

## NROTC Supply Binder - Tab 3-18

**SUBJECT:** Transportation - Obtaining Charter Bus Services

**PURPOSE:** To inform NROTC Unit Supply Technicians of the process for obtaining charter bus services.

**OVERVIEW:** In accordance with OPNAVINST 4650.15 and Defense Transportation Regulations, charter bus services are mandatorily sourced from the Navy Passenger Transportation Office (NAVPTO). NAVPTO ensures only DoD approved carriers possessing a Military Bus Agreement (MBA) are used. The Government Commercial Purchase Card (GCPC) is not authorized for use to rent or lease any commercial or General Services Administration (GSA) vehicles in accordance with NAVSUPINST 4200.99 (series). Procedures for commercial vehicle requests for other than charter bus services are beyond the scope of discussion for this Tab.

### **ACTION REQUIRED:**

1. It is recommended (but optional) that the NROTC units use the documents referenced in a. and b., below, to complete their requirements for charter bus services:

a. The **Internal-to-NROTC Charter Bus Service Request**, used by a NROTC staff member to ensure all required information is provided to their NROTC Supply Technician, who will process the requirement, see sample on page 3.

b. The **Charter Bus Service Request Checklist**, used by the NROTC Supply Technician to ensure they forward all the required information to NAVPTO, see sample on page 4.

2. Submit charter bus requirements to the respective NAVPTO office designated in the **NAVPTO Areas of Responsibility and Contact Information** section included on page 5 using the sample letter template provided on page 7.

Requests must include:

- Identification of group
- How many buses
- Number of passengers
- Origin/destination of travel to include pickup and drop-off locations
- Specific date(s) and time(s) for one-way or round-trip travel
- Deadline for arrival at destination
- Capacity of motor coach equipment required
- Address of loading location
- If special accommodations for passenger(s) are required
- Name, phone number and after hours contact (if applicable) for POC (group leader for trip)

NAVPTO will request bids for service from their approved carriers. An approved carrier will be identified, a quote is obtained, and it is forwarded to the requesting NROTC.

3. Complete a NAVCOMPT Form 2275, Order for Work and Service, included in sample form on pages 8 and 9, identifying the line of accounting for funding. Detailed completion of the NAVCOMPT Form 2275\* is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance. Upload the Navy Transportation Expenditure Request Letter with the NAVPTO quote and the spreadsheet to CFMS. Ensure the NAVCOMPT Form 2275 "To Block" notes the servicing NAVPTO address and Point of Contact.

\*Include the Continuing Resolution Authority (CRA) statement or other funding availability statements on the NC 2275 when applicable.

4. If the requirement is approved, submit the NAVCOMPT 2275 to the respective NAVPTO and accomplish the acceptance process in CFMS. Detailed completion of the acceptance process in CFMS is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance.

5. After charter bus services are complete the carrier will submit a Government Coach Certificate (GCC) to NAVPTO. NAVPTO will pay the carrier for the service noting the specific Line of Accounting cited on the funding document.

6. If problems in contacting NAVPTO offices, problems with NAVPTO offices, or problems processing requests at NAVPTO offices are encountered, please contact a POC from the **POCs in the case of problems with NAVPTOs** included on page 6.

**Point of Contact:** Sheavon Love  
NSTC N8  
847-688-6806x175  
[sheavon.l.love@navy.mil](mailto:sheavon.l.love@navy.mil)

Pam Madden  
NSTC N8  
847-688-6808x416  
[pam.madden@navy.mil](mailto:pam.madden@navy.mil)

# Sample Internal-to-NROTC Charter Bus Service Request\*

NROTC \_\_\_\_\_ NAVPTO Charter Bus Service Request

Form shall be provided to Supply Office one month before bus service in order to get quotes and funding approved.

Total number of passengers (Midshipmen + Staff): \_\_\_\_\_

Pick up Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
Pick up Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
Drop Off Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Return) Pick up Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
(Return) Pick up Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Return) Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
(Return) Drop Off Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are in-and-around bus services required after the initial drop-off location: \_\_\_\_\_  
If so, provide Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
If so, provide Drop Off Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If so, provide Return Time/Date: \_\_\_\_\_ / \_\_\_\_\_  
If so, provide Return Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will bus driver need to remain available at the site being visited: \_\_\_\_\_

Name of NROTC staff member traveling with group: \_\_\_\_\_  
Cell phone number (office phone not acceptable): \_\_\_\_\_

*Note: Commands do not make lodging arrangements for bus drivers. That cost is to be included in the vendor quote.*

\*This optional form is for internal use by NROTC staff to request the NROTC Supply Technician arrange Charter Bus Service. It can be edited as necessary by the individual NROTC unit.

## Sample Internal-to-NROTC Charter Bus Service Request Checklist\*

### CHARTER BUS REQUEST CHECKLIST (start at bottom)

- \_\_\_ Complete Acceptance in CFMS to finalize
  - Go to Acceptance -> New
  - Click on Doc#
  - Enter Acceptor's name & date
  - Additional info needed for SABRS:
    - Trading Partner Indicator: 097
    - Trading Partner Number: DODN69450
    - Trading Partner Main Acct: 4930
    - Trading Partner Subhead: NE1K
  
- \_\_\_ File Signed/Accepted NC2275 from NAVPTO
  
- \_\_\_ Submit final transportation itinerary to carrier
  
- \_\_\_ Submit **Approved** NC2275 to NAVPTO POC for signature
  
- \_\_\_ Create/Submit NC2275 in CFMS & submit via workflow
  - Ensure the "TO" block notes the NAVPTO office/address/POC
  - Add appropriate funding statements; CRA, funding availability, etc.
  - Upload completed NC2275 in CFMS & submit via workflow
  - Wait for signed/approved NC2275 from budget officer
  
- \_\_\_ Complete Transportation Request Packet (to attach in CFMS)
  - Navy Transportation Expenditure Request signed by CO
  - Carrier Confirmation/Acceptance Quote
  
- \_\_\_ Carrier Confirmation/Acceptance received from NAVPTO
  
- \_\_\_ Notify NAVPTO of quote selection
  
- \_\_\_ Wait for (3) quotes from NAVPTO
  
- \_\_\_ Start by emailing NAVPTO POC with your itinerary

\*This optional form is for internal use by NROTC staff as a job aid. It can be edited as necessary by the individual NROTC unit.

## NAVPTO Areas of Responsibility and Contact Information

### NAVPTO Bahrain:

AOR consists of CENTCOM (Middle East), AFRICOM. Major command concentrations include: Bahrain, Kuwait and Africa.

Group email address: [navpto.bahrain@me.navy.mil](mailto:navpto.bahrain@me.navy.mil)

### NAVPTO Bangor, WA:

AOR consists of Pacific Northwest (WA, OR, MT, ID, WY, UT), Northern California & Northern Nevada to include all commands in Point Mugu, CA, Point Loma, CA, North Island, CA, Port Hueneme, CA and China Lake, CA. Units operating offshore in the Eastern Pacific north of Monterey, CA.

Group email address: [W\\_CNI\\_BREM\\_NAVPTO-Bangor\\_US@navy.mil](mailto:W_CNI_BREM_NAVPTO-Bangor_US@navy.mil)

### NAVPTO Naples, Italy:

AOR consists of Europe and Mediterranean Sea. Major customer command locations in Italy, Spain and Vaihingen Germany.

Group Email Address: [NAVPTO@EU.NAVY.MIL](mailto:NAVPTO@EU.NAVY.MIL)

### NAVPTO Far East, Yokosuka, Japan:

AOR consists of Western Pacific (WESTPAC) & Indian Ocean. Major customer command locations in Japan, Diego Garcia, Korea, & Singapore

Group Email Address: [M-yo-psdnavpto@fe.navy.mil](mailto:M-yo-psdnavpto@fe.navy.mil)

### NAVPTO Great Lakes, IL:

AOR consists of Central CONUS (AL, AR, IL, IN, IA, KS, KY, MI, MS, MN, MO, NE, ND, OH, SD, TN, TX, WV, & WI)

Group email address: [NAVPTO\\_TSC\\_grlk@NAVY.MIL](mailto:NAVPTO_TSC_grlk@NAVY.MIL)

### NAVPTO Guam:

AOR consists of all units assigned in Guam and those operating offshore in the vicinity of Guam.

Group email address: [m-gu-psdprrrpcsquam-gs@fe.navy.mil](mailto:m-gu-psdprrrpcsquam-gs@fe.navy.mil)

### NAVPTO Norfolk, VA:

AOR consists of U.S. East Coast to include: NC, VA, MD, WV, DE, PA, NJ, NY, New England and Canada. PSD New London CT & PSD Washington D.C. NAVPTO Storefronts operate

under the NAVPTO Norfolk AOR. Also provides support to offshore units operating in the Atlantic north, west and east of Bermuda.

Group email address: [W\\_BUPER\\_NAVPTO\\_NRFK\\_US@navy.mil](mailto:W_BUPER_NAVPTO_NRFK_US@navy.mil)

**NAVPTO Pearl Harbor, HI:**

AOR consists of Hawaii, Central and South Pacific (Micronesia, Papua New Guinea, Fiji, Samoa) and Australia.

Group email address: [prlh-navpto@navy.mil](mailto:prlh-navpto@navy.mil)

**NAVPTO Pensacola, FL:**

AOR consists of Southeast U.S. to include: AL, GA, FL, LA, MS, SC, Guantanamo Bay, Cuba, SOUTHCOM and all units operating off shore in the Atlantic Ocean south of Bermuda and the Caribbean.

Group email address: [PSDPENNAVPTO@navy.mil](mailto:PSDPENNAVPTO@navy.mil)

**NAVPTO San Diego, CA:**

AOR consists of: Southern California, AZ, NM, NV, CO, OK and offshore units operating in the Easter Pacific south of Monterey, CA.

Group email address: [NAVPTO\\_SD\\_ADMIN@navy.mil](mailto:NAVPTO_SD_ADMIN@navy.mil)

**POCs in the case of problems with NAVPTOs:**

Louis Saldana  
Traffic Management Specialist, NPPSC/N4  
Email: [louis.saldana.civ.us.navy.mil](mailto:louis.saldana.civ.us.navy.mil)  
Phone: 901-206-2006

Jed L Swearingen  
Traffic Management Supervisor, NPPSC/N4  
Email: [jed.l.swearingen.civ@us.navy.mil](mailto:jed.l.swearingen.civ@us.navy.mil)  
Phone: 901-874-2284

Charles L Sharon  
NAVSUP WSS T&D  
Email: [charles.sharon@navy.mil](mailto:charles.sharon@navy.mil)  
Phone: 757-443-5496

Shawn A McGriff  
Director, Navy Passenger Transportation, NPPSC N/4  
Email: [shawn.a.mcgriff2.civ@us.navy.mil](mailto:shawn.a.mcgriff2.civ@us.navy.mil)  
Phone: 901-874-2247



**DEPARTMENT OF THE NAVY**  
NAVAL RESERVE OFFICERS TRAINING CORPS  
YALE UNIVERSITY  
55 WHITNEY AVENUE, SUITE 430  
NEW HAVEN, CT 06510-1300

IN REPLY REFER TO  
4600  
Ser 84/110  
16 NOV 21

From: Commanding Officer, NROTCU Yale University (N63292)  
To: Transportation Officer, Navy Passenger Transportation Office

Subj: BUS PROCUREMENT REQUEST FOR NAVAL RESERVE OFFICER TRAINING  
CORPS, YALE UNIVERSITY

Ref: (a) Defense Transportation Regulation Part 1, Chapter 104

1. Per reference (a), the following information is provided to procure a bus for passenger movement:

- a. Number of buses requested- 2 Motor Coaches
- b. Number of passengers/luggage – 40 PAX/ no luggage
- c. Capacity of each bus requested – 55 Seat Motor Coach
- d. Departure date/time/location – 03DEC2021 / 12:15/ Payne Whitney Gym- Yale University, 20 Tower Parkway, New Haven, CT 06510
- e. Arrival date/time/location – 03DEC2021 / 13:15/ NAVAL SUBBASE NEW LONDON, 1 Crystal Lake Rd, Groton, CT 06349
- f. Departure date/time/location – 03DEC2021 / 17:00 / NAVAL SUBBASE NEW LONDON, 1 Crystal Lake Rd, Groton, CT 06349
- g. Arrival date/time/location – 03DEC2021/ 18:00/ Yale University, Payne Whitney Gym- Yale University, 20 Tower Parkway, New Haven, CT 06510

2. The point of contact for this authorization is Mr. Ed Walters at (203) 804-2398 or [edward.walters@yale.edu](mailto:edward.walters@yale.edu)

  
R. L. WITHROW

Copy to: Supply Technician