



# Defense Travel Management Office



## DoD Carrier Movement Reporting (CMR) Tool User's Guide

July 2020



# Carrier Movement Reporting (CMR) Tool Overview

- Data Reporting Requirements
- Accessing CMR Tool
- Multiple Movement Option
- Individual Movement Option
- No Movement Option
- CMR Tool Customer Support



# Carrier Data Reporting Requirements

- DoD Bus Agreement #5 (section 3.25) requires approved Carriers to electronically submit a monthly data report of all contracted activity for DoD movements
  - Reports are due no later than fifteen (15) calendar days after the last day of the *previous* month
  - Monthly data reports are submitted online through the DTMO's Carrier Movement Reporting (CMR) Tool
- \* DoD reserves the right to remove any Carrier from the program that does not submit a data report*



# Specific Reporting Requirements

- Carriers must submit a *previous* monthly report
- The three options for reporting are:
  - **Multiple movements**
    - Upload a .csv (comma separated values) file using DTMO's Excel template
  - **Single (individual) movement**
    - Enter information directly into CMR Tool
  - **No Movements**
    - Enter information directly into CMR Tool
    - Carriers **must** submit a “no movement” report for no monthly activity



# How to Access the CMR Tool

## STEP 1 of 2

1. Register for a DTMO Passport account
  - a) Go to: <https://www.defensetravel.dod.mil/neoaccess/passport.php>
  - b) Select “Register” and complete the form

***After you have received confirmation e-mail from Passport go to step 2 for CMR access.***



## STEP 2 of 2

1. To be granted access to the CMR Tool
  - a) Send an email to [dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil)
  - b) Enter the subject of the email as “**CMR Access Request (Company Name)**”. Include your name, company, and email address you used to create your DTMO Passport account in the body of the email
2. Wait for an email from the DTMO that says your access was granted



# How to Access the CMR Tool (continued)

- Once DTMO has granted you access, log into Passport <https://www.defensetravel.dod.mil/neoaccess/passport.php>
- On the Passport landing page, click on the icon called CMR



Select 'CMR Icon'

## Carrier Movement Reporting (CMR) Main Menu

A screenshot of the Carrier Movement Reporting (CMR) main menu. The interface has a dark blue header with the DTMO logo on the left, the text "CMR" in white, and buttons for "Home" and "Help". On the right side of the header, there are buttons for "Passport Home" and "Logout". Below the header, there is a white box with a blue border containing a "CMR Notice" and a paragraph of text. At the bottom of the page, there are three blue buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'".

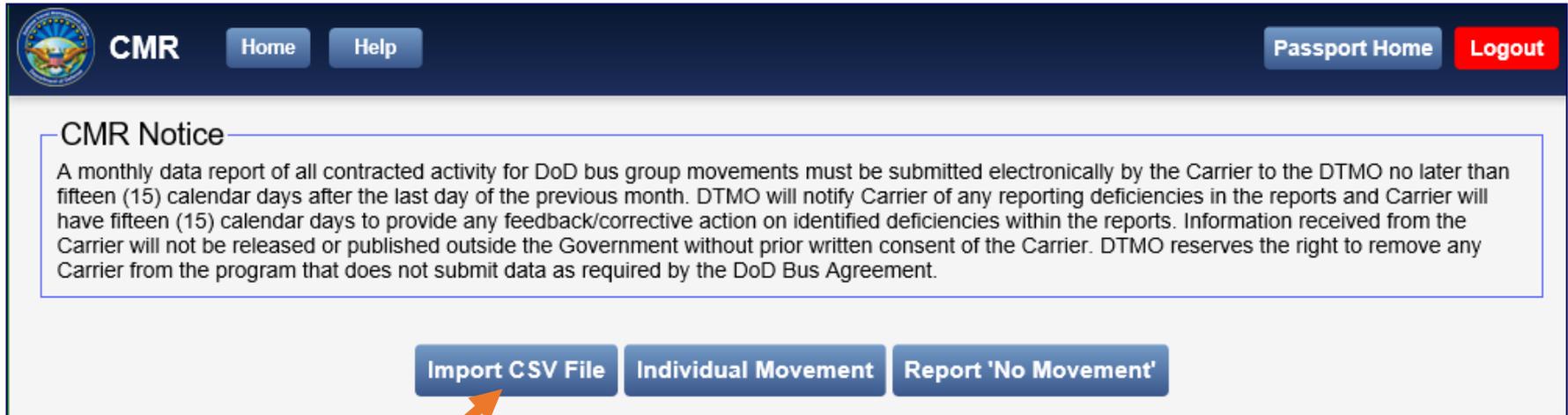
CMR Notice

A monthly data report of all contracted activity for DoD bus group movements must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the previous 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 within the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier. DTMO reserves the right to remove any Carrier from the program that does not submit data as required by the DoD Bus Agreement.

Import CSV File Individual Movement Report 'No Movement'



# Multiple Movements Option



The screenshot shows the CMR (Contractor Movement Reporting) web application interface. At the top left is the DTMO logo. The main header contains the text "CMR" and two buttons: "Home" and "Help". On the right side of the header are two buttons: "Passport Home" and "Logout". Below the header is a "CMR Notice" section with a blue border, containing a paragraph of text. At the bottom of the notice section are three buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'". An orange arrow points from the "Import CSV File" button to a callout box below the screenshot.

**CMR Notice**

A monthly data report of all contracted activity for DoD bus group movements must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the previous 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 within the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier. DTMO reserves the right to remove any Carrier from the program that does not submit data as required by the DoD Bus Agreement.

**Import CSV File** **Individual Movement** **Report 'No Movement'**

**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.

**ATTENTION:** Each move should be entered individually. The Invoice Number must be unique for each move. When there are multiple moves on one invoice, enter each move with a hyphen added to the end of the invoice number.

### Multiple Move Example

Example for invoice 1234:

Example Move 1: Invoice # 1234-1

Example Move 2: Invoice # 1234-2



# Importing a CSV file (continued)



**1. Click 'Browse' to locate the CSV file.**

**2. 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 gives 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 Records'

***\*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](#)



# Individual or Single Movement Option

A screenshot of the CMR (Contractor Movement Reporting) web application interface. The top navigation bar includes the DTMO logo, the text "CMR", and buttons for "Home" and "Help". On the right side of the navigation bar are buttons for "Passport Home" and "Logout". The main content area features a "CMR Notice" section with a paragraph of text. Below the notice are three buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'". An orange arrow points from a callout box below to the "Individual Movement" button.

**CMR Notice**

A monthly data report of all contracted activity for DoD bus group movements must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the previous 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 within the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier. DTMO reserves the right to remove any Carrier from the program that does not submit data as required by the DoD Bus Agreement.

[Import CSV File](#) [Individual Movement](#) [Report 'No Movement'](#)

**Select 'Individual Movement'**



# Entering an Individual Movement (continued)

CMR Home Help Passport Home Logout

### Individual Movement

**General Info**

- \* Carrier DOT Number  ?
- \* Carrier Name  ?
- \* Invoice Number  ?
- \* Original Bid Cost  ?
- \* Payment Method  ?
- \* Total Movement Cost  ?

**Customer Info**

- \* DOD Component  ?
- \* Total Passengers  ?
- \* Departure Date  ?
- \* Movement Miles  ?
- \* One Way Trip  ?
- \* Deadhead Miles  ?
- \* Accident Occurred  ?
- \* Number of Enroute Stops  ?

**Vehicle Info**

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

**Locations Info**

- \* Equipment Origin State  ?
- \* Equipment Origin City  ?
- \* Movement Origin State  ?
- \* Movement Origin City  ?
- \* Final Destination State  ?
- \* Final Destination City  ?

**Fees**

- \* Cancellation Fee  ?
- \* Cancellation Reason  ?
- \* Other Fee  ?
- \* Other Fee Reason  ?
  - A - Airport access fees
  - T - Tolls
  - P - Parking
  - H - Holding charges
  - M - Meals
  - O - Other
  - N - No other fees charged
- Other Fee Explanation  ?

Submit Reset

- 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.
- When completed, click 'Submit.'
- The record will be submitted to DTMO if all validation requirements are passed.
- Click 'Home' in top navigation to return to main menu if needed.

**ATTENTION:** Each move should be entered individually. The Invoice Number must be unique for each move. When there are multiple moves on one invoice, enter each move with a hyphen added to the end of the invoice number.

**Multiple Move Example**  
 Example for invoice 1234:  
 Example Move 1: Invoice # 1234-1  
 Example Move 2: Invoice # 1234-2

\* Required field.



# No Movement Option

The screenshot shows the CMR (Contractor Movement Reporting) interface. At the top left is the DTMO logo. To its right are the text "CMR" and two buttons: "Home" and "Help". On the top right, there are two buttons: "Passport Home" and "Logout". Below the navigation bar is a "CMR Notice" section with a blue border. The notice text reads: "A monthly data report of all contracted activity for DoD bus group movements must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the previous 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 within the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier. DTMO reserves the right to remove any Carrier from the program that does not submit data as required by the DoD Bus Agreement." Below the notice are three buttons: "Import CSV File", "Individual Movement", and "Report 'No Movement'". An orange arrow points from a callout box below to the "Report 'No Movement'" button.

**CMR Notice**

A monthly data report of all contracted activity for DoD bus group movements must be submitted electronically by the Carrier to the DTMO no later than fifteen (15) calendar days after the last day of the previous 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 within the reports. Information received from the Carrier will not be released or published outside the Government without prior written consent of the Carrier. DTMO reserves the right to remove any Carrier from the program that does not submit data as required by the DoD Bus Agreement.

[Import CSV File](#) [Individual Movement](#) [Report 'No Movement'](#)

**Select Report 'No Movement'**



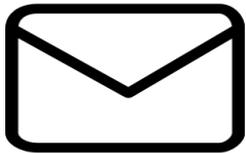
# Reporting 'No Movement'

- Enter data in all \* required fields
- The “?” help icon describes the input needed and required format
- 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 'Home' in top navigation to return to main menu if needed

A screenshot of the CMR (Contract Management Reporting) web application. The top navigation bar includes 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 of the form, there is a legend: "\* Required field." The form is enclosed in a light blue border.



# CMR Tool Customer Support



Send an email with the subject line “CMR” to:  
[dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil)



**CMR Tool Assistance - (571)372-1181**  
**DTMO main number – (571)372-1300**  
(Request CMR Tool Assistance)

## CMR CSV Data Dictionary and File Format

Column	Field Name	Format/Size	Field Descriptions
A	Carrier DOT Number	Text (20)	The ID is unique to each Bus Carrier.
B	Invoice Number	Text (25)	<p>Enter the invoice number under which this invoice was billed to the Government.</p> <p>The invoice number must be unique for each move. When there are multiple moves for one invoice, identify each move by adding a dash with a number (i.e. -1, -2, -3, etc.) to the invoice number.</p> <p>Example: Invoice Number ABC1234 has 2 moves, enter moves as ABC1234-1, ABC1234-2, etc.</p>
C	Equipment Origin City	Text (50)	Enter the city from which the equipment originated (i.e. where the equipment is housed, maintained or was serviced last prior to movement).
D	Equipment Origin State	Text (2)	Enter the standard two letter postal abbreviation of the state from which the equipment originated (i.e. where the equipment is housed, maintained or was serviced last prior to movement).
E	Departure Date	DATE (10)	Enter the Date the trip actually commenced, in MM/DD/YYYY format. October 4, 2016 would be displayed as 10/04/2016.
F	Movement Origin City	Text (100)	Enter the origin city or military installation where the movement was picked up.
G	Movement Origin State	Text (2)	Enter the standard two letter postal abbreviation of the origin state for the city or military installation identified
H	One Way Trip	Text (1)	Was the trip one way? Enter Yes (Y) or No (N).

I	Number of Enroute Stops	Numeric (3,0)	If the movement had multiple enroute stops where passengers embarked and/or disembarked, enter number of enroute stops for the entire movement.
J	Final Destination City	Text (100)	Enter the final destination city of the movement.
K	Final Destination State	Text (2)	Enter the standard two letter postal abbreviation for the final destination state of the movement.
L	Number of Passengers	Numeric (6,0)	Enter the total number of passengers for the movement.
M	DoD Component	Text (1)	<p>Enter the requesting service's code from the table below.</p> <p>The DTMO reserves the right to add additional codes in the future should it be deemed necessary.</p> <p>Code Description  A - Department of the Army  C - Coast Guard  F - Department of the Air Force  J - Joint Staff/Command  N- Department of the Navy  M - United States Marine Corps  X - Other DoD Components</p>
N	Vehicle Size(s)	Text (100)	<p>List the seating capacity for each size of vehicle(s) used for the movement. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between each vehicle size/capacity. Example 25 35 55</p> <p>Example: A movement is completed on three buses; one bus has a 25 seat capacity, the next 35 and the final 55. This SIZE OF VEHICLE would be recorded as 25 35 55.</p> <p>(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)</p>

O	Total Vehicles	Text (100)	<p>Enter the total number of each size vehicle(s) used to support the movement being reported. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between the quantities of each vehicle. Example 1 1 2</p> <p>Example: TOTAL VEHICLES would be recorded as 1 1 1. If two 55 passenger buses were used, it would be 1 1 2.</p> <p>(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)</p>
P	Cost Per Vehicle	Text (100)	<p>Enter the actual cost per individual size of vehicle. Do not include fees. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between the costs of each vehicle. Example: 350.00 500.00 1200.00</p> <p>(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)</p> <p>Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.</p> <p>Correct: 1000.00 Correct: 0 Incorrect 1,000</p>
Q	Cancellation Fee	Numeric (12,2)	<p>If a cancellation fee was charged, enter the cancellation fee amount.</p> <p>Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.</p> <p>Correct: 1000.00 Correct: 0 Incorrect 1,000</p>
R	Cancellation Reason	Text (1)	<p>If a cancellation fee was charged, Enter the code that corresponds to the cancellation type.</p> <p>Code Description 0 - N/A 1 - Cancellation in advance of trip 2 - Contractor not advised of cancellation, buses were dispatched 3 - Reduced number of buses; movement took place, but used fewer buses than were contracted</p>

S	Other Fee	Numeric (12,2)	<p>Enter the total amount of any fees, other than cancellation fees, charged on a movement.</p> <p>Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.</p> <p>Correct: 1000.00  Correct: 0  Incorrect 1,000</p>
T	Other Fee Reason	Text (7)	<p>Enter the code(s) that corresponds to the reason(s).</p> <p>Code Description  A - Airport access fees  T - Tolls  P - Parking  H - Holding charges  M - Meals  O - Other  N - No other fees charged</p>
U	Other Fee Explanation	Text (100)	<p>If there is an O in the OTHER FEE REASON field, enter a brief description of other fees charged. Use up to 250 characters, do not use commas.</p>
V	Total Movement Cost	Numeric (12,2)	<p>Enter the total actual cost of the completed movement.</p> <p>This amount should equal the sum of the TOTAL COST - PER VEHICLE SIZE.</p> <p>Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.</p> <p>Correct: 1000.00  Correct: 0  Incorrect 1,000</p>

W	Original Bid Cost	Numeric (12,2)	<p>Enter the original cost of the accepted bid for this movement.</p> <p>Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.</p> <p>Correct: 1000.00 Correct: 0 Incorrect 1,000</p>
X	Movement Miles	Numeric (9,0)	<p>Enter the mileage between the origin and destination for the entire movement. If movement is an annual or multi-month award, enter the number of miles for movements completed in the reporting month. DO NOT include deadhead miles to or from equipment's storage location.</p> <p>Round to nearest mile, enter in 0000 format. Do not use decimals or commas.</p>
Y	Deadhead Miles	Numeric (9,0)	<p>Enter the number of miles a single bus is moved from equipment origin to initial departure point plus the number of miles a single bus is moved from final destination back to equipment origin.</p> <p>Round to nearest mile, enter in 0000 format. Do not use decimals or commas.</p>
Z	Payment Method	Text (6)	<p>Select code from the table below.</p> <p>The DTMO reserves the right to add additional codes in the future should it be deemed necessary.</p> <p>Code Description  <b>GTCC</b> - Payment by Government Travel Charge Card  <b>WAWF</b> - Wide Area Work Flow; any payment for Federal Acquisition Regulation (FAR) based contract  <b>CHECK</b> - Payment by Government issued check; including e-checks  <b>BILLED</b> - Payment Pending (Invoice has been submitted to the Government, payment has not yet been received)  <b>GTR</b> - Government Transportation Request (SF 1169)</p>
AA	Accident Occurred	Text (1)	<p>Enter Yes (Y) or No (N) to whether there was an accident during the movement.</p>