

**PASSENGER MANIFEST**

1. MISSION NO./CALL SIGN	2. AIRCRAFT TYPE <i>(Tail Number)</i> /VEHICLE/VESSEL	3. POE	4. POD	5. DEPARTURE DATE (YYYYMMDD)	6. TIME (ZULU)							
PASSENGER INFORMATION							BAGGAGE			EMERGENCY CONTACT INFORMATION		
7.a. NAME <i>(Last, First, Middle)</i>	b. RANK	c. DoD ID	d. STATUS	e. ULN	f. LINE NO.	g. SVC	h. CHECKED		i. CARRY-ON WEIGHT	j. PAX WEIGHT	k. NAME <i>(Last, First, Middle)</i>	l. TELEPHONE <i>(Include area code)</i>
							PIECES	WEIGHT				
<b>8. MANIFEST TOTAL</b>	a. ACTIVE	b. DEPENDENT	c. RETIREE	d. CIVILIAN	e. GUARD/RES	f. BAG/PCS	g. CHECKED BAG WT	h. CARRY-ON BAG WT	i. PAX WT	<b>9. TOTAL WEIGHT PAX AND ALL BAGGAGE</b>		
<p>10. I certify that no unauthorized weapons/ammunition/explosive devices, or other prohibited items are in the possession of those personnel from whom I am the designated manifesting representative or troop commander, and that their authorized weapons have been cleared.</p>												
a. DATE (YYYYMMDD)		b. PRINTED NAME <i>(Last, First, Middle Initial)</i>				c. GRADE			d. SIGNATURE			

**PASSENGER MANIFEST** (Continued)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 476, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Joint Federal Travel Regulation (JTR), Volumes I and II; DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command; DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; DoD Regulation 4515.13-R, Air Transportation Eligibility.

**PURPOSE:** To schedule the movement of individuals, and the movement and storage of personal property being transported in the DTS; to manifest and screen individuals and personal property being transported; to verify eligibility for transportation for customs, immigration and transportation security purposes, as well as to manage and optimize DoD transportation resources; to identify and trace lost shipments; to submit claims for damaged or lost shipments; to facilitate payment of commercial transportation service providers; and to monitor effectiveness of traffic management functions.

**ROUTINE USE(S):** To create manifests on individuals and personal property being transported in the DTS and to disclose information to other federal agencies in order to screen them for customs, immigration, and transportation security purposes, as well as to manage and optimize DoD transportation resources. Additional routine uses are listed in the applicable system of records notice located at (<https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569704/fttranscom-01-dod/>)

**DISCLOSURE:** Voluntary; however, failure to provide the information may result in the inability to manifest passengers on a flight/secure air transportation hindering mission objectives.