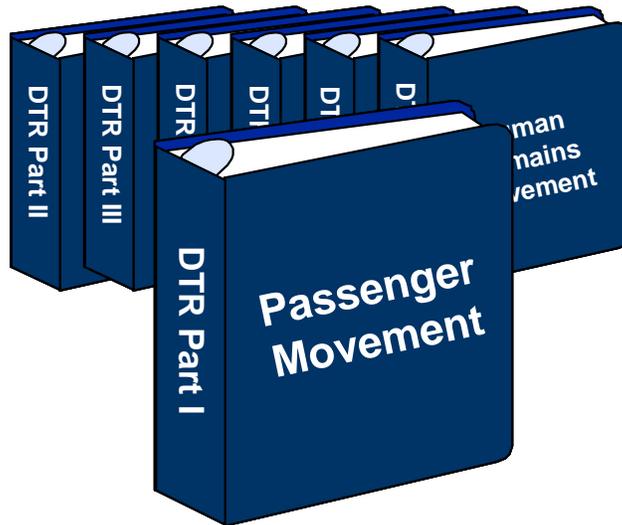




DEFENSE TRANSPORTATION REGULATION PART I

PASSENGER MOVEMENT



November 2010

(Includes changes through 30 August 2012)

FOREWORD

This document is the revised Defense Transportation Regulation (DTR) 4500.9-R, Part I, Passenger Movement. It is issued under the authority of Department of Defense Directive (DODD) 4500.09E, Transportation and Traffic Management. It implements Department of Defense (DOD) policies governing the use of DOD-owned and -controlled aircraft and sealift/airlift and establishes criteria for passenger movement. In accordance with DOD Directive 5158.04, United States Transportation Command, the Commander, United States Transportation Command (USTRANSCOM) is the DOD single manager for transportation (for other than Service unique or theater-assigned transportation assets). As the DOD Distribution Process Owner, USTRANSCOM oversees the overall effectiveness, efficiency and alignment of DOD-wide distribution activities, including force projection, sustainment and redeployment/retrograde operations, establishes the concepts and operational framework relating to the planning and execution of DOD transportation operations, maintains liaison with the DOD Logistics Executive, and develops and maintains a DOD Distribution Process Instruction defining authority, accountability, resources, and responsibility for distribution process management. Strict adherence to the provisions of this regulation is essential to maintain the integrity of the DOD transportation system.

Use of the Defense Transportation System (DTS) is specified as policy in DODD 4500.09E and DOD 4515.13-R, Air Transportation Eligibility. The Under Secretary of Defense for Acquisition, Technology and Logistics has authority to grant exceptions to DODD 4500.09E. Requests for Exceptions to Policy for air eligibility will be submitted IAW DOD 4515.13-R, Chapter 10, Special Actions and Procedures.

This change is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this regulation and all DOD Components will distribute it for use at the operating level. The DOD Components may publish more detailed guidance if needed and will provide a copy to USTRANSCOM/TCJ5/4-PT. Proposed changes to this regulation may be sent to USTRANSCOM/TCJ5/4-PT after staffing through DOD component traffic management channels. No changes to the DTR may be made without prior coordination with the Services and the Defense Logistics Agency.

The DOD Components may obtain copies of this regulation through their own publication channels and it is approved for public release; distribution unlimited. It is also available on the USTRANSCOM Web at <http://www.transcom.mil/>.

This regulation has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DODD 5154.29, dated 9 March 1993, as PDTATAC Case 050121. The changes to Chapters 102 and 103 of this regulation have been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DODD 5154.29, dated 9 March 1993, as PDTATAC Case RR10012.

TABLE OF CONTENTS

FOREWORD ii

APPENDIXES v

FIGURES vii

TABLES viii

REFERENCES ix

WEBSITES xii

DEFINITIONS xiv

ABBREVIATIONS AND ACRONYMS xxviii

CHAPTER 101 - GENERAL PASSENGER MOVEMENT PROVISIONS 101-1

 A. Purpose..... 101-1

 B. Procedures..... 101-1

 C. Individual Missions, Roles, and Responsibilities 101-2

 D. Regulatory Body Proceedings..... 101-17

 E. Activity Change of Status or Mission 101-17

 F. Traffic Management under Emergency Conditions 101-17

 G. Disruption to Transportation Systems 101-17

 H. Government/Military-Owned or Organic Assets 101-18

 I. DTR Program Administration..... 101-18

CHAPTER 102 - GENERAL TRAVEL PROVISIONS 102-1

 A. Travel Authority 102-1

 B. Dual Commitment Transportation 102-1

 C. Routing..... 102-2

 D. Reservations..... 102-2

 E. PSRO 102-2

 F. Group Movements 102-3

 G. Military Prisoner with Guard 102-4

 H. Absentees, Stragglers, or other Members without Funds 102-4

 I. Applicants and Others..... 102-5

 J. Dependent Travel..... 102-5

 K. Circuitous Travel 102-6

 L. Accommodations 102-6

 M. Passenger Reservation Data Reporting 102-6

 N. CTO 102-7

 O. Escorts with Deceased Members (Human Remains) 102-7

 P. Promotional Items from Commercial Sources..... 102-8

 Q. Lost Commercial Airlines Tickets 102-8

 R. Unused Commercial Airline Tickets 102-10

 S. US GTR 102-10

 T. Meal Tickets/Checks..... 102-10

 U. Carrier Agreements..... 102-11

 V. Emergency Travel..... 102-11

CHAPTER 103 - AIR MOVEMENT 103-1

 A. General..... 103-1

 B. Types of Airlift 103-4

 C. Commercial Charter Aircraft, Excluding Patriot Express 103-7

D.	Commercial Air Carrier Service (Scheduled Service).....	103-8
E.	Contracts and Agreements	103-9
F.	Accompanied Personal Baggage, Government-Owned Animals, Privately-Owned Weapons, and Government-Owned Weapons.....	103-10
G.	Travel In Connection with Death of Members, DOD Employees, and/or Their Dependents (Blue Bark).....	103-11
H.	Operational Support Airlift (OSA), Special Air Mission (SAM), Common-User and Organic Airlift.....	103-11
I.	Passenger Tracking and Reporting	103-12
J.	Air Passenger Reservations and Travel Documents	103-13
K.	AMC Airlift Services.....	103-19
L.	Forecasting Passenger Airlift Requirements.....	103-19
M.	Establishing, Suspending, Changing, and Canceling Channels.....	103-19
N.	Passenger Manifesting Procedures	103-19
CHAPTER 104 - BUSES.....		104-1
A.	General.....	104-1
B.	Routing Authority.....	104-1
C.	Procedures for Arranging Bus Transportation.....	104-2
D.	Payment Procedures.....	104-4
E.	Baggage, Military Impedimenta, and Weapons.....	104-5
F.	Reports.....	104-6
CHAPTER 105 - RAIL TRANSPORTATION		105-1
A.	General.....	105-1
B.	Routing Authority.....	105-1
C.	Baggage	105-1
D.	Government-Owned Animals.....	105-1
E.	Military Impedimenta	105-1
F.	Weapons and Ammunition	105-2
G.	Rail Travel Data Reporting.....	105-2
CHAPTER 106 - RENTAL CAR AND TRUCK SERVICES		106-1
A.	General.....	106-1
B.	Policy	106-1
C.	Arranging for Rental.....	106-1
D.	Insurance.....	106-2
E.	Operator Permit.....	106-3
F.	Complaints.....	106-3
G.	Car/Truck Rental Data Reporting.....	106-3
CHAPTER 107 - PASSENGER MOVEMENT BY SHIP OR VESSEL.....		107-1
A.	Commercial Ship or Vessel Transportation.....	107-1
B.	Use of Commercial Ferries	107-1
C.	Arranging Transportation via Commercial Ship, Vessel, and/or Ferry	107-1
CHAPTER 108 - BULK TICKET AND TOKEN PURCHASES		108-1
A.	Purchasing.....	108-1
B.	Purchase Conditions	108-1
C.	Special Instructions.....	108-1
D.	Travel Pattern Review	108-2

APPENDIXES

APPENDIX A - CRITERIA FOR ESTABLISHING PRIORITIES FOR SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) JOINT AIRBORNE AND AIR TRANSPORTABILITY TRAINING OR EXERCISES	A-1
A Priority 1A	A-1
B Priority 1B.....	A-1
C Priority 2A	A-2
D Priority 2B.....	A-2
E Priority 3A	A-2
F Priority 3B.....	A-2
G Priority 4A	A-3
H Priority 4B.....	A-3
APPENDIX B - FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSIONS (SAAM) REQUEST	B-1
A. Purpose.....	B-1
B. Instructions for Completing Airlift Request Thru SRS	B-1
C. Requirement.....	B-2
D. Load	B-2
E. Hazardous Cargo.....	B-3
F. Contact	B-3
G. COCOM Certification.....	B-3
H. Approval Requests Within 96 Hours	B-4
I. Chapter 3 Waivers	B-4
APPENDIX C - AIR MOBILITY COMMAND GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) TYPE/CATEGORY OF TRAVEL	C-1
APPENDIX D - GRADE AND TITLE CODES	D-1
APPENDIX E - TRANSPORTATION PRIORITY CODES FOR PASSENGER MOVEMENT	E-1
APPENDIX F - AIR MOBILITY COMMAND/GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM SPONSOR SERVICE CODES	F-1
APPENDIX G - GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) RESPONSE AND REASON CODES FOR AIR MOBILITY COMMAND (AMC) FLIGHT RESERVATIONS	G-1
A GATES Response Codes	G-1
B GATES Reason Codes.....	G-1
C Transaction Reasons	G-1
APPENDIX H - COMMERCIAL TRAVEL INFORMATION MANAGEMENT (CTIM) PREPARATION INSTRUCTIONS.....	H-1
A Commercial Travel Office (CTO)	H-1
B DTMO Contracting Officer Representative (COR).....	H-2
C Passenger Movements.....	H-2
APPENDIX I - PROCEDURES FOR TRANSPORTING WEAPONS, AMMUNITION AND HAZARDOUS MATERIALS (HAZMAT) ABOARD COMMERCIAL AIRCRAFT IN SCHEDULED SERVICE AND DEPARTMENT OF DEFENSE (DOD)-OWNED OR CONTROLLED AIRCRAFT	I-1
A Purpose.....	I-1
B Procedures.....	I-1

C	Standard Methods for Movement of Privately-Owned Weapons and Ammunition on Scheduled Commercial Air Carriers	I-2
D	Standard Methods for Movement of Government-Owned Weapons and Ammunition on Scheduled Commercial Air Carriers or dod-owned or controlled aircraft	I-2
E	Determination of Method to be Used in the Movement of Individual Weapons	I-5
F	Ammunition and Other Hazmat Transported on Hazmat-Approved Commercial Charter Aircraft	I-5
G	Inspection of Baggage, Hazardous, or Prohibited Items	I-6
H	Inspection and Certification	I-7
APPENDIX J - FORECASTING PASSENGER AIR MOBILITY COMMAND (AMC) AIRLIFT REQUIREMENTS		
		J-1
A.	AMC Channel Service	J-1
B.	DOD Components.....	J-1
APPENDIX K - ESTABLISHING, CHANGING, SUSPENDING, AND CANCELING AIR MOBILITY COMMAND (AMC) CHANNELS		
		K-1
A.	Establish or Change AMC Channels	K-1
B.	Combatant Commanders (CCDRS)/Service Headquarters (HQ) Responsibilities	K-1
C.	USTRANSCOM Responsibilities.....	K-2
D.	618 th Tanker Airlift Control Center (TACC) Responsibilities.....	K-2
E.	Validator Responsibilities	K-2
F.	Suspend or Cancel an AMC Channel	K-2
G.	Action on Channel Request	K-2
H.	Channel Management	K-3
APPENDIX L - US GOVERNMENT TRANSPORTATION REQUEST (GTR).....		
		L-1
A.	General.....	L-1
B.	Method of Preparation	L-1
C.	Alterations/Issuance.....	L-1
D.	Cross-Referencing GTRs	L-2
E.	GTR Preparation	L-2
F.	Local Payment of Airlines (LOPA)	L-5
G.	GTRs Issued for the Transportation of Remains	L-7
H.	GTR for Chartered Air Taxi Service	L-7
I.	GTRs Issued on a Checkage (Cost-Charge) Basis.....	L-7
J.	Unused GTRs.....	L-8
K.	GTR Distribution	L-8
L.	Unused GTR Distribution.....	L-8
M.	Disposal of Excess GTRs	L-8
APPENDIX M - MEAL TICKET/CHECKS.....		
		M-1
A.	Meal Tickets	M-1
B.	Issuance.....	M-2
C.	Meal Checks	M-4
APPENDIX N - OPERATIONAL SUPPORT AIRLIFT (OSA) PRIORITIES		
		N-1
A.	General.....	N-1
B.	Priority Codes	N-1
C.	Urgency Codes.....	N-1

APPENDIX O - ROUTING GUIDE FOR INTERNATIONAL AIR TRAVEL ON UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) CONTRACTED PATRIOT EXPRESS PASSENGER AIRLIFT O-1

PART I - AMC CONTINGENCY PASSENGER FLIGHTS AND PATRIOT EXPRESS ROUTING GUIDE CONTINENTAL UNITED STATES (CONUS) OUTBOUND O-2

PART II - AMC CONTINGENCY PASSENGER FLIGHTS AND PATRIOT EXPRESS ROUTING GUIDE INBOUND TO CONUS O-6

PART III - ALTERNATIVE COMMERCIAL ROUTING IF AMC SERVICE NOT AVAILABLE..... O-9

FIGURES

Figure 102-1. Standard Planning Weights 102-12

Figure 102-2. DD Form 1341, Report of Commercial Carrier Passenger Service 102-13

Figure 102-3. DD Form 884, Application for Transportation for Dependents 102-15

Figure 102-4. SF 1170, Redemption of Unused Tickets..... 102-16

Figure 102-5. Unused Ticket Report..... 102-17

Figure 103-1. DD Form 1131, Cash Collection Voucher 103-22

Figure 103-2. DD Form 139, Pay Adjustment Authorization..... 103-23

Figure 103-3. Sample Travel Sheet..... 103-24

Figure 103-4. DD Form 2131, Passenger Manifest 103-25

Figure 103-5. DD Form 93, Record of Emergency Data 103-26

Figure B-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request B-6

Figure H-1. State Codes H-18

Figure I-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request I-8

Figure I-2. Shipper’s Declaration for Dangerous Goods I-9

Figure I-3. Prohibited Item List I-10

Figure L-1. DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets..... L-9

Figure L-2. DD Form 1351-2, Travel Voucher or Subvoucher L-10

Figure L-3. SF 1169, Example of Blank GTR..... L-12

Figure L-4. SF 1169, Example of GTR Illustrating Air Transportation of Human Remains L-12

Figure L-5. SF 1169, Example GTR Illustrating Air Transportation of Escort of Human Remains L-13

Figure L-6. SF 1169, Example GTR Illustrating Charter Air Taxi Service..... L-13

Figure L-7. DD Form 139, Example of Pay Adjustment Authorization..... L-14

Figure L-8. Finance Accounting Office Addresses for Distribution of DD Form 139..... L-15

Figure M-1. DD Form 652, Uniformed Services Meal Ticket M-7

Figure M-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket M-8

Figure M-3. DD Form 139, Pay Adjustment Authorization M-10

Figure M-4. DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets..... M-11

Figure M-5. Blank Uniformed Services Meal Check M-12

TABLES

Table 103-1. Unit Move Passenger Manifesting Process 103-28
Table 103-2. Evaluation Criteria..... 103-29
Table J-1. Baseline Data Set for Constructing the Submission of Forecasts J-2
Table J-2. Format for Submitting Long Range Airlift Passenger Requirements J-2

REFERENCES

(Each applies to the current edition, unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance.)

Air Force Instruction 24-101, Passenger Movement.

Air Force Instruction 65-114, Travel-Policy And Procedures For Financial Services Offices And Finance Offices-Reserve Component.

Air Force Manual (AFMAN) 24-204_IP (Interservice), Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19I, Naval Supply (NAVSUP) Pub 505, Defense Logistics Agency Instruction (DLAI) 4145.3, and Defense Contract Management Agency Directive (DCMAD) 1, CH 3.4 (HM24) Preparing Hazardous Materials for Military Air Shipments.

Air Mobility Command Instruction 24-101, Volume 14, Military Airlift Passenger Service.

Air Mobility Command Instruction 65-602, TWCF Budget Operations, Concepts, and Accounts.

Chief of Naval Operations Instruction 4650.15, Navy Passenger Transportation Manual.

Code of Federal Regulations, Title 14, Part 243, Passenger Manifest Information.

Code of Federal Regulations, Title 49, Part 172, Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans.

Code of Federal Regulations, Title 49, Part 173, Shippers—General Requirements for Shipments and Packagings.

Code of Federal Regulations, Title 49, Part 175, Carriage by Aircraft.

Code of Federal Regulations, Title 49, Part 1540, Civil Aviation Security: General Rules.

Code of Federal Regulations, Title 49, Part 1544, Aircraft Operator Security: Air Carriers and Commercial Operators.

Comptroller General, 70 Comp. Gen. 713 (1991).

Defense Finance and Accounting Service-Denver 7010.3-R, Travel Transactions at Base Level.

Defense Finance and Accounting Service -Indianapolis Manual 37-100-04, Financial Management, The Army Structure Fiscal Year 2004, Chapter 1, General Information, Section 16, TAC Air Mobility Transportation Account Code and Customer Identification Code.

Department of Defense Directive 1300.22, Mortuary Affairs Policy.

Department of Defense Directive 4105.67, Nonappropriated Fund (NAF) Procurement Policy.

Department of Defense Directive 4140.1, Supply Chain Materiel Management Policy.

Department of Defense Directive 4500.09E, Transportation and Traffic Management.

Department of Defense Directive 4500.43, Operational Support Airlift (OSA).

Department of Defense Directive 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel.

Department of Defense Directive 5010.38, Management Control (MC) Program.

Department of Defense Directive 5158.04, United States Transportation Command.

Department of Defense Directive 5210.56, Use of Deadly Force and the Carrying of Firearms by DOD Personnel Engaged in Law Enforcement and Security Duties.

Department of Defense Financial Management Regulation 7000.14, Volume 5, Disbursing Policy and Procedures.

Department of Defense Instruction 4000.19, Interservice and Intragovernmental Support.

Department of Defense Instruction 4100.31, Reports on Single Manager Operations.

Department of Defense Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.

Department of Defense Instruction 4500.53, DOD Commercial Air Transportation Quality and Safety Review Program.

Department of Defense Instruction 4500.57, Transportation and Traffic Management

Department of Defense Regulation 4515.13-R, Air Transportation Eligibility.

Department of Defense Regulation 5200.1-R, Information Security Program.

Department of Defense Regulation 5500.7-R, Joint Ethics Regulation.

John Warner National Defense Authorization Act for Fiscal Year 2007, Section 562.

Joint Federal Travel Regulations, Volume 1, Uniformed Service Members.

Joint Publication 4-01, Joint Doctrine for the Defense Transportation System.

Joint Travel Regulations, Volume 2, Department of Defense (DOD) Civilian Personnel.

Marine Corps Order P4600.7, Marine Corps Transportation Manual.

Marine Corps Order 4631.9G, Construction and Use of Customer Identification Codes Applicable to Marine Corps-Funded Passenger Travel via Air Mobility Command Service.

Memorandum of Understanding, Support of Service Members on Delayed Airlift Service Industrial Fund (ASIF) Aircraft Between the Armed Services and Single Manager Operating Agency for Airlift Service.

Office of the Administrator Publication 1025.2D, HB, Classified National Security Information.

Office of the Assistant Secretary of the Navy Financial Management and Comptroller Instruction 4600.2B, Customer Identification Codes for Temporary Additional Duty Travel.

Travel and Transportation Reform Act of 1998, Public Law 105-264, Section 2.

United States Code, 10 U.S.C. § IV, Chapter 137, Procurement Generally.

United States Code, 10 U.S.C. § 162, Combatant Commands: Assigned Forces: Chain of Command.

United States Code, 37 U.S.C. §476, Travel and Transportation Allowances: Dependents; Baggage and Household Effects.

United States Code, 49 U.S.C. § 40118, Government-Financed Air Transportation.

United States Code, 49 U.S.C. § 41113, Aviation Disaster Family Assistance Act of 1996.

United States Code, 49 U.S.C. § 44903, Air Transportation Security.

United States Military Entrance Processing Command Regulation 55-2, Transportation and Travel, Recruit Travel.

United States Military Entrance Processing Command, Handbook and User Instruction for Meal Check Issuers.

United States Transportation Command Charter for Updates to and Coordination of Defense
Transportation Regulation DTR 4500.9-R, 11 Jun 09.

WEBSITES

Air Force Manual 24-204_IP (Interservice), Technical Manual 38-250, Marine Corps Order P4030.19I, Naval Supply Pub 505, Defense Logistics Agency Instruction 4145.3, and Defense Contract Management Agency Directive 1, CH 3.4 (HM24) Preparing Hazardous Materials for Military Air Shipments (<http://www.e-publishing.af.mil>, then select Departmental, 24-Transportation, and AFMAN 24-204_IP).

Air Mobility Command (AMC) Channel Sequence Listing:
<https://tacc.scott.af.mil/?action=xog&XOGpage=xogd>

Air Mobility Command Instruction 24-101, Volume 14, Military Airlift Passenger Service:
<https://private.amc.af.mil/pubs/amci/24series/24-101V14.pdf>

Air Mobility Command (AMC) Master Solicitation (Airlift):
https://www.fbo.gov/index?s=opportunity&mode=form&id=45e9c454d33feeab59fddfd168ce7fe3&tab=core&_cview=1 (*) **Non-DOD Website**

Bus Carrier Agreement: <https://www.defensetravel.dod.mil/site/bus.cfm>

Car Rental: <http://www.defensetravel.dod.mil/>

Central Contractor Registry (CCR): <https://www.bpn.gov/ccr/default.aspx> (*)

Code of Federal Regulations (CFR) Title access: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html> (*)

DD Form 1341: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Defense Transportation Regulation (DTR): <http://www.transcom.mil/j5/pt/dtr.cfm>

Defense Finance and Accounting Service (DFAS): <http://www.dod.mil/dfas/>

DOD Approved and CRAF Carriers: <https://private.amc.af.mil/a3/default.aspx?tab=9>

DOD Bus, Van, and Limo carriers: <http://www.defensetravel.dod.mil/>

DOD Forms: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

DOD use of foreign air carriers, see <https://private.amc.af.mil/a3/default.aspx?tab=11>

DOD Publications: <http://www.dtic.mil/whs/directives/>

Army Field Manuals (FMs): <http://www.apd.army.mil/>

Air Force Publications: <http://www.e-publishing.af.mil/>

Navy Publications: <http://doni.daps.dla.mil/default.aspx>

Marine Corps Publications: <http://www.marines.mil/news/Pages/OrdersAndDirectivesSearch.aspx>

Financial Management and Comptroller: https://www.amcfm.scott.af.mil/FM_FMPD.cfm

Foreign Clearance Guide (FCG): <https://www.fcg.pentagon.mil/>

Fly America Act: <http://www.tvlon.com/resources/FlyAct.html> (*)

GATES: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/accessprocess/gatesrequesttemplate.pdf>

Group Operational Passenger System: <https://eta.sddc.army.mil/ETASSOPortal/Default.aspx>

GSA Airline City Pairs: <http://www.gsa.gov> (*) then select Travel and Airline City Pair Program

Integrated Data Environment (IDE)/Global Transportation Network (GTN)

Convergence: <http://jite.fhu.disa.mil/igc/index.html>

International Air Tenders: <https://business.transcom.mil/tcaq/TCAQ-I/tenders/TENDERS.htm>

International Air Transportation Association (IATA): <http://www.iata.org> (*)

International Civil Aviation Organization (ICAO): <http://www.icao.int> (*)

Joint Ethics Regulation: http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html

Joint Federal Travel Regulations (JFTR): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Joint Publications at the Joint Electronic Library (JEL): http://www.dtic.mil/doctrine/s_index.html

Joint Travel Regulations (JTR): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Passenger Service Request Order: <https://eta.sddc.army.mil/ETASSOPortal/Default.aspx>

Per Diem Committee: <http://www.defensetravel.dod.mil/>

SAAM Request System web site: <https://campsweb.scott.af.mil>

Transportation Security Administration: <http://www.tsa.gov/index.shtm> (*)

Transportation Working Capital Fund: https://www.amcfm.scott.af.mil/FM_FMFA.cfm

Truck Rental: <http://www.defensetravel.dod.mil/>

US Government Department of Defense Airlift Rates and US Government Non-Department of Defense Rate Tariffs: https://www.amcfm.scott.af.mil/FM_FMBT.cfm

Wide Area Work Flow: <https://wawf.eb.mil>

DEFINITIONS

The following word/phrase definitions are provided for use in conjunction with this Regulation, Part I.

1. **Acquired Dependent**. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. **NOTE:** The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.
2. **Active Duty**. Full-time duty in the active service (37 U.S.C. §101(18)) of a Uniformed Service, including fulltime training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. **NOTE:** A member is on active duty while in a travel status or while on authorized leave.
3. **Actual Placement**. The placing of a carrier conveyance in an accessible position for loading or unloading, or at a place previously designated by the consignor or consignee.
4. **Aerial Port**. An airfield that has been designated for sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.
5. **Aerial Port of Debarkation**. A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.
6. **Aerial Port of Embarkation**. A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.
7. **Agency**. An agency includes: An Executive agency, as defined in 5 United States Code, Section 101, Executive Departments; a military department; an office, agency or other establishment in the legislative branch; an office, agency or other establishment in the judicial branch; and the Government of the District of Columbia. An agency does not include: a Government-controlled corporation; a member of Congress; or an office or committee of either House of Congress or of the two Houses.
8. **Air Charter Service**. Air transportation procured under an arrangement with an air carrier for the exclusive use of one or more aircraft.
9. **Air Evacuation Patient**. The moving of any person by air that is wounded, injured, or ill to and/or between medical treatment facilities.
10. **Airlift Control Flight**. Designation of an Air Force Reserve or Air National Guard equivalent of an Air Mobility Squadron. When deployed under the direct command of Headquarters, Air Mobility Command or Headquarters, Air Mobility Command Tanker Airlift Control Center, their duties and responsibilities are the same as an Air Mobility Squadron.
11. **Airlift Control Squadron**. Designation for an Air Combat Command equivalent of an Air Mobility Squadron. When deployed under the direct command of Headquarters, Air Mobility Command or Headquarters, Air Mobility Command Tanker Airlift Control Center, their duties and responsibilities are the same as an Air Mobility Squadron.
12. **Airline City Pairs Contract Route**. A route between two cities that has been contracted by the General Services Administration for official travel with a specific scheduled service airline at a contracted fixed rate. (Some routes have two levels of coach class city pairs—capacity controlled and non-capacity controlled.)
13. **Air Mobility Command**. The Air Force component command of the United States Transportation Command.

14. **Air Mobility Command Channel Structure.** Aerial Port of Embarkation and Aerial Port of Debarkation pairs between which common-user airlift may be provided on a scheduled basis. A channel does not represent actual aircraft routing, although the two may be the same.
15. **Air Mobility Squadron.** Provides a cadre of personnel to deploy worldwide and establish command and control capabilities at locations where insufficient or no operational support exists for air mobility assets. Air Mobility Squadrons operate Tanker Airlift Control Elements, deploy mission support teams, conduct airfield surveys, and conduct Air Mobility Command affiliation training.
16. **Air Movement Designator.** An alphanumeric code assigned according to established codes to identify the originating and destination station, priority, type travel, and sponsoring activity in whose interest a passenger is being moved.
17. **Air Taxi Service.** Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of federal and state bodies.
18. **Air Terminal.** A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of aircraft and the in transit processing of traffic. The airfield may or may not be designated an aerial port.
19. **Air Terminal Operations Center.** The command and control element of an aerial port that performs aircraft load planning and airlift capability forecasting. Provides air terminal information control. Performs lost and damaged cargo investigations. Performs ramp coordination duties, computer operations, and system administration. Maintains station files and prepares reports.
20. **Ammunition/Explosives.** A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations including demolition. Certain suitably modified munitions can be used for training, ceremonial, or nonoperational purposes. Also called munitions.
21. **Appeal.** A procedure that allows reconsideration of a carrier in non-use or disqualified status.
22. **Area of Operation.** A specifically defined geographic area established by a transportation office within an area of responsibility for traffic distribution purposes. Areas of operation are established in response to the specific economic and transportation sectors existing in an area of responsibility to facilitate an efficient working relationship with Department of Defense-approved carriers.
23. **Area of Responsibility.** The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.
24. **Armed Forces (Military Services).** The military forces of a nation or a group of nations.
25. **Armed Forces of the United States.** A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. (Also see “United States Armed Forces.”)
26. **Arrival Airfield Control Group.** An organization that receives transported units’ personnel and equipment from the Air Force carrier and controls them until released to their parent unit.
27. **Automatic Identification Technology.** A suite of tools for facilitating total asset visibility source data capture and transfer. Automatic identification technology includes a variety of devices, such as bar codes, magnetic strips, optical memory cards, and radio frequency tags for marking or tagging individual items, multi-packs, equipment, air pallets, or containers, along with the hardware and software required to create the devices, read the information on them, and integrate that information with other logistic information. Automatic identification technology integration with logistic information systems is essential to the Department of Defense total asset visibility efforts.

28. **Baggage**. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. Baggage may accompany a traveler or be transported separately.
- a. **Accompanied Baggage**. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.
 - b. **Unaccompanied Baggage**. That part of a member's/employee's prescribed weight allowance of household goods that is not carried free on a ticket used for personal travel, ordinarily is transported separately from the major bulk of household goods, and usually is transported by an expedited mode because its needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of household goods.
- NOTE 1:** Unaccompanied baggage in connection with permanent duty and consecutive overseas tour/in-place consecutive overseas tour travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.
- NOTE 2:** In connection with an extended temporary duty assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.
29. **Best Value**. Selection of contractors/carriers to support Defense Transportation System requirements will utilize a best value approach, based on determining factors such as quality of service, past performance, cost/price, claims experience, ability to perform service within stated requirements, and carrier commitment of transportation assets to readiness support. Under the best value approach, cost is not the only factor in carrier selection. Past performance factors include but are not limited to; on-time pickup and delivery percentage, lost or damaged cargo percentage, number of claims, and provider availability. Service factors include, but are not limited to carrier ability to provide responsible and reliable service, routing, and ability to provide in-transit visibility and commitment of transportation assets to readiness support.
30. **Blue Bark**. United States military personnel, United States citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members/employees. Furthermore, the term is used to designate the personal property shipment of a deceased member/employee.
31. **Calendar Days**. Consecutive days without regard to weekends or holidays.
32. **Carrier**. Any individual, company, or corporation commercially engaged in transporting cargo or passengers between two points.
33. **Category B and M Airlift**. Category B is an Air Mobility Command-procured full plane commercial charter contracted for channel requirements. Category B aircraft configured for passengers only are known as Patriot Express. Category M is travel on military aircraft configured for both passenger and cargo.
34. **Central Solicitation Service**. An entity that has the ability to solicit bids for Department of Defense group travel from any or all airlines to leverage the best price.
35. **Centrally Billed Accounts**. An account for the purchase of official transportation tickets established between the Government and the General Services Administration SmartPay Contractor.

36. **Channel Airlift**. Provides regularly scheduled airlift for movement of sustainment cargo, depending on volume of workload, between designated Aerial Port of Embarkation and Aerial Port of Debarkation over validated contingency or distribution channel routes.
37. **Channel Sequence Listing**. A listing of approved active Air Mobility Command channels prepared annually by Air Mobility Command and distributed to all users of Air Mobility Command airlift.
38. **Channel Traffic**. Passengers moving over established worldwide routes served by either scheduled Department of Defense aircraft under the control of the Air Mobility Command or commercial aircraft under contract to and scheduled by Air Mobility Command.
39. **Circuitous Route**. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.
40. **Civil Agencies**. All agencies in the federal government other than Department of Defense installations and activities, e.g., General Services Administration.
41. **Claim**. A written legal demand for payment of goods lost or damaged in shipment.
42. **Claim Office**. The office responsible for filing claims on behalf of the Department of Defense against carriers, contractors, stevedores, or vendors for loss or damage resulting from movement of government-owned property, e.g., the finance center for continental United States commercial carriers; Military Sealift Command for commercial ocean carriers; the responsible contracting officer for contractors, stevedores, and vendors.
43. **Classified Material/Matter**. Official information or matter, in any form or of any nature, which requires protection in the interest of national security.
44. **Close Blood or Affinitive Relative**. A permanent member of a household, a resident in the household of a member, a Department of Defense civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in “Dependent” below.
45. **Closure**. The process of a unit arriving at a specified location.
46. **Command Arrangement Agreements**. An agreement made between combatant commanders that establishes procedures, relationships, and delineates responsibilities.
47. **Command Sponsored Dependent**. Dependent(s) residing with a member at an Outside Continental United States location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and dependents are authorized by proper authority to be at the member’s permanent duty station. The member is authorized to receive station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member’s permanent duty station.
48. **Commercial Air Movement**. A passenger group booking (either full plane charter or a group block of seats on a commercial flight) arranged by the Air Mobility Command.
49. **Commercial Carrier**. Common, contract, for-hire, and private carriers.
50. **Commercial Travel Office**. The commercial activity providing full range of commercial travel and ticketing services at a Department of Defense installation under a contract or memorandum of understanding.
51. **Common-User Transportation**. Transportation and transportation services provided on a common basis for two or more Department of Defense agencies and, as authorized, non-Department of Defense agencies. Common-user assets are under the combatant command (command authority) of the Commander, United States Transportation Command, excluding Service-unique or theater-assigned transportation assets.

52. **Constrained Environment**. A requirement for common-user transportation that is directed/identified to the Deployment Distribution Operations Center for analysis and subsequent tasking to the components. A requirement may become constrained in one of the following ways:
 - a. **Constrained by the Nature of the Requirement**:
 - Requirement is outside the capability or authority of the transportation agency (type of cargo, cost, mode).
 - Nature of the requirement (contingency, crisis, special mission).
 - Identity/level of requester (White House, Drug Enforcement Administration, Joint Staff).
 - b. **Becomes Constrained during Movement (Execution)**:
 - Situational developments (weather, threat, port/throughput capability, model/ simulation results, readiness, political environment).
 - Change of mission.
 - Commander's intent (Commander's specific request or requirement).
53. **Constructive Placement**. When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.
54. **Continental United States**. United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.
55. **Contingency Aerial Port**. Standby aerial ports which can be activated for cargo operations during emergencies.
56. **Contract Administration Office**. The activity responsible for administering the contract against which the shipment was made.
57. **Contract Air**. Air travel over a specified route with a binding contract between the government and a commercial carrier.
58. **Customer**. Any authorized user of the Defense Transportation System.
59. **Customer Identification Code**. A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Transportation Working Capital Funds.
60. **Customer Service Branch**. An Air Mobility Command functional branch representing the Services at aerial ports of embarkation for the purpose of providing passenger assistance and coordinating the flow of all air traffic (cargo and passengers) routed into the Defense Transportation System.
61. **Defense Transportation System**. The Defense Transportation System is that portion of the worldwide transportation infrastructure that supports Department of Defense transportation needs in peace and war. The Defense Transportation System consists of two major elements: military (unique) and commercial resources. These resources include aircraft, assets, services, and systems organic to, contracted for, or controlled by the Department of Defense. The Defense Transportation System infrastructure, including ports, airlift, sealift, railway, highway, intransit visibility, information management systems, customs, and traffic management that the Department of Defense maintains and exercises in peacetime, is a vital element of the Department of Defense capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

62. **Defense Travel System**. A Department of Defense initiative that will allow the traveler to coordinate and arrange temporary duty (business) travel including reservations and travel voucher preparation, approval and submission.
63. **Denied Boarding Compensation**. A monetary allowance paid by an air carrier to a traveler holding a confirmed reservation when the carrier is unable to provide the reserved space.
64. **Department of Defense Aircraft**. An aircraft owned or controlled by any Department of Defense activity or component.
65. **Department of Defense Components**. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), Department of Army, Department of the Air Force, Department of Navy (including the Marine Corps), Department of Defense Inspector General, and United States Court of Appeals for the Armed Forces; Department of Defense Field Activities: American Forces Information Service, Defense Prisoner of War/Missing Personnel Office, Defense Technology Security Administration, Department of Defense Counterintelligence Field Activity, Department of Defense Education Activity, Department of Defense Human Resources Activity, Office of Economic Adjustments, TRICARE Management Activity, Washington Headquarters Services; Defense Agencies: Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Logistics Agency, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, National Geospatial Intelligence Agency, National Geospatial Intelligence College, National Security Agency/Central Security Service, Missile Defense Agency, Pentagon Force Protection Agency; and Joint Service Schools: Joint Military Intelligence College, Defense Acquisition University, National Defense University, Joint Professional Military Education Colleges, Uniformed Services University of the Health Sciences.
66. **Department of Defense-Controlled**. Department of Defense-controlled transportation resources are defined as sealift transportation assets leased, or chartered exclusively for Department of Defense use for periods greater than 90 days. For airlift, only those aircraft leased and operated using military crews, or wet leased for exclusive use under long term contracts will be considered Department of Defense-controlled assets.
67. **Department of Defense Foreign Clearance Guide**. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.
68. **Dependent**. The use of the word “dependent” in this regulation must be as defined in Joint Federal Travel Regulations, Volume 1, Appendix A, for uniformed Service members; and Joint Travel Regulations, Volume 2, Appendix A, for civilians.
69. **Deployment Distribution Operations Center**. The United States Transportation Command Deployment Distribution Operations Center is the single location for managing all movement requirements. The Deployment Distribution Operations Center is comprised of requirements and customer service teams, and includes a meteorological and oceanographic cell, a medical cell, and an intelligence representative. The Deployment Distribution Operations Center serves as the single face to the customer on all requirements moving within the Defense Transportation System.
70. **Distribution Channel**. A combatant command or Service Headquarters (in conjunction with the affected geographic combatant commands) requested common-user route validated through the United States Transportation Command, based on justification provided and transportation support feasibility.
71. **Diversion**. A change made in the route of a shipment while in transit. (See Reconsignment.)

72. **Domicile**. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.
73. **Electronic Commerce**. Conducting business transactions and information exchange using automation and telecommunications without paper documents.
74. **Electronic Data Interchange**. Computer to computer exchange of business data using standards jointly developed by standard groups such as American National Standards Institute or Electronic Data Interchange Agency.
75. **Embargo**. To restrict or prohibit an acceptance or movement of freight or passengers.
76. **Employee**. A civilian: employed by an agency, regardless of status or grade; employed intermittently as an expert or consultant and paid on a daily when actually employed basis; or serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to an "invitational traveler" for TDY travel purposes only).
77. **Escort(s) or Courier(s), Transportation**. United States Government members or civilian employees, or Department of Defense contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a Department of Defense-issued security clearance at least equal to the level of classification of the material being transported.
78. **eTravel**. The General Services Administration administered system supporting the travel of Federal Agency travelers on official business for the government.
79. **Expediting**. Actions taken to ensure movement to destination in the shortest time possible.
80. **Fare**. Per person charge set by a carrier for passenger service.
81. **Global Air Transportation Execution System**. The Global Air Transportation Execution System automates support for receipt, movement and billing of cargo and passengers. The Global Air Transportation Execution System provides the Air Mobility Command, the Department of Defense, and commercial partners with an automated management system to process and track cargo and passenger information, support management of resources, provide logistical support information, generate standard and ad hoc reports, and provide message routing and delivery service for virtually all aircraft movement data. In the force projection scenario, the Global Air Transportation Execution System is the Automated Information System that sends aircraft arrival and departure In-transit Visibility data to the Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC).
82. **Global Transportation Network**. The automated support necessary to enable the United States Transportation Command and its components to provide global transportation management. The Global Transportation Network is an automated command and control information system that provides transportation users and providers with an integrated view of transportation information. It gives the United States Transportation Command the ability to perform command and control operations, planning and analysis, and business operations, to meet customer requirements. The Global Transportation Network provides in-transit visibility for the Defense Transportation System. The Global Transportation Network collects and integrates transportation information from selected Department of Defense systems for use by transportation data customers, the Joint Staff, Combatant Commanders, and the Services. The system provides these users the ability to monitor movement of forces, cargo, passengers, and patients and the movement of military and commercial airlift, sealift and surface assets. The Global Transportation Network is accessible on the World Wide Web.

83. **Government Travel Services**. The system for centrally billed account management. This system is used in the Defense Travel Regions contracted by the Military Surface Deployment and Distribution Command. It is designed to charge passenger transportation costs (air and rail), reconcile transactions, verify and certify bills in accordance with financial management policies. This system involves the traveler, the Commercial Travel Office, the Travel Card Vendor, the Account Manager, and the Government Paying Office.
84. **Group Passenger Movement**. Ten or more passengers traveling together on the same day, on the same flight, for the same mission requiring group integrity, and identified as a group by the travel management system upon booking.
85. **Hazardous Material**. A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials as defined in this section, materials designated as hazardous under the provisions of 49 CFR, Part 172.101 and materials that meet the defining criteria for hazard class and divisions in 49 CFR, Part 173.
86. **Individually Billed Account**. A government credit card issued to an individual to cover all official government travel related expenses while away from the official station/duty station. An individual with an individually billed account is responsible for paying all charges and fees associated with that account.
87. **Installation**. A post, camp, station, air base, naval base, yard, base complex, or port.
88. **Installation Transportation Officer**. See Transportation Officer.
89. **Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)**. An automated program providing supply chain, distribution, and logistics information fusion through common integrated data application services enabling development of cohesive business solutions both by and for the supported Combatant Commands, Components, Services, Joint Staff, Agencies, and other Federal organizations. The Integrated Data Environment/Global Transportation Network creates an environment where logistics and distribution data and information from both the United States Transportation Command and the Defense Logistics Agency are accessible from a single place, leveraging work already being done by the Defense Logistics Agency Integrated Data Environment and the United States Transportation Command's Global Transportation Network programs. The Integrated Data Environment/Global Transportation Network enhances capability to interoperate, unifies information technology development across the Domain, and eliminates legacy/redundant data stores and interfaces. The United States Transportation Command J3 declared the Integrated Data Environment/Global Transportation Network the in-transit visibility system of record.
90. **Intercity Bus**. Coaches used for movement of any distance.
91. **International Air Transport Association**. Association of member airlines and developer of International Air Transport Association Dangerous Goods Code that is used as a reference and unofficial guidance for air shipment of hazardous material. The International Air Transport Association Dangerous Goods Code includes special restrictions imposed by its member airlines.
92. **International Civil Aviation Organization**. Official ruling body for commercial air shipment of hazardous material and publisher of the official International Civil Aviation Organization Dangerous Goods Code.
93. **Intertheater**. Between theaters or between the continental United States and theaters. Also see "Intertheater Traffic".

94. **Intertheater Traffic**. Traffic between theaters exclusive of that between the continental United States and theaters.
95. **Intracity Bus**. Coaches used for movements of 60 miles or less.
96. **Intransit Visibility**. The ability to track the identity, status, and location of Department of Defense unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; patients; and personal property from origin to consignee or destination across the range of military logistics operations.
97. **Inratheater**. Within a theater.
98. **Inratheater Traffic**. Traffic within a theater.
99. **Joint Operation Planning and Execution System**. A system that provides the foundation for conventional command and control by national- and combatant command-level commanders and their staffs. It is designed to satisfy their information needs in the conduct of joint planning and operations. The Joint Operation Planning and Execution System includes joint operation planning policies, procedures, and reporting structures supported by communications and automated data processing systems. The Joint Operation Planning and Execution System is used to monitor, plan, and execute mobilization, deployment, employment, sustainment, and redeployment activities associated with joint operations.
100. **Joint Mobility Control Group**. The Joint Mobility Control Group is a key end state objective of the United States Transportation Command's Strategic Plan. It is the focal point to orchestrate and optimize Defense Transportation System operations in support of Unified Commanders and other customers in need of Transportation support. The Joint Mobility Control Group is comprised of the command center elements at the United States Transportation Command and each Transportation Component Command, organized by Customer Service Teams and linked by real time Command, Control, Communications, and Computer systems.
101. **Joint Transportation Board**. Responsible to the Chairman of the Joint Chiefs of Staff, the Joint Transportation Board assures that common-user transportation resources assigned or available to the Department of Defense are allocated to achieve maximum benefit in meeting the Department of Defense objectives.
102. **Julian Date**. This date chain, composed of a four-digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and day of the year, in that sequence. Example: 25 August 2005 = 5237.
103. **Local Flight**. A continuous flight performed within the local flying area that terminates at the point of origin.
104. **Manifest**. A document specifying, in detail, the passengers or items carried for a specific destination.
105. **Member (Uniformed Services)**. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.
106. **Military Impedimenta**. All equipment owned and controlled by a unit and carried on the Unit Property Books (of Organization and Equipment) and moving simultaneously or in conjunction with troops. Military impedimenta consists of material such as weapons, vehicles, tools, housekeeping equipment, records, training aids, and limited quantities of spare parts and other consumables normally in the possession of the unit. May also be referred to as equipment to accompany troops.

107. **Military Sealift Command**. A major command of the United States Navy and the United States Transportation Command's component command responsible for designated common-user sealift transportation services to deploy, employ, sustain, and redeploy United States forces on a global basis.
108. **Military Services**. The United States Army, United States Navy, United States Air Force, United States Marine Corps, and United States Coast Guard.
109. **Military Surface Deployment and Distribution Command**. A major subordinate command of the United States Army Materiel Command and Army Service Component Command of the United States Transportation Command responsible for common-user land transportation, Continental United States, global cargo distribution via surface, common-user water terminal management, Department of Defense container management, and acquiring ocean liner intermodal service for the Defense Transportation System to deploy, employ, sustain, and redeploy United States forces on a global basis. The Military Surface Deployment and Distribution Command is co-located with United States Transportation Command at Scott Air Force Base, Illinois.
110. **Mode of Transport**. The various modes used for a movement. For each mode, there are several means of transport. They are (a) inland surface transportation (rail, road, and inland waterway); (b) sea transport (coastal and ocean); (c) air transportation; and (d) pipelines.
111. **Munition(s)**. A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. **NOTE:** In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment.
112. **Naval Operational Logistics Support Center**. Provides worldwide transportation/physical distribution services for United States Navy afloat and ashore activities plus pay and accounting services for Navy transportation.
113. **No Show**. Passenger who fails to show up for a scheduled flight/ride.
114. **Official Travel**. Authorized travel and assignment solely in connection with business of the Department of Defense or the Government.
115. **Official Travel Provider**. Person(s) not having access to or assigned to an Installation Transportation Office/Traffic Management Office who has an operational requirement to arrange official travel.
116. **Operational Support Airlift**. Operational Support Airlift missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.
117. **Opportune Airlift**. Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met.
118. **Organic Airlift**. Airlift provided by aircraft owned/operated by each Service.
119. **Organic Asset**. Department of Defense, theater, or tactical-owned assets.
120. **Overseas**. All locations, including Alaska and Hawaii, outside the continental United States.
121. **Passenger Reservation Center**. The Air Mobility Command activity that makes reservations for international air passenger travel on Patriot Express and M airlift.

122. **Passenger Standing Route Order**. A Passenger Standing Route Order is designed to support repetitive Department of Defense travel requirements and must be arranged through the Military Surface Deployment and Distribution Command.
123. **Patriot Express**. United States Transportation Command contracted flights that transport Department of Defense passengers internationally.
124. **Planeload**. Planeload is determined by the configuration and model of each aircraft on any regularly scheduled commercial route.
125. **Port of Debarkation**. The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination.
126. **Port of Embarkation**. The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and nonunit requirements, it may or may not coincide with the origin.
127. **Priority**. Precedence for movement of traffic.
128. **Quality Assurance**. Those actions taken by the government to assure services meet the requirements in the statement of work.
129. **Quality Assurance Evaluation Program**. The plans and procedures developed to implement and administer quality assurance requirements of this instruction for an installation.
130. **Quality Assurance Evaluator**. A functionally qualified person who performs quality assurance functions for a contracted service.
131. **Required Use**. Presidential or Secretary of Defense-designated travelers that are required to use military aircraft due to one or more of the following: continuous requirement for secure communications; for security; or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable.
132. **Seaport of Embarkation**. An authorized point of departure from a foreign country or the United States located at a seaport.
133. **Security Classification**. A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure could cause to national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:
 - a. **TOP SECRET**. National security information or material that requires the highest degree of protection and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of “exceptionally grave damage” include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.
 - b. **SECRET**. National security information or material that requires a substantial degree of protection and the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of “serious damage” include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans

- or intelligence operations; and compromise of significant scientific or technological developments relating to national security.
- c. **CONFIDENTIAL**. National security information or material that requires protection and the unauthorized disclosure could reasonably be expected to cause damage to the national security.
134. **Security Force Raven**. Air Mobility Command's Phoenix Raven program consists of teams of specially trained security forces personnel dedicated to providing security for Air Mobility Command aircraft that transit high terrorist and criminal threat areas.
135. **Service-Unique Transportation Assets**. Transportation assets that are:
- a. Assigned to a Military Department for functions of the Secretaries of the Military Departments set forth in Sections 3013(b), 5013(b), and 8013(b) of Title 10 of the United States Code, including administrative functions (such as motor pools), intelligence functions, training functions, and maintenance functions;
 - b. Assigned to the Department of the Army for the execution of the missions of the Army Corps of Engineers;
 - c. Assigned to the Department of the Navy as the special mission support force of missile range instrumentation ships, ocean survey ships, cable ships, oceanographic research ships, acoustic research ships, and naval test support ships; the naval fleet auxiliary force of fleet ammunition ships, fleet stores ships, fleet ocean tugs, and fleet oilers; hospital ships; and Navy Unique Fleet Essential Airlift Aircraft to provide delivery of passengers and/or cargo from forward Air Mobility Command channel hubs to mobile fleet units; Marine Corps intermediate maintenance activity ships, Marine Corps helicopter support to senior Federal officials; and, prior to the complete discharge of cargo, maritime pre-positioning ships;
 - d. Assigned to the Department of the Air Force for search and rescue, weather reconnaissance, audiovisual services, and aeromedical evacuation functions, and transportation of senior Federal officials.
136. **Single Manager**. A Military Department or Agency designated by the Secretary of Defense to be responsible for management of specified commodities or common-Service activities on a Department of Defense-wide basis.
137. **Space Available Traffic**. Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission and the portion of airlift capability available for use after planned mission requirements have been met
138. **Space Available Travel**. The specific program of travel authorized by Department of Defense 4515.13-R, **Air Transportation Eligibility**, allowing authorized passengers to occupy Department of Defense aircraft seats that are surplus after all space required passengers have been accommodated.
139. **Space Required Travel**. Mission essential traffic as identified in Department of Defense 4515.13-R, **Air Transportation Eligibility**.
140. **Special Air Mission**. Presidential-directed special missions.
141. **Special Assignment Airlift Mission**. All domestic requirements and those requiring special pickup or delivery by the Air Mobility Command at points other than those within the established Air Mobility Command route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

142. **Special Assignment Airlift Requirements**. Airlift requirements, including Chairman of the Joint Chiefs of Staff-directed or-coordinated exercises that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel aircraft.
143. **Sponsoring Service**. Department of Defense Component that validates initial requirements and is sponsoring a particular activity, movement, or operation.
144. **Status of Forces Agreement**. An agreement that defines the legal position of a visiting military force deployed in the territory of a friendly state. Agreements delineating the status of visiting military forces may be bilateral or multilateral. Provisions pertaining to the status of visiting forces may be set forth in a separate agreement, or they may form a part of a more comprehensive agreement. These provisions describe how the authorities of a visiting force may control members of that force and the amenability of the force or its members to the local law or to the authority of local officials. To the extent that agreements delineate matters affecting the relations between a military force and civilian authorities and population, they may be considered as civil affairs agreements.
145. **Strategic Transportation**. Movement between theaters or between the continental United States and a theater.
146. **Supported Service or Agency**. Military services or agency whose cargo/passengers are being moved.
147. **Sustainment**. The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.
148. **Tanker Airlift Control Element Cadre**. All personnel permanently assigned to an Air Mobility Control Squadron/Air Mobility Control Flight/Airlift Control Squadron or Airlift Control Flight to support airlift operations.
149. **Tanker Airlift Control Element**. A mobile command and control organization deployed to support strategic and theater air mobility operations at fixed, en route, and deployed locations where air mobility operational support is nonexistent or insufficient. A Tanker Airlift Control Element provides on-site management of air mobility airfield operations to include command and control, communications, aerial port services, maintenance, security, transportation, weather, intelligence and other support functions, as necessary. The Tanker Airlift Control Element is composed of mission support elements from various units and deploys in support of peacetime, contingency, and emergency relief operations on both planned and “no notice” basis.
150. **Theater**. The geographic area outside continental United States for which a commander of a combatant commander has been assigned responsibility.
151. **Theater-Assigned Transportation Assets**. Transportation assets that are assigned under the combatant command (command authority) of a geographic combatant commander.
152. **Theater Commander**. The commander of a unified command having responsibility and control for military operations in a designated geographical area.
153. **Traffic**. Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the continental United States and is destined for an area outside of the continental United States. Inbound traffic is that which originates outside of the continental United States and is destined to or moving in the general direction of the continental United States.

154. **Traffic Management**. The direction, control and supervision of all functions incident to the procurement and use of freight and passenger transportation services.
155. **Transportation Agent**. Individual designated in writing (in accordance with Service directives) to assume responsibilities of the Transportation Officer. These responsibilities may include administering and/or signing contracts and other documentation which would normally require the signature of the Transportation Officer and performing service-unique procedures.
156. **Transportation Component Command**. The three component commands of United States Transportation Command: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Surface Deployment and Distribution Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.
157. **Transportation Officer**. Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Passenger Travel Specialist, Movement Control Team, or Branch Movement Control Team.
158. **Transportation Priority**. Indicators assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.
159. **Transportation Working Capital Fund**. Transportation Working Capital Fund is the United States Transportation Command portion of the Working Capital Fund transportation business area.
160. **Travel Services**. The full range of travel and transportation services that include but are not limited to: air, bus and rail reservations and ticketing; lodging and rental car arrangements; ticket and itinerary delivery; assistance with visas and passports; detailed management reports; and availability of a 24-hour toll free information/assistance telephone number.
161. **Uniformed Services**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.
162. **Unit Line Number**. A seven-character, alphanumeric field that uniquely describes a unique increment of a unit deployment, i.e., advance party, main body, equipment by sea and air, reception team, or trail party in a Joint Operation Planning and Execution System time-phased force and deployment data.
163. **United States Armed Forces**. Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.
164. **United States Transportation Command**. The unified command with the mission to provide strategic air, land, and sea transportation for the Department of Defense, across the range of military operations.
165. **Unofficial Travel**. All travel arranged by a Commercial Travel Office other than official travel.
166. **Working Capital Fund**. A revolving industrial fund concept for a large number of defense support functions, including transportation, using business-like cost accounting to determine total cost of business activity. (Also see Transportation Working Capital Fund.)

ABBREVIATIONS AND ACRONYMS

ACL	Allowable Cabin Load
ACSA	Acquisition and Cross-Servicing Agreement
ADSN	Accounting & Disbursing Station Symbol Number
AFI	Air Force Instruction
AFSC	Air Force Specialty Code
AIS	Automated Information Systems
AIT	Automated Identification Technology
AMC	Air Mobility Command
AMCI	Air Mobility Command Instruction
AO	Action Officer
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
ARC	Air Reserve Components
AT/FP	Antiterrorism/Force Protection
BL	Bill of Lading
C2	Command and Control
C4S	Command, Control, Communications and Computer Systems
CAA	Command Arrangement Agreements
CBP	United States Customs and Border Protection
CCP	Consolidation and Containerization Point
CCDR	Combatant Commander
CDR	Commander
CFR	Code of Federal Regulations
CG	Coast Guard
CIA	Central Intelligence Agency
CIC	Customer Identification Code
CITE	Citation
CIV	Civilian
CJCS	Chairman Joint Chiefs of Staff
CMAA	Cooperative Military Airlift Agreement
CMOS	Cargo Movement Operational System
COCOM	Combatant Command
CONPLAN	Concept Plan
CONUS	Continental United States
COR	Contracting Officers Representative
CRAF	Civil Reserve Air Fleet
CRE	Contingency Response Element
CRS	Commercial Reservation System
CTIM	Commercial Travel Information Management
CTO	Commercial Travel Office
DCMA	Defense Contract Management Agency
DDOC	Deployment Distribution Operations Center
DDN	Defense Data Network
DFAS	Defense Finance and Accounting Service
DGR	Dangerous Goods Regulation
DHS	Department of Homeland Security

DLA	Defense Logistics Agency
DLSS	Defense Logistics Standard System
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DODM	Department of Defense Manual
DODR	Department of Defense Regulation
DOT	Department of Transportation
DOT-SP	Department of Transportation-Special Permit
DPAS	Defense Priorities and Allocation System
DSN	Defense Switched Network
DTMO	Defense Travel Management Office
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
DUSD (L&MR)	Deputy Under Secretary of Defense (Logistics and Material Readiness)
E.G.	For Example
EDI	Electronic Data Interchange
E-SSS	Electronic Staff Summary Sheet
ETMP	Emergency Traffic Management Plan
E-MAIL	Electronic Mail
FAA	Federal Aviation Administration
FAMS	Federal Air Marshall Service
FAR	Federal Acquisition Regulation
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCG	Foreign Clearance Guide
FPR	File Processing Reports
FY	Fiscal Year
GARS	Government Administrative Rate Supplement
GATES	Global Air Transportation Execution System
GCCC	Government Charter Coach Certificate
GDS	Global Distribution Systems
GMT	Greenwich Mean Time
GOPAX	Groups Operational Passenger System
GPMRC	Global Patient Movement Requirements Center
GSA	General Services Administration
GTN	Global Transportation Network
GTR	Government Transportation Request
HAZCOM	Hazardous Communications
HAZMAT	Hazardous Materials
HN	Host Nation
HQ	Headquarters
I.E.	That Is
IATA	International Air Transport Association
IAW	In Accordance With
IBA	Individually Billed Account
IBS	Integrated Booking System
ICAO	International Civil Aviation Organization
ID	Identification Number

IGC	Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence
INFOADDR	Information Addresses
ITA	Invitational Travel Authorization
ITO	Installation Transportation Office
ITV	In-transit Visibility
JA/AAT	Joint Airborne/Air Transportability Training
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulations
JICTRANS	Joint Intelligence Center for Transportation
JMCG	Joint Mobility Control Group
JOPEs	Joint Operational Planning and Execution System
JOSAC	Joint Operational Support Airlift Center
JS	Joint Staff
JSPS	Joint Strategic Planning System
JTR	Joint Travel Regulations
LOI	Letter of Identification
LTRA	Lost Ticket Refund Application
MARAD	Maritime Administration
MATA	Military Air Transportation Agreement
MBA	Military Bus Agreement
MC	Marine Corps
MCIO	Military Criminal Investigative Organizations
MCO	Marine Corps Order
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MILAIR	Military Airlift
MIRS	Military Entrance Processing Command Integrated Resource System
MUL	Master Urgency List
MO	Mobility Officer
MOA	Memorandum of Agreement
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MRA	Military Rail Agreement
MS	Master Solicitation
MSC	Military Sealift Command
NAF	Nonappropriated Funds
NAOC	National Airborne Operations Center
NEW	Net Explosive Weight
OAG	Official Airline Guide
OASA FM&C	Office of the Assistant Secretary of the Army (Financial Management and Comptroller)
OCONUS	Outside Continental United States
OLE	Office of Law Enforcement
OLE/FAMS	Office of Law Enforcement/Federal Air Marshall Service
OSA	Operational Support Airlift
OSD	Office of the Secretary of Defense
par.	Paragraph

PCS	Permanent Change of Station
PEC	Program Element Code
PID	Personal Identification
PNR	Passenger Name Record
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
PPPO	Personal Property Processing Offices
PPSO	Personal Property Shipping Office
PRC	Passenger Reservation Center
PSRO	Passenger Standing Route Order
RCO	Regional Certification Official
RCS	Reports Control Symbol
RIC	Routing Identifier Code
RRF	Ready Reserve Fleet
§	Section
SAAM	Special Assignment Airlift Mission
SAM	Special Air Mission
SAT	Space Available Traffic
SAV	Staff Assistance Visit
SCAC	Standard Carrier Alpha Code
SDDC	Military Surface Deployment and Distribution Command
SDDG	Shipper's Declaration for Dangerous Goods
SecDef	Secretary of Defense
SECTRANS	Secretary of Transportation
SMS	Single Mobility System
SPACE A	Space Available
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
SRS	Special Assignment Airlift Mission Request System
SSN	Social Security Number
STATCO	Statistical Collection of Passenger Travel
TA	Transportation Agent
TAC	Transportation Account Code
TACC	Tanker Airlift Control Center
TAD	Temporary Active Duty
TC-ACCIS	Transportation Coordinator's Automated Command and Control Information System
TCC	Transportation Component Command
TDY	Temporary Duty
TMO	Traffic Management Office
TO	Transportation Office/Officer
TPP	Travel Performance Period
TSA	Transportation Security Administration
TWCF	Transportation Working Capital Fund
U.S.C.	United States Code
USCG	United States Coast Guard
USD (AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
UCN	Unique Control Number
UIC	Unit Identification Code

ULN	Unit Line Number
US	United States
USTRANSCOM	United States Transportation Command
VISA	Voluntary Intermodal Sealift Agreement
WWW	Worldwide Web
Z	Zulu

(* Non-DOD Website: You are now leaving the United States Department of Defense (DOD) web domain and entering the web site of another organization. The DOD does not maintain the target web site. The web site you are entering contains information created, published or otherwise posted by organizations and entities independent of the DOD. The DOD does not approve, endorse or certify any products, services or information contained in the web sites of any other organizations. The DOD is not responsible for the content, accuracy, legality, safety, functionality, timeliness, reliability, fitness for any particular purpose, accessibility, or privacy of any such web site or hyperlink.