

CHAPTER 107

PASSENGER MOVEMENT BY WATER (SHIP/FERRY)

A. COMMERCIAL SHIP TRANSPORTATION

1. Commercial Ship Transportation. Travel by ship to or from the Continental United States (CONUS) and Outside CONUS (OCONUS) is not usually an authorized mode for transoceanic transportation. The normal means of accomplishing transoceanic travel shall be in accordance with (IAW) Defense Travel Regulation (DTR) Part I, Chapter 103.
2. Authorization/Approval to Use Commercial Ship. The use of commercial ships must be authorized or approved in extenuating or emergency situations by the order-issuing authority. Travelers may accompany their dependents who have medical validation, when they are authorized to use ships. Specific authorization must be obtained for travel IAW regulations of the Department of Defense (DoD) Components and the Joint Travel Regulation (JTR), paragraph 020206, Airplane, Train, Ship, or Bus Transportation. Examples of extenuating/emergency situations are as follows:
 - a. The travel may be completed only by use of ship.
 - b. The travel can be performed more economically or efficiently by ship.
 - c. Cognizant command medical authority certifies the traveler as medically unable to use air transportation and ship travel is the only reasonable alternative.
3. Use of Commercial Ship. When transportation by ship is authorized/approved, a United States (U.S.) registry ship must be used. If a U.S. registry ship cannot provide transportation service IAW JTR paragraph 020206, Airplane, Train, Ship, and Bus Transportation, transportation may be obtained aboard a foreign registry ship. Required documentation as to the non-availability of a U.S. registry ship must be provided to the traveler to justify transportation reimbursement. To obtain a list of U.S. Flag carriers and U.S. Flag Vessels, see <https://www.maritime.dot.gov/ports/cargo-preference/us-flag-services>.
4. Accommodations. IAW JTR paragraph 020206, Airplane, Train, Ship, and Bus Transportation, 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 020206, Airplane, Train, Ship, and Bus Transportation.

B. COMMERCIAL FERRY TRANSPORTATION

1. Commercial Car Ferry Mixed Mode. When a car ferry is used, a traveler/dependent traveling partly by privately owned vehicle, partly by road, and partly by car ferry (circuitously/indirectly or otherwise) is authorized the allowance IAW the JTR, paragraph 020211, Car Ferry Transportation.
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, a U.S. registry ship must be used. If a U.S. registry ship is not available, refer to JTR paragraph 020211, Car Ferry Transportation. Required documentation as to the non-availability of U.S. registry ship must be provided to the traveler to justify transportation reimbursement.

C. ARRANGING TRANSPORTATION VIA COMMERCIAL SHIP OR FERRY

When making travel arrangements, the traveler should contact a DTMO-contracted Travel Management Company (TMC) Travel Management Center. The eligible traveler must contact the responsible Agency/Service-designated official if there is not an available DTMO-contracted TMC to provide the official as required by JTR paragraph 010201, Key Participants.

D. PASSENGER MANIFESTING PROCEDURES

1. General: IAW DoD Directive (DoDD) 4500.09, Transportation and Traffic Management, unless urgent circumstances prohibit; cargo, passengers, and personal property will be manifested on board all DoD-owned, -controlled, or -chartered conveyances supporting the DoD.

NOTE: Manifesting of Supercargo personnel will continue to be performed IAW DTR Part II, Cargo Movement, Chapter 203, Table 203-21.

2. Passenger manifesting is required on all DoD-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) For unit moves, the minimum data elements include items 1 to 5 above and the unit line number (ULN), port of embarkation (POE), and port of debarkation (POD).
 - b. Collection of additional passenger information and transmission of information to the Department of Homeland Security is required for all passengers except active duty military when entering/exiting the United States. See DTR Part V, Department of Defense Customs and Border Clearance Policies and Procedures, Chapter 502, U.S. Entry Requirements, and Chapter 508, U.S. Export Requirements.
 - c. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. 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 <https://www.esd.whs.mil/dd/>.
 - (1) Preferably prior to departure, but not later than 2 hours after vessel departure, the completed DD Form 2131 will be transmitted to the Military Surface Deployment and Distribution Command (SDDC) via e-mail to usarmy.scott.sddc.mbx.g9-gates-team@mail.mil, or if e-mail is unavailable, faxed to Defense Switched Network (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 point of contact 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 his or her unit who is not traveling (e.g., 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 DoD to provide passenger transportation, when the DoD is responsible for manifesting passengers.
 - (2) On all Service-owned vessels.
 - (3) On any DoD-owned or -chartered vessel when one or more passengers are civilians (including DoD and non-DoD civilian employees, dependents, contractors, and 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 Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) IAW DoD evaluation criteria, [Table 107-1](#).
- 4. Routine movement tracking and tracing may be accomplished using IGC. IGC provides command and control and in-transit visibility (ITV) information that integrates automated information support to the DoD. IGC is the designated DoD system for ITV and can be accessed through the IGC Web page at <https://www.igc.ustranscom.mil/igc/>.

Page 1 of 2

I-107-4

PASSENGER MANIFEST <i>(Continued)</i>
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 476, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Joint Federal Travel Regulation (JTR), Volumes I and II; DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command; DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; DoD Regulation 4515.13-R, Air Transportation Eligibility.</p> <p>PURPOSE: To schedule the movement of individuals, and the movement and storage of personal property being transported in the DTS; to manifest and screen individuals and personal property being transported; to verify eligibility for transportation for customs, immigration and transportation security purposes, as well as to manage and optimize DoD transportation resources; to identify and trace lost shipments; to submit claims for damaged or lost shipments; to facilitate payment of commercial transportation service providers; and to monitor effectiveness of traffic management functions.</p> <p>ROUTINE USE(S): To create manifests on individuals and personal property being transported in the DTS and to disclose information to other federal agencies in order to screen them for customs, immigration, and transportation security purposes, as well as to manage and optimize DoD transportation resources. Additional routine uses are listed in the applicable system of records notice located at (https://dpcid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569704/transcom-01-dod/)</p> <p>DISCLOSURE: Voluntary; however, failure to provide the information may result in the inability to manifest passengers on a flight/secure air transportation hindering mission objectives.</p>

DD FORM 2131, AUG 2019

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Page 2 of 2

Figure 107-1. DD Form 2131, Passenger Manifest (Cont'd)

RECORD OF EMERGENCY DATA			
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <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 fiancé), 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) <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
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

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

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>		16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>	17. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 93 (BACK), JAN 2008

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Figure 107-2. DD Form 93, Record of Emergency Data (Cont'd)

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 4 hours)
b. Exercise and wartime unit and sustainment move on gray bottom U.S. Naval Ship and National Defense Reserve Fleet vessels	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event