

## CHAPTER B-401

### GENERAL INSTRUCTIONS

#### A. INTRODUCTION

This chapter prescribes procedures and guidance and assigns responsibilities for performing transportation management functions initiated or sponsored for our Department of Defense (DoD) Service members, DoD civilians, U.S. Coast Guard (USCG) members, and their families (collectively referred to herein as “Customers”). This chapter does not apply to USCG civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy.

#### B. DOD SYSTEM OF RECORD

The DoD currently uses the system “MilMove” to process all shipments from counseling through claims management. It is the system of record, which allows for orders management to include ordering, tracking, payment, etc. It provides a wholistic view of Customer shipments based upon Areas of Responsibility (AOR) and Government offices. The Prime Contractor interfaces with MilMove to receive orders and request payment in the form of Movement Task Orders.

#### C. NON-STANDARD PROCESSES (NSP)S & SPECIAL MOVES

1. NSPs are defined in Defense Transportation Regulations, Part IV, Chapter B-409. The NSPs include shipments for:
  - a. Department of State (DOS).
  - b. Hard-lift Locations. The following locations are as hard-lift locations:
    - (1) Naval Station Guantanamo Bay, Cuba.
    - (2) Diego Garcia (also known as British Indian Ocean Territory).
    - (3) Kwajalein Atoll, Marshall Islands; and
    - (4) Thule, Greenland.
  - c. BLUEBARK and Wounded Warrior.
    - (1) BLUEBARK designates a personal property shipment of a deceased service member or DoD civilian.
    - (2) Wounded Warrior designates a personal property shipment of a service member who has been ordered to a hospital with expected prolonged treatment.
2. Special Moves. Special moves are generally defined as authorized shipments that do not fall within normal or NSPs processes. Please refer to the Defense Transportation Regulations, Part IV, Chapter B-408. Special Moves include shipments for:
  - a. BLUEBARK. Designates a personal property shipment of a deceased service member or DoD civilian.
  - b. Wounded Warrior. Designates a personal property shipment of a service member who has been ordered to a hospital with expected prolonged treatment.
  - c. Safety Move. Designates a personal property shipment of a Service member's spouse or a dependent child's parent or court-appointed guardian that has requested relocation for personal safety.

## D. PROCEDURES

1. Data Reporting. Transportation shipment and cost data is captured in MilMove and reported to USTRANSCOM annually on a fiscal year basis. Shipment and cost data is reported through GHC, Non-Temporary Storage (NTS), intratheater movements, and Personally Procured Moves (PPM). When shipments are transported via military airlift and sealift, such shipment and cost data must be included as well. Reports are due annually on 31 March. Shipment and cost data must, in turn, be provided by USTRANSCOM to the Services and Agencies and the Assistant Deputy Under Secretary of Defense (Transportation Policy) (ADUSD[TP]).
2. Defense Transportation System (DTS). DoD activities are required to use 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 the Transportation Component Commands (TCC) and other agencies on their behaves.
  - 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 must be advised. DTR users involved in the development of advanced logistics systems must establish liaison with the DoD DTR system administrator. In addition, Service, theater commands, and Agency mobility plans must 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 (DMS), 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 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. Classified cargo must be moved IAW procedures in DTR Part II, Cargo Movement, Chapter 205.

## E. 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 in the “rationale” will include the 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 (POC) via e-mail, utilizing the format identified in [Paragraph E.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 reissued publication, an interim update, or an “expedited change”. The coordination process is the same for reissued publications and interim updates and is addressed in [Paragraph E.3.c](#), below. Expedited changes are addressed in [Paragraph E.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 or Agency AO groupmember feels the proposed change package requires internal coordination within his or her Service or Agency or with a field activity, the individual may perform the coordination, provided the additional input is consolidated into a single Service or 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 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, USCG, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Defense Travel Management Office (DTMO), GSA, Department of Homeland Security’s Customs and Border Protection and Transportation Security Administration (TSA), United States Department of Agriculture (USDA) Animal

and Plant Health Inspection Service (APHIS), and other Defense/Federal agencies as needed.

## **F. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES**

For individual missions, roles, and responsibilities refer to [https://www.ustranscom.mil/dtr/individual\\_missions\\_roles\\_and\\_responsibilities.pdf](https://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf).

## **G. ASSIGNMENT OF AREA OF RESPONSIBILITY (AOR)**

1. This paragraph applies to all DoD-sponsored personal property shipments worldwide but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see regulations of the Service or Agency concerned.
2. DoD Components:
  - a. Establish or transfer the AOR in coordination with the Commander, USTRANSCOM.
  - b. Review and coordinate the Memorandum of Understanding (MOU) with the military staff Agencies' controlling manpower, resources, and funding.
  - c. Serve as the POC for activities and installations under their jurisdiction to resolve problems concerning the assignment of the AOR.
3. Transportation Officers (TO) (Personal Property Shipping Offices [PPSO] / Personal Property Processing Offices [PPPO]):
  - a. Coordinate through Service and Agency command channels on all matters relating to the assignment of the AOR.
  - b. Develop and process, through command channels, information required for the preparation and processing of a MOU.
  - c. Initiate a MOU. Personal Property Processing
4. AORs are established in the Continental United States (CONUS) and Alaska, as well as all overseas areas, except as otherwise designated in the Personal Property Consignment Instruction Guide (PPCIG).

## **H. INSTALLATION TRANSFER, ACTIVATION, AND DEACTIVATION PROCEDURES**

1. Deactivation or Transfer of an Installation's Assigned AOR.
  - a. When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity must prepare a MOU or Interservice Support Agreement (ISSA). A joint MOU or ISSA must be executed between the gaining and the losing installation or activity, and a copy provided to the Service or Agency Headquarters (HQ). When an agreement cannot be reached at the local level, the matter must be referred to the Service or Agency HQ.
  - b. The Service or Agency HQ must notify USTRANSCOM when agreements are final concerning the transfer of functional responsibility from one installation to another, the transfer of AOR, or the activation or deactivation of an installation. The notifications must be timely to allow updating of this regulation and the PPCIG and the establishment of overall operational procedures.
  - c. All records and files must be transferred from the deactivated installation to the new responsible installation.

- d. Interservice and interdepartmental logistic support must follow the basic policies and principles prescribed in DoD policies.
2. **Budget and Funding.** Each Service and Agency is assigned specific AOR for providing program-related services to all customers, regardless of their Service or Agency affiliation. Within each AOR, each Service and Agency must provide administrative and operational support to the other Services and Agencies as a common service. Such common servicing does not apply to industrial fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, and packing and containerization must be provided on a cross-servicing basis IAW regulations of the Service or Agency.

## **I. PPSO REQUIRED REGULATIONS**

Appendix D contains a list of publications considered essential for a successful program at a PPSO. PPSO requirements for these publications must be submitted through their established publications distribution channels.

## **J. FORMS SUPPLY**

Any reference to forms in this regulation applies to the specific form discussed or an authorized automated version. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels or generated in the personal property automated system.

## **K. PERSONAL PROPERTY ADVISORY (PPA)**

A PPA identifies information to facilitate day-to-day operations. USTRANSCOM issues a PPA to identify particular areas of interest to the DoD, USCG, DoS, JPPSOs, PPPOs, PPSOs, and Prime Contractor. PPSOs must determine the applicability of a PPA to their operation and take appropriate action. Services, Agencies, NTS providers, GPC Prime Contractor, or the GHC Prime Contractor may request USTRANSCOM to publish a PPA. USTRANSCOM must assess the appropriateness of issuing a PPA and obtain the required coordination with the Services prior to issuance. USTRANSCOM will publish PPAs and disseminate them to Services and Industry.

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