.
- (2) Evaluate, consolidate, distribute, coordinate, and adjudicate all proposed DTR changes IAW paragraph 4 of this Charter. This includes coordinating proposed changes with appropriate USTRANSCOM Component Commands and Program Management Offices.
- (3) Recommend improvements and additional updates to transportation policies and procedural guidance.
- (4) Schedule and facilitate required AOWG DTR reissue efforts as described in paragraph 6 of this Charter.

c. AOWG members will include representatives from the OUSD (A&S) ODASD (Logistics), United States Army (USA) G4, United States Air Force (USAF) A4, United States Navy (USN) N4, and the United States Marine Corps (USMC) (LPD). Since each DTR part is different and certain topics may require additional coordination, AOWG members may also include the Joint Staff (JS) Logistics Directorate (J4), Combatant Commands, United States Coast Guard (USCG), Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Defense Travel Management Office (DTMO), General Services Administration (GSA), Department of Homeland Security's Customs and Border Protection (CBP) and Transportation Security Administration (TSA), United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS), and other Defense/Federal agencies as needed. AOWG member responsibilities include:

- (1) Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Identify any other known Service process concerns or resource costs associated with the proposed change.
 - (2) Provide Service/Agency position and possess appropriate level of authority to make decisions regarding procedures for implementing approved DoD policy and DTR guidance.
 - (3) Liaison with appropriate DTR Administrator and other working group members regarding all proposed DTR changes.
 - (4) Coordinate proposed DTR changes with appropriate agencies and functional experts within their own Service/Agency.
 - (5) Evaluate all suggested DTR changes and related beneficial suggestions originated by that Service/Agency.
 - (6) Submit recommended change proposals to the appropriate USTRANSCOM DTR Administrator in the format prescribed in paragraph 4.
 - (7) Complete AOWG coordination IAW timelines established in paragraph 4 of this Charter.
 - (8) Assist DTR Administrator in efforts related to OWG coordination.
 - (9) Attend meetings as scheduled by AOWG Chair or designated representative.
 - (10) Advise DTR Administrator of Service AOWG and OWG POC changes.
- d. OWG's are established and chaired by USTRANSCOM J4 – P, Transportation Policy, CBRN Policy, DoD Customs and Agreements Division Chief or designated representative. OWG POC lists are maintained by the appropriate DTR administrator. OWG Chair Responsibilities include:
- (1) Facilitate and complete OWG coordination of all DTR changes IAW process described in paragraph 4 of this Charter.
 - (2) Schedule and facilitate required AOWG DTR reissue efforts as described in paragraph 6 of this Charter.
 - (3) Oversee activities of respective AOWG.
 - (4) Schedule meetings as necessary to resolve DTR coordination issues that are not resolved at the AOWG.

e. OWG members are O-6/GS-15 level representatives as designated by Services/Agencies and will include representatives from OUSD (A&S) ODASD (Logistics), USA G4, USAF A4, USN N4, and the USMC LPD. Since each DTR part is different and certain topics may require additional coordination, OWG members may also include the Joint Staff (JS) Logistics Directorate (J4), Combatant Commands, USCG, DLA, DCMA, DTMO, GSA, Department of Homeland Security's (CBP) and Transportation Security Administration (TSA), USDA APHIS, and other Defense/Federal agencies as needed. OWG member responsibilities include:

- (1) Oversee activities of respective AOWG representative.
- (2) Provide Service/Agency O-6/GS-15 level final/authoritative coordination on DTR changes IAW timelines and processes described in paragraph 4 of this Charter.
- (3) Meet as required to resolve issues not reconciled during AO adjudication process.

4. Standard DTR Change Process: Proposed changes to the DTR are submitted on a DTR Comment Resolution Matrix (CRM) found at: <https://www.ustranscom.mil/dtr/index.cfm>. It is imperative that the CRM is completed IAW instructions provided in the CRM. Failure to comply may result in rejection of that proposal.

- a. Service/Agency personnel (i.e. Installation Transportation Officer, Transportation Officer, personal property office, etc.) submit proposed CRM through appropriate Service/Agency channels, to appropriate Service/Agency AOWG member as applicable. AOWG member will collaborate with other AOWG members and then submit to the USTRANSCOM DTR Administrator. USTRANSCOM staff, component headquarters, etc. may submit CRM directly to the appropriate DTR Administrator via email to transcom.scott.tcj5j4.mbx.pt1@mail.mil.
- b. The DTR Administrator will evaluate all proposed changes prior to staffing. Evaluation of a proposed change will include, but is not limited to, necessity, accuracy, validity, and urgency of the change. This may include coordination/discussion with appropriate USTRANSCOM component command or program managers.
- c. DTR Administrator will determine and inform the AOWG of appropriate course of action. Options include the following:
 - (1) Process changes through coordination with AOWG and OWG.
 - (2) Hold pending timing considerations or additional inputs.
 - (3) Disapprove and provide feedback to submitter.
 - (4) DTR Administrator will distribute a proposed change package to AOWG members for coordination. DTR documents with DTR Administrator-adjudicated changes included, will be posted to the DTR coordination website. AOWG members will be

notified electronically (i.e., Email, Teams etc.) the documents are ready for their review/comments. AOWG members will submit comments to the DTR Administrator on the DTR CRM.

- d. AOWG members will have 30 calendar days to respond to the proposed AO coordination package. Service/Agency AOWG members are responsible for all internal Service/Agency coordination and consolidation of those inputs. The 30-calendar day suspense can be extended through electronic submission of an extension request to the appropriate DTR Administrator. Failure to respond or request an extension by the 30-calendar day suspense will be accepted as concurrence with the proposed changes.
 - e. DTR Administrators will consolidate all inputs regarding the proposed change, adjudicate comments as necessary, resolve any contentious issues, and facilitate OWG coordination.
 - f. USTRANSCOM J4-P leadership will distribute the proposed change package to OWG members for coordination. DTR documents with AOWG adjudicated changes included, will be posted to the DTR coordination website. OWG members will be notified electronically (i.e., Email, Teams etc.) that the documents are ready for their review/comments. OWG members will submit comments to J4-P leadership on the DTR CRM.
 - g. OWG members will have 20-calendar days to respond to proposed change coordination requests. The 20-calendar day suspense can be extended through electronic submission of an extension request to J4-P leadership. Failure to respond or request an extension will be accepted as concurrence with proposed change.
 - h. Upon completion of OWG coordination, DTR Administrator will finalize and publish the DTR change.
- 5. Administrative Change Process:** DTR Administrators will process administrative changes without completing the coordination processes described above. Administrative changes are generally changes such as updating links, email addresses, references, organization name or symbols and/or making changes to comply with laws, DoD directives/instructions etc. DTR Administrator will notify appropriate AOWG of all administrative changes electronically (i.e., Email, Teams etc.). Any DTR changes that may impact Service processes, resources, or manpower will be coordinated IAW paragraph 4 of this Charter.
- 6. DTR Reissue Process:** DTR Administrators will facilitate a reissue of each Part of the DTR every 10 years. This reissue is intended to ensure that the DTR remains consistent with applicable laws and DoD policies and maintains currency, accuracy, and relevancy. This reissue will also provide an opportunity for DTR simplification and improvement efforts. The DTR reissue will include a comprehensive review by the appropriate DTR administrator, collaboration and coordination with AOWG members and additional key stakeholders to include USTRANSCOM Transportation Component Commands and

relevant Program Management offices. DTR changes resulting from this reissue will be coordinated IAW with DTR change processes described in paragraph 4 of this charter.

7. DTR Prescribed/Referenced Forms: USTRANSCOM J4 - P will function as primary office of primary responsibility (OPR) for coordination and administrative oversight for processing changes and life cycle management of DTR prescribed /referenced DD forms for which OUSD (A&S) ODASD (Logistics) serves as the Form OPR.

a. Forms management process:

- (1) OUSD (A&S) ODASD (Logistics)/Washington Headquarters Services (WHS) initiated lifecycle updates will be routed to the J4 Transportation Policy branch (J4 – PT) for coordination/update. DTR administrator will manage lifecycle updates and administrative changes to forms and will coordinate with AOWG as required.
- (2) Service/Agency/Component or program manager proposed changes to DTR prescribed/referenced DD Forms should be routed to J4 – PT.
- (3) Forms changes submitted by Service/Agency/Component or program managers will be reviewed, coordinated, and adjudicated IAW DTR change processes using the same documentation and timeline requirements.
- (4) There is no requirement for OWG coordination on Forms changes.
- (5) USTRANSCOM J4 – P will coordinate required approval, finalization, and publication with OASD A&S and WHS.

The following documents Service, Agency, and OSD DTR Charter Signatories. Electronic signatures are documented and maintained by USTRANSCOM J4-P.

Andrew C. Marsiglia II, Colonel, USAF Chief, Logistics Readiness Division 21R Career Field Manager Headquarters Air Force	Mr. James Meersman, Chief, Logistics Distribution Policy Branch, USMC
Travis Goodman OPNAV N4L5 Dep. Branch Chief Fleet Logistics Support	Derrick M. Candler Chief, Transportation Policy Division, USA
Joy W. Carter Chief, Transportation Policy Branch J34 DLA Logistics Operations	Dora J Turgeon DCMA HQ Technical Directorate, Logistics Transportation Policy
Adam T. Yearwood, Director, Transportation ODASD (Logistics)	