



# Defense Travel Management Office



## Military Bus Program

Donna Johnson

Rob Johnson

January 2019



# Defense Travel Management Office

## Scope of the Enterprise

- DoD Travel Spend: \$9.2B (FY17)
- Travel Management Company Services: \$236M/5 years
- U.S. Car/Truck Rental Program: \$522M (FY17)
- Government Travel Charge Card: ~\$50B/10 Years
- DoD Preferred Commercial Lodging: \$88.1M (FY17)

### Commercial Travel Program Management

- GSA City Pair – DoD Customer Interface
- U.S. Government Rental Car/Truck
- Military Bus Program
- Recruit Travel & Assistance
- Travel Management Company Services
- Premium Class Travel Oversight
- Integrated Lodging Program Pilot
- Preferred Dining Program Pilot

### DoD Travel Card Program Management

- Individually Billed Accounts
- Centrally Billed Accounts



### Travel Policy and Implementation

- Joint Travel Regulations (JTR)
- Policy Simplification
- Travel Policy Compliance Program
- OCONUS Non-Foreign Per Diem

### Customer Support and Training

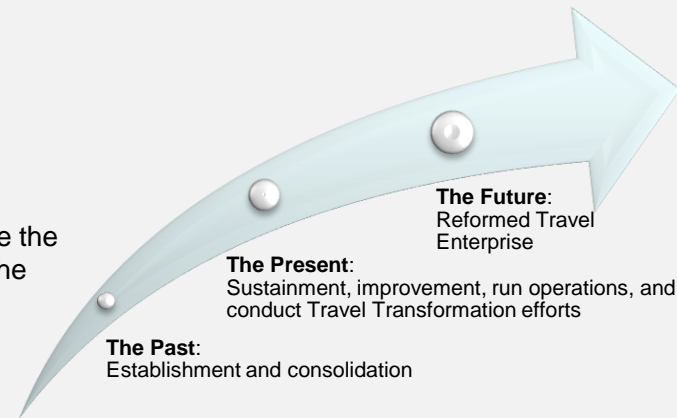
- Travel Assistance Center (TAC)
- Travel Training Resources
- Service and Agency Liaison

### Defense Travel System

- Functional Requirements and Oversight
- Travel System Modernization

### ★ Area of Focus

- Travel Reform – Simplify travel policy, explore the best strategy for providing travel services in the future





# Program Overview

- Ensures that commercial bus, van and limousine companies offering charter service provide safe vehicles that consistently meet DoD standards of service.
- DTMO manages the program through an agreement with carriers that establishes the specific terms, conditions and standards that must be met when providing transportation for DoD passengers.
  - Military Bus Agreement #4 and the Van and Limousine Addendum



# Military Bus Agreement

- Establishes terms, conditions, and safety standards for commercial motor carriers
- Incorporates regulations outlined in Federal Motor Carrier Safety Regulation (FMCSR)
- Provides guidance on:
  - Carrier qualification
    - Application
    - Quality assurance requirements
  - Carrier compliance
    - Performance
    - Requirements
    - Inspections—scheduled and unscheduled





# Overview of Program Changes

1. The Passenger Surface Inspection Program (PSIP) no longer exists
2. Military Bus Agreement Improvements
3. New Memorandums of Understandings (MOUs) with FMCSA and CVSA
4. Mandated use of Group Operational Passenger System (GOPAX)
5. Data requirements and Carrier Movement Reporting (CMR)
6. Possible program name to DoD Bus Program



# 1. PSIP No Longer Exists

- Contracted vehicle inspection company to inspect participating motor coach, van and limousine company's equipment, terminals, and personnel due to Department of Transportation timing on bus inspections (every five years versus requirement of every 3 years)
- Congress directed Federal Motor Carrier Safety Administration (FMCSA) to modify timing of inspections from every 5 years to every 3 years in December 2015 under the Fixing America's Surface Transportation (FAST) Act
- DoD now uses DOT inspection reports



## 2. Military Bus Agreement Improvements

- Clarifies application and operations requirements
- Removes DTMO imposed requirements for inspections
- Eliminates intrastate carriers from program
  - All participating carriers can cross state boundaries as an interstate carrier
- Adds capability for carriers to utilize sleeper berths as long as they meet Department of Transportation (DoT) requirements
- Enhances cancellation policy to clarify charges allowed (i.e. operating costs versus cancellation fees)
- Considering how to strengthened national priority consideration



## 2. DoD Bus Agreement Improvements

(continued)

- Removes Equal Employment Opportunity, insurance provisions, and Drug and Alcohol verbiage as they are requirements in FMCSR
- Clarifies that carriers meet TSA requirements for transporting hazardous material(s)
- Details requirement for carrier to cover costs associated with movement delays (i.e. meals, lodging, air, waiting time, etc.)
- Excludes taxi service from agreement
- Adds Carrier's Rights paragraph which allows carriers to refuse additional personnel, baggage or impedimenta that would cause equipment to violate Federal laws or manufacturers' safety guidelines





# DoD Pre-Approved Carrier Qualifications

- Must have graduated from the FMCSA New Entrant Safety Program
- Annual inspection of all equipment performed by a commercial motor vehicle safety qualified inspector
- Have an “Active” or “Authorized For” operating status with DoT
- Ability to submit monthly reports on all DoD movements performed during the previous month
- Have capability to communicate with the driver in accordance with all Federal, state, and local laws and/or statutes
- Group Operational Passenger System (GOPAX) access



# Carrier Requirements/Documents

1. Original Military Bus Agreement signed signature page
2. Satisfactory DoT Carrier Safety Rating
3. Point of Contacts (POC) list on company letterhead
4. Inventory list to include handicap accessible equipment
5. Company's organizational email address
6. Provide a Standard Carrier Alpha Code (SCAC)
7. Proof of registration in System for Award Management (SAM)





# Moratorium

- DoD's current travel requirements and core values are being met with the active approved carriers
- Once Agreement #5 is finalized, the moratorium will be lifted and opened to new carriers

## *Exception to the Moratorium:*

Transportation Officers (TO) may request an exception to the moratorium on behalf of a carrier based on requirements, workload demands, cost savings. TO must submit a justification, the carrier must meet the qualifications and compliance requirements of the agreement.



### 3. Memorandums of Understanding (MOU)

MOUs with FMCSA and CVSA to manage cooperation related to carrier safety inspections



- **FMCSA**
  - Updating current MOU
  - Outlines DTMO/FMCSA partnership
  - Gives DTMO access to FMCSA system Activity Center For Enforcement (ACE)
- **CVSA**
  - Approved by CVSA board, briefed to State reps at Sept conference
  - Conduct no notice vehicle inspections on DoD contracted passenger group movements
  - Perform a CVSA Level I North American Standard Inspection except in instances where it is unsafe then Level II North American Standard Inspection may be performed
  - Conduct vehicle inspections in accordance the CVSA Inspection Procedures and the CVSA North American Standard Out-of-Service Criteria



## 4. Mandated Use of GOPAX

- Use of the Group Operational Passenger System (GOPAX) will be mandated for both DoD Transportation Offices and participating carriers in the program
  - Carriers are required to get External Certification Authority (ECA) certification for GOPAX
  - Price varies from one, two, and three years certifications
  - Certification process takes from 5-7 days
- United States Transportation Command (USTRANSCOM) developing GOPAX training for Transportation Offices and Carriers

[www.distribute.mil/welcome](http://www.distribute.mil/welcome)



## 5. New Carrier Data Reporting Requirement

- All awarded, contracted DoD movements must be submitted monthly into the Carrier Movement Reporting (CMR) tool
- CMR is a new reporting tool currently in the testing phase
  - Will reach out to carriers to assist with testing
- DTMO will make training resources including a data dictionary available and will host online training demonstrations





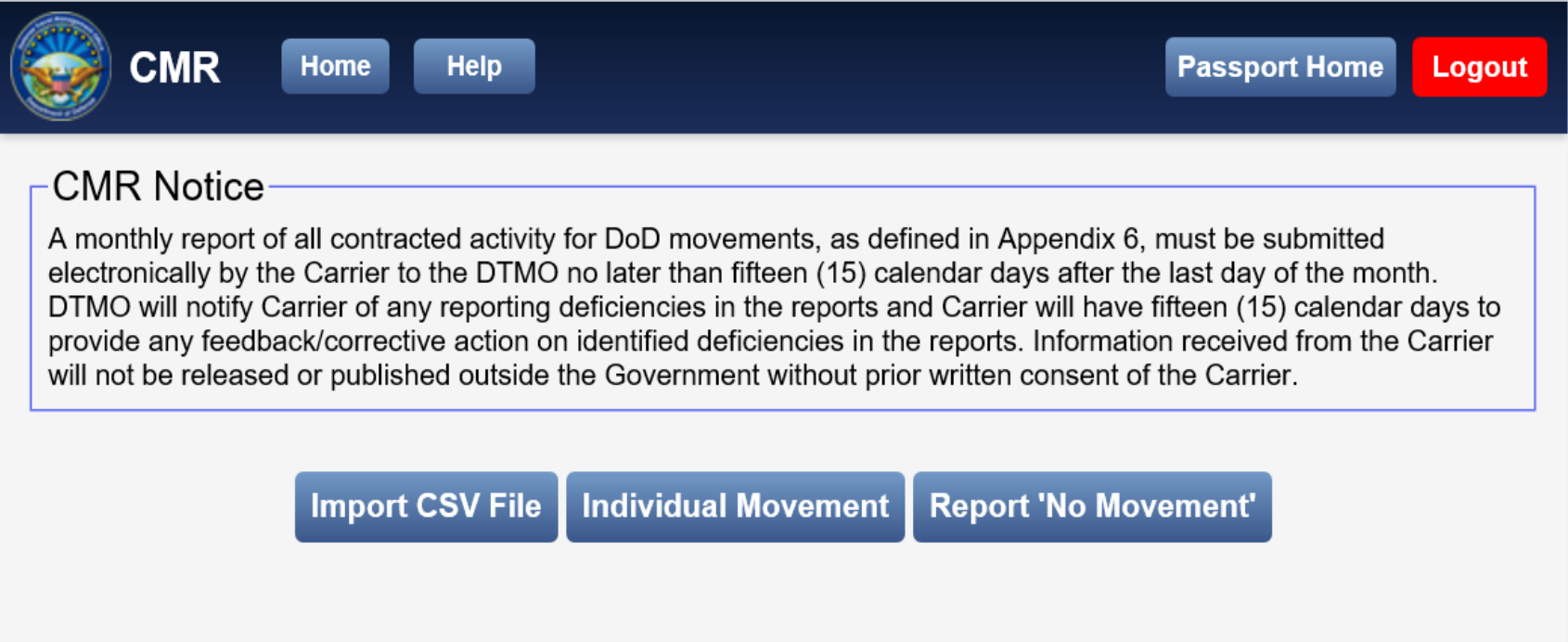
# Required Data Elements

## Data elements required for CMR:

- INVOICE NUMBER
- EQUIPMENT ORIGIN CITY
- EQUIPMENT ORIGIN STATE.
- DEPART DATE
- MOVEMENT ORIGIN CITY
- MOVEMENT ORIGIN STATE
- ONE WAY INDICATOR
- FARTHEST ENROUTE DESTINATION CITY
- FARTHEST ENROUTE DESTINATION STATE
- NUMBER OF ENROUTE STOPS
- FINAL DESTINATION CITY
- FINAL DESTINATION STATE
- ACCIDENTS
- NUMBER OF PASSENGERS
- DOD COMPONENT
- SIZE OF VEHICLE (EACH)
- NUMBER OF VEHICLES
- COST - PER VEHICLE
- CANCELLATION FEE CHARGED
- CANCELLATION FEE CODE
- OTHER FEES
- OTHER FEE CODES
- OTHER FEE CODES EXPLANATION
- TOTAL COST - MOVEMENT
- ORIGINAL BID COST
- NUMBER OF MILES FOR MOVEMENT
- NUMBER OF DEADHEAD MILES
- PAYMENT METHOD



# Main Menu



The screenshot shows the main menu of the CMR application. At the top left is the DTMO logo. To its right is the text "CMR". Further right are two buttons: "Home" and "Help". On the far right of the top navigation bar are two buttons: "Passport Home" and "Logout". Below the navigation bar is a section titled "CMR Notice" enclosed in a blue border. The notice text reads: "A monthly report of all contracted activity for DoD movements, as defined in Appendix 6, must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the month. DTMO will notify Carrier of any reporting deficiencies in the reports and Carrier will have fifteen (15) calendar days to provide any feedback/corrective action on identified deficiencies in the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier." Below the notice are three buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'".





# Importing a CSV file

A screenshot of the CMR (Contractor Movement Reporting) web application interface. The top navigation bar is dark blue and contains the CMR logo, "Home", "Help", "Passport Home", and "Logout" buttons. Below the navigation bar, there is a "CMR Notice" section with a blue border containing text about reporting requirements. At the bottom of the interface, there are three blue buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'". A light blue arrow points from the bottom left towards the "Import CSV File" button.

Select "Import CSV File"



# Importing a CSV file (continued)

The CSV file must consist of the following 27 columns in this order:

Column	Field Name	Format/Size
A	USDOT ID Number	Text (20)
B	Invoice Number	Text (25)
C	Equipment Origin City	Text (50)
D	Equipment Origin State	Text (2)
E	Departure Date	Date (10)
F	Movement Origin City	Text (100)
G	Movement Origin State	Text (2)
H	One Way Trip	Text (1)
I	Number of Enroute Stops	Numeric (3,0)
J	Final Destination City	Text (100)
K	Final Destination State	Text (2)
L	Number of Passengers	Numeric (6,0)
M	DoD Component	Text (1)
N	Vehicle Size(s)	Text (100)
O	Total Vehicles	Text (100)
P	Cost Per Vehicle	Text (100)
Q	Cancellation Fee	Numeric (12,2)
R	Cancellation Reason	Text (1)
S	Other Fee	Numeric (12,2)
T	Other Fee Reason	Text (7)
U	Other Fee Explanation	Text (100)
V	Total Movement Cost	Numeric (12,2)
W	Original Bid Cost	Numeric (12,2)
X	Movement Miles	Numeric (9,0)
Y	Deadhead Miles	Numeric (9,0)
Z	Payment Method	Text (6)
AA	Accident Occurred	Text (1)

For detailed descriptions of each column, See [https://www.defensetravel.dod.mil/Docs/CMR\\_CSV Data Dictionary.pdf](https://www.defensetravel.dod.mil/Docs/CMR_CSV_Data_Dictionary.pdf) or Appendix A.

A sample file template can be downloaded from [https://www.defensetravel.dod.mil/Docs/CMR\\_CSV Template.csv](https://www.defensetravel.dod.mil/Docs/CMR_CSV_Template.csv)

**Note: The file will not import successfully if it is not formatted correctly. Please review the CSV file before importing.**



# Importing a CSV file (continued)

A screenshot of the CMR (Contract Management Reporting) web interface. The top navigation bar is dark blue and contains the CMR logo, "Home", "Help", "Passport Home", and "Logout" buttons. Below the navigation bar is a light gray area with the heading "Upload File". Underneath the heading is a white input field with a "Browse..." button to its right. To the right of the input field is a blue "Upload" button. Two black arrows point from the text below to the "Browse..." and "Upload" buttons respectively.

Click "Browse" to locate the CSV file.

Once the file is selected,  
Click "Upload" to begin importing.

**Note:** The file will not import successfully if it is not formatted correctly. Please review the CSV file before importing.



# Importing a CSV file (continued)

- Once a file is successfully imported it will display as the table below.
- Each movement record is validated and give a status of “Good” or “Error”. Each record with a status of “Error” will indicate the “Action Required” in that column. Location errors can be corrected in the table using the dropdown menu. Other “Action Required” issues will require “Edit” .
- Resolve each “Action Required” as necessary, then click “Validate Record”.
- All records must show a status of “Good” before the batch can be submitted to DTMO.

**CMR**
Home
Help

Passport Home
Logout

\* Make corrections to the records with **Error** Status

Status	Action	DOT #	Carrier Name	Invoice #	Departure	Movement Origin		Final Destination		Equipment Origin		Action Required
						City	State	City	State	City	State	
Good	<a href="#">Edit</a>   <a href="#">Delete</a>	650845	Huskey Bus And Transportation Services Inc	AC24098	11/12/2016	Washington	DC	Washington	DC	Stafford	VA	
Error	<a href="#">Edit</a>   <a href="#">Delete</a>	71986	Indian Trails Inc	AC24659	11/12/2016	- Select One -	VA	Norfolk	VA	Arlington	VA	Invalid Movement origin city 'Norfolk NB'. Use the dropdown to select the correct location name.
Error	<a href="#">Edit</a>   <a href="#">Delete</a>	905572	Academy Express Llc	AC24798	11/12/2016	- Select One -	VA	- Select One -	VA	Alexandria	VA	Invalid Movement origin city 'Ft Lee'. Invalid Final destination city 'Ft Lee'. Use the dropdown to select the correct location name.
Good	<a href="#">Edit</a>   <a href="#">Delete</a>	905572	Academy Express Llc	AC25100	11/12/2016	Washington	DC	San Diego	CA	Stafford	VA	

Validate Records
Submit Data to DTMO



# Entering an Individual Movement

A screenshot of the CMR (Contractor Movement Reporting) web application interface. The top navigation bar is dark blue and contains the CMR logo, "Home", "Help", "Passport Home", and "Logout" buttons. Below the navigation bar is a white box with a blue border containing a "CMR Notice" and a paragraph of text. Below the notice are three blue buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'". A light blue arrow points to the "Individual Movement" button.

**CMR** Home Help Passport Home Logout

**CMR Notice**

A monthly report of all contracted activity for DoD movements, as defined in Appendix 6, must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the month. DTMO will notify Carrier of any reporting deficiencies in the reports and Carrier will have fifteen (15) calendar days to provide any feedback/corrective action on identified deficiencies in the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier.

Import CSV File Individual Movement Report 'No Movement'

Select "Individual Movement"



# Entering an Individual Movement

Home Help
Passport Home Logout

### Individual Movement

**General Info**

\* Carrier DOT Number  ?

\* Carrier Name  ?

\* Invoice Number  ?

\* Original Bid Cost  ?

\* Payment Method - Select One - ?

\* Total Movement Cost  ?

**Customer Info**

\* DOD Component - Select One - ? \* Total Passengers  ?

\* Departure Date  ? \* Movement Miles  ?

\* One Way Trip - Select Yes/No - ? \* Deadhead Miles  ?

\* Accident Occurred - Select Yes/No - ? \* Number of Enroute Stops  ?

**Vehicle Info**

\* Vehicle Size(s)  ? \* Total Vehicles  ? \* Cost Per Vehicle  ?

**Locations Info**

\* Equipment Origin State - Select State - ? \* Equipment Origin City - Select City - ?

\* Movement Origin State - Select State - ? \* Movement Origin City - Select City - ?

\* Final Destination State - Select State - ? \* Final Destination City - Select City - ?

**Fees**

\* Cancellation Fee  ?

\* Cancellation Reason - Select One - ?

\* Other Fee  ?

Other Fee Explanation  ?

\* Other Fee Reason

A - Airport access fees

T - Tolls

P - Parking

H - Holding charges

M - Meals

O - Other

N - No other fees charged

Submit
Reset

\* Required field.

- Enter data in all \* required fields.
- The “?” help icon describes the input needed and the required format. Mouse over each “?” for input descriptions.
- Once the movement record is complete, click “Submit”
- If the record fails validation, follow the “Action Required” instructions to resolve the issue.
- The record will be submitted to DTMO if all validation requirements are passed.
- Click “OK” to continue.
- Click “Home” to return to main menu.



# Reporting “No Movements”

A screenshot of the CMR (Contractor Movement Reporting) system interface. The top navigation bar includes the DTMO logo, the text "CMR", and buttons for "Home", "Help", "Passport Home", and "Logout". Below the navigation bar, a "CMR Notice" box contains text about reporting requirements. At the bottom, three buttons are visible: "Import CSV File", "Individual Movement", and "Report 'No Movement'". A light blue arrow points from the text below to the "Report 'No Movement'" button.

**CMR** Home Help Passport Home Logout

**CMR Notice**

A monthly report of all contracted activity for DoD movements, as defined in Appendix 6, must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the month. DTMO will notify Carrier of any reporting deficiencies in the reports and Carrier will have fifteen (15) calendar days to provide any feedback/corrective action on identified deficiencies in the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier.

Import CSV File Individual Movement Report 'No Movement'

Select “Report ‘No Movements’”



# Reporting “No Movements” (continued)

The screenshot shows the CMR web interface. At the top, there is a navigation bar with the CMR logo, 'Home', 'Help', 'Passport Home', and 'Logout' buttons. The main content area is titled 'Report No Movements' and contains three required input fields: 'DOT Number', 'Carrier Name', and 'Date'. Each field has a blue question mark icon to its right. Below the fields is a blue 'Submit' button. At the bottom left of the form area, there is a legend: '\* Required field.'

- Enter data in all \* required fields.
- The “?” help icon describes the input needed and the required format. Mouse over each “?” for input descriptions.
- Once the record is complete, click “Submit”
- If the record fails validation, follow the “Action Required” instructions to resolve the issue.
- The record will be submitted to DTMO if all validation requirements are passed.
- Click “OK” to continue.
- Click “Home” to return to main menu.





# CMR System Assistance

## Hotline:

571-372-1300 / 571-372-1181

(Request Carrier Movement Reporting Assistance)

## E-mail:

[dodhra.mc-alex.dtmo.list.movement-management@mail.mil](mailto:dodhra.mc-alex.dtmo.list.movement-management@mail.mil)

Subject: CMR



## 6. Possible Program Name Change

- More accurately reflects actual bus program
- Potential impacts
- Timeline



# Program Contact Information

- DTMO website – [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)
- DTMO Bus Program website - <https://www.defensetravel.dod.mil/site/bus.cfm>
  - Copy of the Military Bus Agreement
  - Approved Carrier List
  - GOPAX
  - Military Bus FAQs
- Bus Program Email: [dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil)
- General inquiries: 571-372-1300
- For emergencies/after normal duty hours, call the Travel Assistance Center (TAC) at 1-800-help1go (800-435-7146)