



Defense Travel Management Office



Military Bus Program

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National Travel Forum

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Agenda

- Military Bus Program Overview
- Military Bus Agreement
- Carrier Qualification and Compliance
- Military Bus Program Operations
- Program Contact Information



Military Bus Program Overview

- DTMO manages the Military Bus Program
 - Serve as the DOD's focal point for the travel industry
- Focus on ensuring safe, reliable surface transportation for DoD travelers





Military Bus Program Overview (continued)

- Provisions for bus movements -- Defense Transportation Regulation Part 1, Chapter 104
 - Only bus companies with an agreement on file with DTMO should be used
 - Routing authority; local or thru Groups Operational Passenger System (GOPAX)



Military Bus Program (continued)

DEFENSE TRAVEL MANAGEMENT OFFICE
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- [Lodging](#)
- [Military Bus Program](#)
- [Bus Program Agreement](#)
- [Approved Carriers](#)
- [Policy/Regulations](#)
- [Rail](#)
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- [Reference Library](#)
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Military Bus Program

- **Military Bus Agreement**
 - [Military Bus Agreement Addendum](#)

The Military Bus Agreement (MBA) is the standards of service for carriers providing DoD sponsored transportation by van, limousine, and motorcoach (bus). These standards of service are intended to affirm carriers provide service conforming to DoD authorized entitlements. The policies governing bus passenger movements are referenced in Chapter 10-4, Buses, of the [Defense Transportation Regulation, Part 1, Passenger Movements](#). Transportation Offices and authorized representatives must use DoD approved carriers when arranging charter bus service within their routing authority. The DTMO lists carriers approved for movements of DoD passengers on official travel. Transportation Officers needing information on getting carriers approved to service their activity or installation may contact the DTMO via email at MilBus@dtmo.pentagon.mil or by phone at (703)696-8436.

Over Four hundred bus, van and limousine carriers participate in the MBA Program. Carriers provide ground transportation to all DoD travelers from individual passengers to groups. Carriers applying to the program must have one year of passenger transportation experience. Applicants must also successfully pass a pre-qualification inspection for DoD consideration. Approved carriers undergo a facility, terminal and equipment inspection every two years. DTMO monitors carriers' performance for continued MBA compliance. Carriers who fail to meet the MBA standards risk administrative action by DTMO.

The DTMO continues to monitor the productiveness of the MBA; the program undergoes changes when needed. Future initiatives include increased use of e-mail and computer automation for expeditious communication and bookings.

www.defensetravel.dod.mil

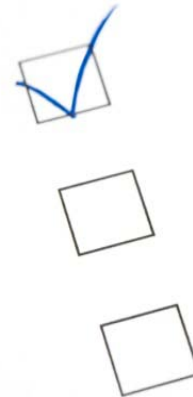
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Office of the Under Secretary of Defense (Personnel and Readiness)



Military Bus Agreement

- Establishes terms, conditions, and safety standards
- Incorporates the Federal Motor Carrier Safety Regulation
- Provides guidance on:
 - Carrier Qualification
 - Carrier Compliance
 - Group Movement Procedures
 - Local and Central Arranged Moves





Carrier Qualification and Compliance





Bus Program Inspection Results

October 09 – May 10

- Pre-qualification inspections—78% qualified
- Scheduled inspections — 95% rated satisfactory or higher
- Unscheduled inspections — 92% rated satisfactory or higher

*Safety fitness is
key to Bus program*





Military Bus Agreement Review

- Strengthen Brokerage non-use language
- Outline data reporting requirements
- Create security inspection requirements
- Establish direct feedback opportunities with participating bus companies



Military Bus Program Operations

- Manage Group Moves and the Recruit Travel Program
- Solicit and Procure DoD Movement Requirements
 - Military exercises
 - Annual training
 - Deployments and redeployments
 - Emergency evacuations





Locally Arranged Moves

- Transportation coordinators must solicit bids from three DOD-approved carriers
- Vendors market services to:
 - Transportation Offices
 - Military Reserve Centers in your region
 - National Guard sites
- Website of interest:
 - <http://fedbizopps.gov>





GOPAX

- Facilitates travel support from DoD approved commercial carriers
- Point and click web-based sealed bid process
- May obtain an account from <https://eta.sddc.army.mil>
- Encourages competition





Carrier Proposals and Selection

- Factors that influence selection:
 - Sufficient equipment (size)
 - Past performance
 - Carrier's offer-of-service
 - Cost
 - Cancellation penalties (confirm in writing)





DoD Payment Procedures

- Central Contractor Registration is required
 - Carrier must renew annually
 - www.ccr.gov
- Methods of payment
 - Government Travel Charge Card - Citi
 - FAR-based contracts
 - Government Transportation Request (GTRs)

Pre-Payment Audit of GTRs

National Traffic
Service (NTS)
151 John James Audobon
Pkwy
Amherst, NY 14228-1185
(800) 775-8253



Resources

DTMO Website

www.defensetravel.dod.mil



- Copy of the Military Bus Agreement
- Approved Carriers List
- Helpful links
- Frequently Asked Questions

Travel Assistance Center



- 1-888-Help1Go (888-435-7146)
 - If you are calling from overseas, use DSN 312-564-3950 or dial 809-463-3376 (wait for the beep) then, dial 1-888-Help1Go
- Submit a help desk ticket through Tickets section of TraX (www.defensetravel.dod.mil/passport)



Program Contact Information

- Bus Agreement
 - 703-696-8436/7256 voice
- Group Moves and Recruit Travel
 - 703-696-7282 voice
 - 703-696-7878 fax
 - milbus@dtmo.pentagon.mil – office e-mail
 - 1-888-HELP1GO or 703-599-5829 – after hours emergency response