

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 (U.S.) 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 (CCDR), and Theater Commanders (CDR) (Unified CDRs, Theater CDRs, and Geographic CDRs are synonymous), provides technical direction and supervision over all traffic management functions incident to DoD passenger, cargo, mobility, personal property movements, U.S. 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 the services provided by Transportation Component Commands (TCC) 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), the Defense Switched Network (DSN), Electronic Data Interchange (EDI), electronic mail (e-mail), facsimile (fax), the World Wide Web (WWW), the 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) Department of Defense Manual (DoDM) 5200.01, Information Security Program, Volume 1-4. 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. DTR PROGRAM ADMINISTRATION

1. To streamline the process for making changes to this regulation, the coordination and publication of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished IAW Department of Defense Directive 4500.09, Transportation and Traffic Management.
2. DTR Action Officer (AO) Working Group members will submit proposed changes via e-mail after coordination through their Service channels, as applicable, to the USTRANSCOM DTR administrator using a Comment Resolution Matrix (CRM). The body of the e-mail will contain:
 - a. Subject: Include DTR part number.
 - b. Issue: Explain the issue in detail.
 - c. Systems Impact/Resource Implications: 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 resource costs associated with the proposed change.
 - d. As described in the instructions included in the CRM, the proposed wording for the regulation will appear in the “comment” block and the “rationale” will include known advantages and disadvantages of 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 point of contact via e-mail, utilizing the format identified in Paragraph C.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/reissued publication, an interim update, or an “expedited change.” The coordination process is the same for revised/reissued publications and interim updates and is addressed in Paragraph C.3.c, below. Expedited changes are addressed in Paragraph C.3.d.
 - c. AO group members will be notified by e-mail of a proposed change package. E-mail will provide a link to the coordination website established exclusively for staffing the proposed change. The AO group members will be able to access all files required for reviewing the proposed changes to include comment matrices. AO group members will have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels the proposed change package requires internal coordination within his or her Service/Agency or with a field activity, the individual may perform the coordination, provided 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 critical or time-sensitive, it 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.
 - a. The Working Groups are composed of members from the Office of the Deputy Assistant Secretary of Defense – Transportation Policy (DASD-TP), United States Army (USA) G4, United States Air Force (USAF) A4, United States Navy (USN) N4, and the United States Marine Corps (USMC) (LPD).
 - b. As necessary, 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.

D. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

For individual missions, roles, and responsibilities refer to https://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf.

E. REGULATORY BODY PROCEEDINGS

1. USTRANSCOM will review respective dockets and notices issued by regulatory bodies affecting transportation between points within the United States 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 DoD Instruction (DoDI) 4500.57, Transportation and Traffic Management. Additionally, DoD personnel will notify their component Headquarters (HQ).
2. Requests for information will be acted upon IAW DoD Component publications.

F. ACTIVITY CHANGE OF STATUS OR MISSION

The Transportation Office (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 the Military Surface Deployment and Distribution Command (SDDC) Strategic Business Directorate (G9), 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.

G. TRAFFIC MANAGEMENT UNDER EMERGENCY CONDITIONS

1. Emergency traffic management procedures in the Continental United States (CONUS) will be implemented upon the proclamation of a state of national emergency by the President of the United States 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.

H. DISRUPTION TO TRANSPORTATION SYSTEMS

1. The President, the Secretary of Defense (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. The reason for the special situation
 - b. The name of activity affected
 - c. The mode and carrier involved
 - d. The type of traffic limited
 - e. The exception, if any, to the limitation on transportation
 - f. An 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.

I. 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 Outside CONUS [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.

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