ATTACHMENT V6

ARMY TRANSPORTATION ACCOUNT CODES (TAC)

A. GENERAL

1. The Army uses TACs to pay for Army-funded cargo and personal property shipments throughout the Defense Transportation System (DTS). TACs are four-character pointers to a line of accounting (LOA) that identify the appropriation or user ultimately responsible for the associated transportation costs.
2. The Department of Defense (DoD) created TACs because the Transportation Control Movement Document (TCMD) only had four available positions to represent the LOA. Additionally, manually typing the 50- to 65-character LOA into bills of lading (BL) resulted in high error rates, which led to major delays in paying Transportation Service Providers (TSP). The decision to use TACs for cargo and personal property movements has resulted in fewer errors and facilitated the use of electronic payment processing.
3. TACs are inherently financial in nature, requiring a partnership between the transportation and financial communities to ensure appropriate usage, accurate LOAs are properly associated to TACs, sufficient funds are obligated to meet projected transportation costs, and correct procedures related to audit readiness are established.
4. Army TACs begin with "A", "B", "C", or "E", as shown below:
   a. Axxx: Army general cargo
   b. Bxxx: Army Security Cooperation Programs (SCP)
   c. Cxxx: Army personal property and household goods (HHG)
   d. Exxx: Reserved for future Army requirements.
5. The Transportation Global Edit Table (TGET) lists all the valid TACs. It can be found at https://beis.csd.disa.mil/beis-html/frontpage-pki.html.

B. DEFINITIONS

1. First Destination Transportation (FDT), as outlined in the DoD Financial Management Regulation (DoDFMR) 7000.14-R Volume 2A, Chapter 1, Paragraph 010205, is that "transportation required to deliver new, an upgraded model, or recapitalized production items from the manufacturer's plant or source of procurement to the first point of delivery where the Military Service or Defense Agency takes possession and/or ownership of that item. The procurement source, as used herein, is any supplier outside the DoD supply system or any DoD industrial activity that fabricates new materiel. The procurement source or the first point of delivery may be in the Continental United States (CONUS) or overseas. FDT is not applicable to components or items reworked by an industrial activity. In the case where the Government accepts the production item at the manufacturer's plant or source of production and legally owns the item, FDT extends to the first point of delivery for either use or storage by the Military Service or Defense Agency. For shipments destined to overseas locations that will enter the Defense Transportation System, FDT terminates at the port of embarkation (CONUS or overseas)."

2. Second Destination Transportation (SDT) is any transportation other than FDT. The following types of SDT support Army shipments:

   a. Army Wide Transportation/Centrally Managed Allotment (AWT/CMA) – The Army has adopted the new term AWT/CMA to define its centrally managed SDT Program. It is comprised of the following:

      (1) Redistribution of Army-owned Table of Equipment and/or Table of Distribution and Allowances equipment or supplies

      (2) New equipment fielding directed by the Headquarters, Department of the Army (HQDA) Program Executive Offices

      (3) Shipments of major end items to/from depots

      (4) Shipments to a contractor facility if there is an agreement in place

      (5) Shipments of war reserve conventional and training ammunition and missiles

      (6) Shipments of secondary items (non-Army Working Capital Fund [AWCF]-managed)

      (7) Shipments in support of Army transformation, reset, or retrograde

      (8) "Flyaway" of fixed wing or rotary aviation assets to/from maintenance facilities

      (9) Department of the Army (DA) Civilians Permanent Change of Station (PCS) HHG and Privately Owned Vehicle (POV) shipments.

   b. AWCF consumable and reparable items.

   c. Transportation services funded by operating funds of Army Commands (ACOM), Army Service Component Commands (ASCC), Direct Reporting Units (DRU), the United States Army Reserve Command (USAR), the National Guard Bureau (NGB), or other Army key organizations.

   d. Army SCP.

   e. HHG.

   f. Non-temporary storage of HHG and POVs.

C. AUTHORITY

This policy prescribes procedures and assigns responsibilities concerning Army TAC code creation, use, and management controls.

D. APPLICABILITY

This policy applies to all commands, organizations, and shipping activities that arrange for Army-funded transportation services.

E. POLICY SUMMARY

1. Most shipping documentation for Army-funded transportation services will cite a four-character TAC in lieu of a LOA for shipments moving within the DTS. The pre-shipment funding verification requirement continues for all Army-funded shipments. TAC administrators at ACOMs, ASCCs, DRUs, USAR, and NGB serve as the single points of contact (POC) for their respective commands or organizations.

2. This policy introduces five new requirements:

   a. It codifies AWT/CMA as the new term that defines the Army's centrally managed SDT Program.

   b. It introduces TAC Coordinator-generated reports that are to be used for the quality control of TAC utilization in the Third Party Payment System (TPPS).

   c. It establishes the TAC administrators as being the HQDA POCs for dissemination of TPPS TAC utilization reports to their particular TACs' funds managers (FM), as well as the shippers within their commands.

   d. It modifies the process and directs command TAC administrators to submit TAC requests directly to the Army TAC Support Team mailbox: usarmy.ria.asc.mbx.tac-support@mail.mil.

   e. It requires TAC administrators to be appointed through official memorandum appointment letter order designation signed by the first military 0-6 or civilian equivalent.

F. POLICY

1. TAC Usage:

   a. Most Army-funded movements and storage of HHG and POVs will cite a TAC. Figure V6-1 through Figure V6-7 contain the Army's process of determining the activity that funds a transportation shipment. The intent of the flowcharts is to identify transportation funding responsibilities, not the actual TAC that will be used for a shipment. The Army SDT Funding Responsibility flowchart (Figure V6-1) provides a decision process to determine which subsequent flowchart identifies the appropriate TAC source and activity. The TAC that will be used for any given shipment will be placed in the body of all disposition instructions.

   b. Army freight material can generically be classified into two categories – either working capital funded or non-working capital funded. The AWCF is a revolving fund that charges the requisitioner for both the cost of the item and for overhead. Transportation costs are included in the AWCF overhead. Non-working capital-funded materiel includes both procurement-funded materiel and Operations and Maintenance-funded materiel.

   c. The AWCF funds supported materiel within the Army's single stock fund activities (e.g., class IX requisitions), which includes redistribution, lateral support, the return of repairable assets to a depot, and disposition on excess assets. TACs created for AWCF use are established, funded, and managed by an asset's respective source of supply.

   d. AWT/CMA pays for certain movements of non-AWCF materiel (e.g., class VII assets). Based on funded Program Objective Memorandum submissions, the HQDA G-4 Army Service Component (ASC) distributes funding to ACOMs, ASCC, and DRUs for execution. Whenever an activity provides disposition instructions, the originator is to ensure AWT/CMA requirements, to include TAC usage, are included in the disposition instructions. Detention, demurrage, and Vehicle Furnished Not Used (VFNU) charges will be paid by the responsible organization—not AWT/CMA.

   e. The assigned TAC will remain in force for shipments from origin to destination; the exception is FDT shipments moving outside the Continental United States (OCONUS), where FDT responsibility ends at the air or sea port of embarkation (APOE/SPOE). This process results in two different TACs being assigned to a shipment: the FDT TAC pays for the transportation to the APOE/SPOE, and the SDT TAC pays for the OCONUS and other transportation charges to the final destination of the shipment.

f. FMs will acquire TACs for all LOAs under their control that fund transportation movements.

g. Commanders and FMs at all levels will seek to reduce the number of Army TACs to the minimum number required to meet mission requirements.

h. In most instances, Transportation Officers (TO) will only accept TACs as the funds citation for requested shipments. Paragraph F.2.i, lists the exceptions to this policy. Except where identified, TOs will reject any Army shipping request that does not have an associated Funds Verification and Use Authorization (FVUA) form (Figure V6-8) stating there are sufficient funds to cover the requested shipment. This requirement pertains to all Army-funded movements, including multi-modal moves both within CONUS and OCONUS.

2. Funds Verification and Use:

a. All Army freight transportation charges will be billed to the transportation accounts established for the Fiscal Year (FY) in which the movement is initiated. For Army freight shipments processing through an Army Transportation Office, a FVUA is required. Exceptions to this policy are found in Paragraph F.2.i below. For non-Army shipments, a FVUA form is not required.

b. Charges for Personal Property – HHG, Non-Temporary Storage (NTS), and POV shipments will be billed to the transportation accounts established for the FY in which the orders were published in accordance with (IAW) Office of the Secretary of Defense Policy Memorandum, Subject: Obligation Policy for Permanent Change of Station (PCS) Orders, 23 January 2007, and effective 1 October 2008. The funding authorization for personal property (HHG, NTS, and POV) shipments is the PCS Order.

c. The organization requesting freight transportation is responsible for initiating the FVUA form, Figure V6-8, and submitting it to the FM responsible for funding the shipment. Shipping customers requesting Army-funded transportation services will provide the TO with the Army FM's written or electronic FVUA form that contains the TAC, estimated cost, shipping details, and applicable constraints.

d. The FM controlling the LOA that will pay for requested transportation services will complete and sign a funds verification document. For AWT/CMA funds and TACs, HQDA G-4 will provide a FVUA to ACOMs, ASCCs, DRUs, USAR, NGB, and other organizations' appointed representatives, with the authorization amount. The appointed representatives must ensure they do not exceed the FVUA amount.

e. Alternative funds verification actions may be substituted under strict guidelines. For example, when the TAC is identified and published in deployment orders or similar orders when a command directs movement of unit equipment. The order serves as the authorization and replaces the FVUA form when a copy is attached to the shipping request. An additional example is when a TAC is identified and published through an automated email from Army Vantage in support of the Second Destination Transportation-Centrally Managed Accounts (SDT-CMA) authorizing the use of a TAC or extension in lieu of a FVUA or expiration date.

f. A shipment that results from the Standard Army Retail Supply System/Global Combat Support System – Army (SARSS/GCSS-A) where a DD Form 1348-1A, Issue Release/Receipt Document, Figure V6-10, provides the applicable TAC, is exempt from FVUA requirements. The rationale is that the AWCF is programmed and funded to sustain SARSS/GCSS-A shipments. Additionally, the TAC that prints on the DD Form 1348-1A is coordinated with each respective Life Cycle Management Command. The logic for these TACs is loaded into the respective systems annually. The systems, in turn, generate the TACs onto the DD Form 1348-1As when items are released by the wholesale item managers.

If a TAC is not printed on the system-generated DD Form 1348-1A, then an A1 TAC will not fund the transportation of the item and the shipping expenses will be paid by either the issuing or the receiving activity.

g. FMs will complete the FVUA form to certify funding is authorized and available for their TACs. The FMs will send the signed FVUA form back to the requesting unit/organization POC who will forward the form to the servicing TO processing the transportation documentation. As a reminder, FVUAs are intended to be completed for individual shipments, and by having the FM/Resource Manager (RM) approve the funding (TAC), the TO is relying on the FM/RM to obligate funds for that shipment. For situations that involve multiple or high-volume shipments, the Command can use the FVUA for multiple shipments for extended periods of time (e.g., monthly/quarterly) but must ensure that operational processes are in place to monitor the obligations and expenditures of the funds associated to the identified TAC to ensure funding is adequate during the time identified on the FVUA, Figure V6-8.

h. Any transportation shipment request processed without an authorized, valid, and funded LOA resulting in an obligation on behalf of the Government could result in a violation of the Antideficiency Act (ADA) under 31 United States Code (USC) 1341, Limitations on Expending and Obligating Amounts.

i. Exceptions:

(1) The Deputy Assistant Secretary of the Army for Financial Operations (DASA-FO) is the approval authority for exceptions to the FVUA policy. Send requests for exception to the Office of the Deputy Assistant Secretary of the Army for Financial Operations, ATTN: SAFM-FO, 109 Army Pentagon, Washington, DC 20310-0109.

(2) The following are current exceptions to this TAC policy:

(a) Special Assignment Airlift Missions (SAAM). The TAC is "ASAM" and is used to document cargo on the manifest but not for billing purposes. The entire aircraft is paid for through a separate SAAM billing process and no LOA is required for a TAC of "ASAM."

(b) Army and Air Force Exchange Service (AAFES) HHG for Non-Appropriated Fund (NAF) employees on PCS orders. The current TAC is "C2JD." Transportation providers will bill AAFES manually as described in the TAC usage and description segments; no LOAs are required for these employees.

(c) Army NAF PCS Shipments. The current TAC is "C244." Transportation providers will bill NAF manually following the instructions in the TAC description field in TGET. NAF employees do not require LOAs.

(d) TACs starting with "A1" have been approved as exceptions to the requirement for funds verification documentation.

3. ACOM, ASCC, DRU, USAR, and NGB Command TAC Administrators:

a. ACOMs, ASCCs, DRUs, USAR, and NGB will appoint Command TAC administrators through a memorandum appointment letter order designation signed by a 0-6 or civilian equivalent. An appointment memorandum letter order example is located at Figure V6-9. Command TAC administrators' designation letters must be on file with the Army TAC Coordinator's Office before TAC requests will be accepted for processing.

b. Command TAC administrators serve as their Commands' single POCs to the Army TAC Coordinator's Office. These Command and Organization TAC administrators are responsible

for managing and approving TAC requests and resolving TAC-related issues for their subordinate activities. They will coordinate with personnel within their organizations to reduce the number of TACs to the minimum amount necessary to support mission requirements, ensure the TAC description includes clear and concise usage procedures, and ensure the associated LOA is valid and is loaded and active in the accounting system. The Army TAC Coordinator's Office will only coordinate with the ACOM, ASCC, DRU, USAR, and NGB TAC administrators. Commands and Organizations with multiple subordinate commands or organizations may establish assistant TAC administrators to assist in managing the TACs within their ACOM, ASCC, DRU, USAR, or NGB commands. This will be a command responsibility. If implemented, subordinate command TAC administrators will be appointed in writing as well and will coordinate through their Command/Organization TAC administrator prior to contacting the Army TAC Coordinator, unless acting for the TAC administrator during periods of absence.

4. Personal Property:

   a. HHG. TACs will be used for all Army HHG shipments for the Active Component, Army Reserves, Army National Guard, and DA civilians with PCS orders to and from OCONUS. LOAs will be used for National Guard orders issued by their home states when no TAC exists. LOAs will be used for DA civilians with PCS orders within CONUS.

   b. Student travel. ACOM, ASCC, DRU, USAR, and NGB TAC administrators will, when possible, establish one TAC for all baggage shipments associated with dependent student travel authorized by the Joint Travel Regulations, Chapter 7, Special Circumstances Travel and Transportation, Part C, Dependent Student Travel.

   c. Storage. ACOM, ASCC, DRU, USAR, and NGB TAC administrators will establish one TAC for HHG and POV storage for Overseas Contingency Operation temporary change of station orders.

5. Standard Army TAC Format:

   a. The methodology and format are summarized below:

      (1) TAC "A1xx" - This series includes all TACs that have been approved by the DASA-FO as exceptions to the requirement for providing supporting funds verification documentation.

      (2) The leading two positions in a TAC series ("Ax—") are assigned based on the established Operating Agency (OA) code for each command. This identifies the owning organization of the funds to facilitate coordination and identification of TACs. TOs should contact the command TAC administrators for assistance in the resolution of any issues related to the use of a TAC.

      (3) The "B" TAC series represents the US Army's SCP. The US Army Security Assistance Command is responsible for managing and assigning the Army's SCP TACs.

      (4) The "C" TAC series (HHG) TACs will conform to the following rules.

         (a) Multi-individual use TACs will have a numeric FY designator in the fourth position.

         (b) TACs for an individual soldier and or their family members (e.g., student travel) will have an alpha character in the fourth position.

         (c) Individual soldier TACs will have the same command designator in the second position of the "C" series TACs as in the "A", "B", and "E" series TACs.

(d) The Army Corps of Engineers (ACOE) personal property TACs (series "C3xx") will remain the responsibility of the ACOE to format their ACOE-funded Personal Property TACs to meet ACOE mission requirements.

b. "E" TAC series has been reserved for future Army use.

NOTE: A listing of the assigned TAC series associated to each Army command/subordinate organization is available by request from the TAC Support Team at usarmy.pentagon.hqda-dcs-g-4.mbx.tac-support2@mail.mil. As new commands/subordinate organizations are determined or established, TAC series will be updated and the list will be updated as required.

G. RESPONSIBILITIES

1. Army TAC Coordinator:
   a. Publishes Army TAC policy and oversees the Army TAC program.
   b. Publishes the annual TAC revalidation message by 1 August.
   c. Serves as the Army representative on the TGET Functional Requirements Board.
   d. Produces and disseminates reports to the TPPS Certifying Officers (CO) and TAC Administrators/Command-designated POCs for action that provide TPPS transportation transactions specific to the AWT/CMA. These reports will be used to monitor erroneous billings, policy and training issues, and other critical variables necessary to provide a continuous, comprehensive evaluation of the AWT/CMA Program.
2. Army TAC Support Team:
   a. As the representative of the Army TAC Coordinator:
      (1) Processes all TAC requests
      (2) Assigns new TACs as required.
   b. Ensures every Army TAC (with noted exceptions) in TGET is directly linked to at least one valid and current LOA.
   c. Ensures valid TACs and associated LOAs are uploaded into TGET.
   d. Makes TAC-specific training materials available for ACOM, ASCC, DRU, USAR, and NGB TAC administrators.
   e. Maintains a quarterly listing of all active Army TACs by command, which is available by request from the TAC Support Team at usarmy.ria.asc.mbx.tac-support@mail.mil.
3. ACOM, ASCC, DRU, USAR, or NGB Command TAC Administrators or Designated Representatives:
   a. Serve as their Command/Organization's primary POC to the Army TAC Coordinator.
   b. Manage and process TAC requests and resolve TAC-related issues for all subordinate organizations.
   c. Provide TAC assistance to subordinate organizations, such as selecting TACs and processing requests for TACs.
   d. Maintain active TGET user accounts to validate their TACs and LOAs.
   e. Provide an updated listing of all command and organization TAC personnel changes to the Army TAC Coordinator on the first of each month.

f. Ensure all subordinate organizations' TACs have valid, current, and sufficiently funded LOAs.

g. Review requests for new TACs and changes to existing TACs for completeness and accuracy, and forward those requests to the Army TAC Support Team mailbox: usarmy.ria.asc.mbx.tac-support@mail.mil.

h. Review, consolidate, and forward annual TAC renewal/revalidation requests to the Army TAC Support Team mailbox: usarmy.ria.asc.mbx.tac-support@mail.mil.

i. Institute internal controls with the FM to ensure funds allocated prior to requesting transportation services and total charges do not exceed obligations.

j. Serve as the Command POC for oversight of TPPS TAC utilization reports to their particular TACs, FMs, and shippers within their commands.

k. Monitor correct usage of TACs within the TPPS.

l. Establish internal controls to validate and consolidate command requirements prior to submission to the Army TAC Coordinators at ASC. TAC workbook submissions are required the first day of every quarter beginning 1 October 2020.

4. Army TOs:

a. Maintain active TGET user accounts to validate TACs prior to shipping cargo IAW this regulation, Part II, Appendix V, "TAC Procedures."

b. Ensure, prior to accepting a TAC for transportation, that the TAC is valid in TGET; the FM has approved a TAC on the FVUA; the TO has worked with the shipper to ensure proper annotation of the shipping documentation, including the correct use of Transportation Control Numbers (TCN), TACs, Funds Verification & Use Authorization (FVUA) Submission Identification Number (ID), a valid cost estimate, and all other related data, as well as authorization for the valid, funded TAC; and the TAC is appropriate for the requested transportation. Additionally, the TO will copy, file, and disseminate the applicable number of copies of transportation documents to the appropriate entities. Any transportation shipment request processed without an authorized, valid, and funded TAC, resulting in an obligation on behalf of the Federal Government, could be in violation of the ADA under 31 USC 1341.

NOTE: To preclude possible adverse mission impact, request the TO advise the chain of command to include TAC administration if shipments are delayed because of missing or incomplete FVUA forms.

c. Direct all inquiries concerning TAC appropriateness to the FM; if questions remain, contact the supporting TAC administrator. Reject all Army-funded shipment requests that do not have a valid, funded TAC.

NOTE: The intent of this action is to ensure the owning organization funding the transportation provides an approved TAC. It is not prudent to simply reject cargo shipments; rather, the issue must be elevated up the chain of command to resolve any FVUA issues. The movement of Army-funded cargo and equipment directly affects readiness, and any delay in the movement of Army cargo must be dealt with expeditiously by all concerned.

d. Coordinate with the CO or FM in addressing all issues associated with transactions that have not yet been certified for payment because of TAC or LOA problems.

5. Army COs: Detailed information and instructions on the roles and responsibilities of COs are outlined in DoDFMR 7000.14-R, Volume 5, Chapter 5.

   a. The CO should review the TPPS Summary Invoice from the sixteenth of the previous month to the fifteenth of the next month, prior to the TPPS posting, to ensure it reflects the actual carrier payments and transactions belonging to that site.

   b. The CO will accomplish a prepayment review as required by the DoDFMR 7000.14-R, Volume 5, Chapter 5. Prior to the certification of the Summary Invoice, the CO will review sampled LOAs' Standard Document Numbers (SDN) to ensure they are valid based on supporting automated documentation.

   c. If the Summary Invoice is missing the shipper's appropriation or the appropriation is incorrect, the CO will contact the shipping customer that requested the shipment/service to resolve the discrepancy.

   d. The CO certification review process begins on the date of the TPPS posting. After ensuring accuracy and signing the Summary Invoice Certification Form, the Summary Invoice must be sent to the Defense Finance and Accounting Services (DFAS) Payment Center within 5 calendar days of the available posting date.

   e. The COs will retain a copy of the Certified Summary Invoice for record keeping and audit purposes. Follow Service/Agency requirements for record keeping (Army shippers will maintain Certified Summary Invoices for 76 months).

   f. One Summary Invoice will be created per TPPS account. The CO should coordinate with the TO regarding any changes in the notes section of the TPPS documenting the actions taken to establish the correct appropriation.

   g. DFAS Payment Center will compute and pay prompt payment interest when payment is made to TPPS more than 15 calendar days after receipt of the Summary Invoice. It is imperative that COs complete their reviews and certifications of the Summary Invoices and ensure they are sent to the DFAS Payment Center within 5 calendar days of their availabilities.

   h. Pen and ink changes are not authorized for Summary Invoices. All edits must be completed to the affected records online before the Summary Invoice is certified and the manual portion of the Summary Invoice is printed. Any changes that can be made on paper must be corrected electronically in the TPPS instead. Pen and ink changes prevent online visibility of the funds used to pay for a shipment. This, in turn, prevents online financial tracking and post-payment audit capabilities. Ideally, online corrections will also turn manual lines into electronic lines for a cost savings to the Government, as the DFAS charge for manual transactions is significantly higher than for electronic transactions. The best practice is to review and correct transactions in the Open portion of the Summary Invoice daily and make corrections throughout the month until the Summary Invoice is posted. Once the Summary Invoice is posted, final changes must be made before final certification. Organizations can also be proactive by using the Weekly HQDA G-4 Wrong TAC/LOA Report and improving initial documentation of shipments with valid TACs. If the Summary Invoice has already been electronically certified and the DFAS prevalidation team will not authorize payment with the LOA originally charged, then the only option is to "pen and ink" the change to apply a corrected LOA and annotate the transaction within TPPS. This will ensure auditors reviewing transactions after the fact can see where and why the LOA was changed after the Summary Invoice lockdown.

   i. The DFAS-generated Account Status report details the rolling balance of each TPPS account and shows the amounts that are one, two, or three cycles past due. The rolling balance

represents reimbursement payments from DFAS to the TPPS provider that have not been made because the appropriate Army funds have not been identified. Transactions without proper LOAs/TACs, which require coordination with the TO or CO, and LOAs/TACs without sufficient funds, which require coordination with the FM office, both contribute to the accumulation of rolling balances. Also, DFAS does not provide notification to COs when the monthly certified invoices are not paid in full. The unpaid balances carry forward and are included in the new "balance due" amount. COs should review monthly invoices for rolling balances to address Summary Invoices that were not paid in full. To reconcile these balances, the Weekly ASC Wrong TAC/LOA Report can be used as a warning indicator for accounts that may be entering into a rolling balance status.

To correct rolling balance issues, the COs must track DFAS partial payments until they are paid and current. COs should review their account activities for the past 13 months and review the balance and payment totals and Summary Invoice amounts for previous months to aid in identifying missed payments. Once unpaid balances are found, annotate the detailed information on balance sheets, electronic or manual; identify who was responsible for the processing and the date of the Summary Invoice amount; and provide as much detail as possible. If an amount cannot be identified or the amount is from a previous year, annotate it as "unidentified" with the specific amount. These actions on all carrying balances must be followed through with DFAS until the account has a zero carrying balance.

6. Army Transportation FMs:

   a. FMs or RMs will maintain active TGET user accounts to ensure LOAs are uploaded correctly in the TGET database IAW the DoDFMR 7000.14-R, Volume 10, Chapter 13, Paragraph 130305.

   b. FMs will ensure internal funds control and certification procedures are followed in the use of TACs, and their associated allotments and fund citations, to ensure duplicative or erroneous payments do not occur.

   c. FMs that request TACs will verify that the associated LOAs are correct and loaded in the applicable accounting system.

   d. FMs are responsible for completing the funds verification document, Figure V6-8, for their TACs, which certifies funding is authorized and available for the requested transportation.

   e. FMs will also monitor their TAC usage and ensure sufficient funds are obligated to cover all the projected transportation costs.

   f. FMs will provide the shipping customer with FM certified FVUA form. This documentation shows funding availability.

   g. FMs will monitor TAC usage and the execution of transportation costs, making adjustments as needed to ensure sufficient funding is obligated to cover projected transportation charges. If there is an issue with a TAC, the FM will notify the TO within the time frames established in Chapter 212 of this regulation.

   h. FMs will coordinate with the CO or TO in addressing all issues associated with transactions that have not yet been certified for payment.

   i. FMs will provide a properly formatted LOA and associated TACs for input into the shipper system when needed for electronic processing and third-party billing.

   j. FMs will coordinate with the Finance and Accounting Office to resolve edit exceptions encountered in the obligation and accrual recording and invoice payment processes.

   k. FMs will work with TOs and COs to correct fund citation edit exceptions.

7. Army Shipping Activities:

   a. Initiate funds verification memorandum and forward them to the Army FM for approval prior to requesting transportation from the TO and entering the Government into a contract with a TSP.

   b. Authorize the TO to use a TAC and the FM's written or electronic verification of a funded LOA and its associated TAC (FVUA form). Ensure the cost estimate is developed per instructions in Figure V6-8 and annotated on the FVUA.

   NOTE: If using another Military Service or Defense Agency TO in support of Army-funded cargo movements (e.g., Navy, United States Marine Corps, United States Air Force, Defense Logistics Agency, or Defense Contracting Management Agency activities); the FVUA form is not required. The FVUA form is only a requirement for Army shippers using Army TOs to process and move Army cargo; however, Army shippers can be expected to provide the same funding information to non-Army TOs.

H. GENERAL PROCEDURES

1. TAC Requests:

   Workbooks disseminated by the Army TAC Support team are the method by which TACs are requested and renewed. Current workbooks can be obtained from your Command TAC administrator or by emailing the Department of Army G-4, TAC Support Team at usarmy.ria.asc.mbx.tac-support@mail.mil.

   a. The Army TAC Support Team will typically issue new TACs within 5 Government business days following receipt of the TAC request.

   b. TAC requests, where the associated LOA is either missing or fails system edits, will not be approved. The Army TAC Support Team will return these TAC requests to the ACOM, ASCC, DRU, USAR, or NGB Command TAC administrator for correction. A TAC will not be available for use until it has a LOA that has been validated by the applicable accounting system edit criteria.

   c. All TACs and their associated LOAs expire at the end of each FY and must be renewed at that time. The Army TAC Coordinator publishes annual guidance with specific procedures and suspense dates to ensure TACs are ready for use on 1 October of each year.

   d. TAC administrators will submit all TAC renewals, updates, and new requests to the Army TAC Support Team mailbox: usarmy.ria.asc.mbx.tac-support@mail.mil.

2. TGET:

   a. ACOM, ASCC, DRU, USAR, and NGB TAC administrators will maintain active TGET user accounts to validate their TACs and LOAs. TOs will maintain active TGET user accounts to validate TACs prior to shipping cargo IAW this regulation, Part II, Appendix V. FMs and or RMs will maintain active TGET user accounts to ensure LOAs are uploaded correctly in the TGET database IAW DoDFMR 7000.14-R, Volume 10, Chapter 13, Paragraph 130305.

   To obtain a TGET account, go to the Business Enterprise Business Services (BEIS) homepage at https://beis.csd.disa.mil, download a signable DD Form 2875 and a Business Transformation Agency Rules of Behavior form, and submit the completed forms to the BEIS Operations Support Office at BEISOperationsSupport@dfas.mil or by fax at 317-212-1270. The contact telephone number is DSN 699-5840 or 4532, or 317-212-5840 or 4532. Users must log in to their TGET accounts at least once every 60 days or the account will be

deactivated. Contact the BEIS Operations Support Office at the numbers above to reset deactivated accounts.

b. If a TAC is not identified in the shipment document, use the Query TAC function in TGET to determine which TAC or LOA to apply. Click on Query TAC on the TGET at https://beis.csd.disa.mil/beis-html/frontpage-pki.html, select TGET Web – Transportation Global Edit Table, and submit the inquiry. Query results will allow the user to view the description, usage, LOA, and POCs. The User Options will allow the user to view the TAC description and usage.

c. TOs need to purge all TACs and SDNs from their shipper systems. They should load their pre-selects with TACs validated in TGET for use in the new FY. It is also critical to understand the appropriate LOA for a shipment is the LOA for the FY when the shipment was picked up. If the TO is correcting a record in TPPS with a default LOA, the date of shipment pick up must be known. If it was picked up during a previous FY, the TO needs to use the previous FY SDN/TAC/LOA. After the new FY, LOAs are added to the TPPS Chart of Accounts. The previous FY LOA will likely be the second-to-last LOA presented for a given TAC, and the new FY LOA will be the last LOA listed. Once selected, effective dates for freight shipments must be validated.

3. TPPS:

a. Detailed information and procedures regarding the TPPS are contained in this regulation in Chapter 212, "Third Party Payment System (TPPS) Procedures."

b. TOs will ensure compliance in using "Best Value" in determining carrier selection. The "Best Value" approach is based on determining factors, such as quality of service, past performance, cost/price, claims experience, ability to perform service within stated requirements, and carrier commitment of transportation assets to readiness support. Under the best value approach, cost is not the only factor in carrier selection. Past performance factors include, but are not limited to, on-time pickup and delivery percentage, lost or damaged cargo percentage, number of claims, and provider availability. Service factors include, but are not limited to, the carrier's ability to respond, the routing, the carrier's ability to provide in-transit visibility, and the commitment of transportation assets to readiness support. Further information and instructions for "best value" are found in this regulation, Part II, Chapters 202 and 203.

c. The matching model is the Army's preferred processing model. This model has both the buyer and the seller providing their own order or invoice documentation to the TPPS independently. Ideally, the documents are created by the source shipping systems, but they can also be manually created within the TPPS. As part of the setup of the Trading Partner Relationship, the buyer and carrier have to agree on whether matching occurs using the buyers' reference numbers (Match-on-BL) or the carriers' reference numbers (Match-on-Pro). Match on Pro is the best practice and preferred matching model. Both parties must ensure the agreed-to field is on the order and the invoice contains matching entries. Using matching model allows auto approval rules, if desired. The matching model is available using either the Cargo Movement Operations System (CMOS) or the Global Freight Management (GFM) system.

d. TOs utilizing commercial carrier-model invoicing must include TACs with the TCNs to take advantage of TPPS provider TAC mapping (best practice). If TACs are included at the end of the TCN, TPPS has the ability to extract the TAC and populate it into the TPPS accounting fields. Place the TAC as the last 4 characters with a <space> and no extra characters (e.g., W33M8S22916003BXX A2EQ not "W33M8S22916003BXX-A2EQ-rtn" or "A2EQ-

W33M8S22916003BXXX"). The accurate population of TAC data fields will significantly improve the visibility, validity, and auditability of financial documentation.

e. Auto-approval for payment can be made either automatically or manually. The auto-approval option business rules in TPPS permit TOs to set up auto-approval criteria by transaction type for each carrier. Depending upon the business established, shipments that fall within specific criteria (e.g., below a specified dollar threshold and within a specified tolerance), may be automatically approved for payment. This option reduces workload and allows shippers to concentrate on reviewing items that fall outside a specified dollar range. Requests for auto-approval should be based on the volume and type of transactions at a particular Transportation Office and not be based on particular carriers. There is no Army-wide threshold, as individual shippers must tailor the amounts to their particular situations. Because of current Army firewall restrictions, all TO requests for auto-approval of carrier payment with justification must go through the Army G-4 TPPS administrator. The TPPS administrator will notify the TPPS provider to set up the threshold and tolerances. Carriers are not authorized to set up auto-approval payment for any Army TPPS account holder. TOs will request thresholds for auto-approval payments that minimize unauthorized payments from being auto-approved.

f. Shipments where full payment is contingent upon timely delivery require the TO to review reports and identify late shipments that were automatically approved for payment and request a refund. Corrective actions are as follows:

(1) If an overpayment is discovered prior to the generation and certification of the Summary Invoice, the TO must generate a linked electronic bill (eBill).

(2) If the payment for a late shipment was automatically approved and the discovery occurs after the generation and certification of the Summary Invoice, the TO may attempt to recover the payment using a linked eBill first.

(3) If the amount is not recovered via a linked eBill, the TO will notify the General Services Administration (GSA), Office of Transportation and Property Management, Audit Division. GSA has post-payment audit responsibility and will recover overpayments from carriers.

g. In addition to locally generated monitoring reports, HQDA G-4 will produce and disseminate reports to the TPPS COs for action, but may require TAC administrators' assistance to ensure corrective actions are taken. These reports provide indicators on the statuses of funds and transportation transactions specific to the AWT/CMA. They are used to monitor funding trends, erroneous billings, policy and training issues, and other critical variables necessary to provide a continuous, comprehensive evaluation of the AWT/CMA. The following are examples of the monitoring reports:

(1) The Weekly Expenditure Report provides a status of funds update. The information tracks obligations, disbursements, requirements, and potential expenditures (advance lift) data at the HQDA, Management Decision Package (MDEP), stakeholder, and TAC levels. Its purpose is to highlight potential areas of concern that may require actions.

(2) The Army Wrong TAC or LOA Report is provided weekly and contains a listing of transactions where an incorrect TAC or LOA was potentially used.

(3) Weekly Army TPPS Metrics contain bills associated with Army shipments processed through TPPS. The purpose is to outline information on the backlogged TPPS open transactions and work the transactional level data to a closed status, which includes payment settled, denied, or canceled. The report contains the following categories:

(a) The Transactions – Closed, Older than 90 Days category contains records reported in the previous week that have been closed. It highlights (in a positive manner) units that are attending to their aged transactions.

(b) The Transactions – Open, Greater than 60 Days category contains records of open transactions older than 60 days as of the date of the report. The 60-day marker is an initial visibility/take action marker for units. A 90-day marker is also included in the report. HQDA G-4's expectation is that no open record should be older than 90 days. As performance improves, the 90-day standard will be adjusted to 75 days.

(c) The Transactions – Service Completion Date Greater than 30 Days category contains records that are subset of the above report. Office of the Secretary of Defense (OSD) policy (Defense Transportation Regulation [DTR] Part II, Ch 212, Paragraph C.5.c. (3)) requires records marked as Service Complete by the carrier (i.e., contains notice of delivery and is marked ready to be paid) to be worked to a closed status (payment settled, canceled, or denied) within 3 days (6 days when there are properly documented disputes).

(d) The Transactions for Unmatched Seller category outlines carrier unmatched invoices and contains records that, for a variety of reasons, remain unmatched.

(e) The eBills and Unlinked-eBills category can be used to request a debit (Charge Buyer) or a credit (Refund Buyer). An eBill is a document used for recording and paying adjustments or supplemental charges (e.g., destination charges) to an original and paid order or invoice. Either party (i.e., the TO or TSP) may initiate an eBill, but it will not be paid until the other party approves it. A properly created eBill is electronically generated using the "New-eBill from Order" or "New-eBill from Invoice" option. These two actions will electronically link the eBill to the associated Order or Invoice. When creating the linked eBill, add an alpha suffix to the document number (e.g., 1234a or 1234b) so the eBill number is unique, yet still related to the linked document.

An eBill should never be a standalone document or original charge (unlinked-eBill). OSD policy prohibits unlinked eBills because they are insufficient for post-payment audits. Any original charges should be created as an order or invoice, not as an eBill. For example, an eBill should not be used for VFNU. VFNU is an original charge (not an adjustment to an existing order or invoice) and should be created as an original order or invoice. It just will not contain a transportation line. The other party then creates a matching order or invoice to settle the record. To avoid unlinked-eBills for paper invoices, the TO must manually create an order and input all the transportation information from the carrier's hard copy bill into the order. Carriers are then notified to create a matching invoice from the order to settle the record. Use the tracing number on the bill as the document number, which can then be used to locate the transaction in TPPS.

Any waiver requests for unlinked eBills must come through command channels to the Army G-4. The Army G-4 will review and obtain OSD (Transportation Policy) approval, if appropriate.

(4) The Monthly Stakeholders' Report contains a monthly assessment of the Stakeholders' AWT/CMA budget, which is based on the initial requirements. This report includes budget execution and the projected budget execution for the remainder of the FY.

Additionally, the report gives a summary overview at the MDEP and TAC level. Detailed transactions are provided with the report.

(5) The Monthly Cost Recovery Report is a cumulative report that contains AWT/CMA areas of potential cost recovery, potential cost avoidances, funds realignment, and areas where transactions are worthy of further research and evaluation. This information highlights opportunities to better manage the overall AWT/CMA program.

4. Express Carrier Accounts:

a. Express Carrier Accounts are only authorized for established transportation offices, approved high-volume warehouses and distribution centers, and approved remote Army organizations where a Government Purchase Card (GPC) is used to pay the bills. All other organizations are required to use their servicing transportation office for their transportation needs.

b. When using the transportation office, the requestor will submit a DD Form 1149, Requisition and Invoice/Shipping Document, Figure V6-11, accompanied by a valid FVUA. The FVUA can be for an individual shipment or kept on file to cover multiple shipments over a defined period of time. The transportation office will then process the shipments using its own express carrier account. If required, the transportation office can direct the selected carrier to pick up the package at the requestor's location. The transportation office then pays for the shipment using the identified TAC or LOA from the FVUA without creating a new express carrier account.

c. Army organizations over 50 miles away from the nearest servicing transportation office may establish their own commercial express carrier accounts, but only if they use their GPC cards to pay for the services. In this capacity, the sole purpose of the commercial express carrier account is to move administrative shipments and not cargo or repair parts. Cargo, repair parts, and other shipments that require a TAC or LOA for payment must be processed through a servicing transportation office. Army organizations must coordinate with their servicing transportation office and ACOM to justify and authorize a GPC-only express carrier account. Approved unit accounts are required to comply with transportation regulations, such as not shipping Hazardous Material (HAZMAT) or classified cargo. HAZMAT and classified cargo must be shipped through the servicing transportation office.

d. Administrative shipments are generally defined as shipments of materials consisting of items such as general correspondence, personnel/payroll records, laboratory samples (except for samples paid for by the Service-wide transportation fund), electronic storage media (e.g. computer tapes, floppy discs, videos, digital video disk, X-rays, publications/technical manuals not requisitioned through the supply system, blueprints; or other legal, financial, or contracting documents).

e. If any Army organization obtains an express carrier account or arranges any contracted transportation without coordination with the servicing transportation office, the Army organization is responsible for payment of the transportation charges with its own GPC.

f. Requests for waivers to this policy should be forwarded, along with justification, through command channels to:

HQDA G-4
ATTN: DALO-FPT
500 ARMY PENTAGON
WASHINGTON, D.C. 20310-0500

5. Resources:
   a. Annual TAC revalidation message/e-mail notification information.
   b. Updated TAC workbooks.
   c. The FVUA form (with instructions).
   d. General TAC training.
   e. Information on tools to monitor TAC usage.
   f. TGET account application instructions.
   g. A TAC standardization/assignment listing.
   h. A TAC administrator POC listing.
   i. Storage of HHG and POV for Overseas Contingency Operations (OCO) information and instructions.

I. POC

ACOM, ASCC, DRU, USAR, and NGB TAC administrators and TOs may direct questions to the Army TAC Coordinator using one of the following:

E-mail: usarmy.ria.asc.mbx.tac-support@mail.mil.

Army TAC Coordinator
U.S. Army
ATTN: SCOD-SDT
Rock Island Arsenal, Bldg 350, Rock Island, IL 61299

J. THE FUNDS VERIFICATION & USE AUTHORIZATION FORM (FVUA)

The Army-Funded Transportation FVUA form (Figure V6-8) is available at the following website: https://tradocfcoeccafcoepfwprod.blob.core.usgovcloudapi.net/lrc/docs/FVUA%20Form.pdf.

K. TAC LETTER ORDER EXAMPLE

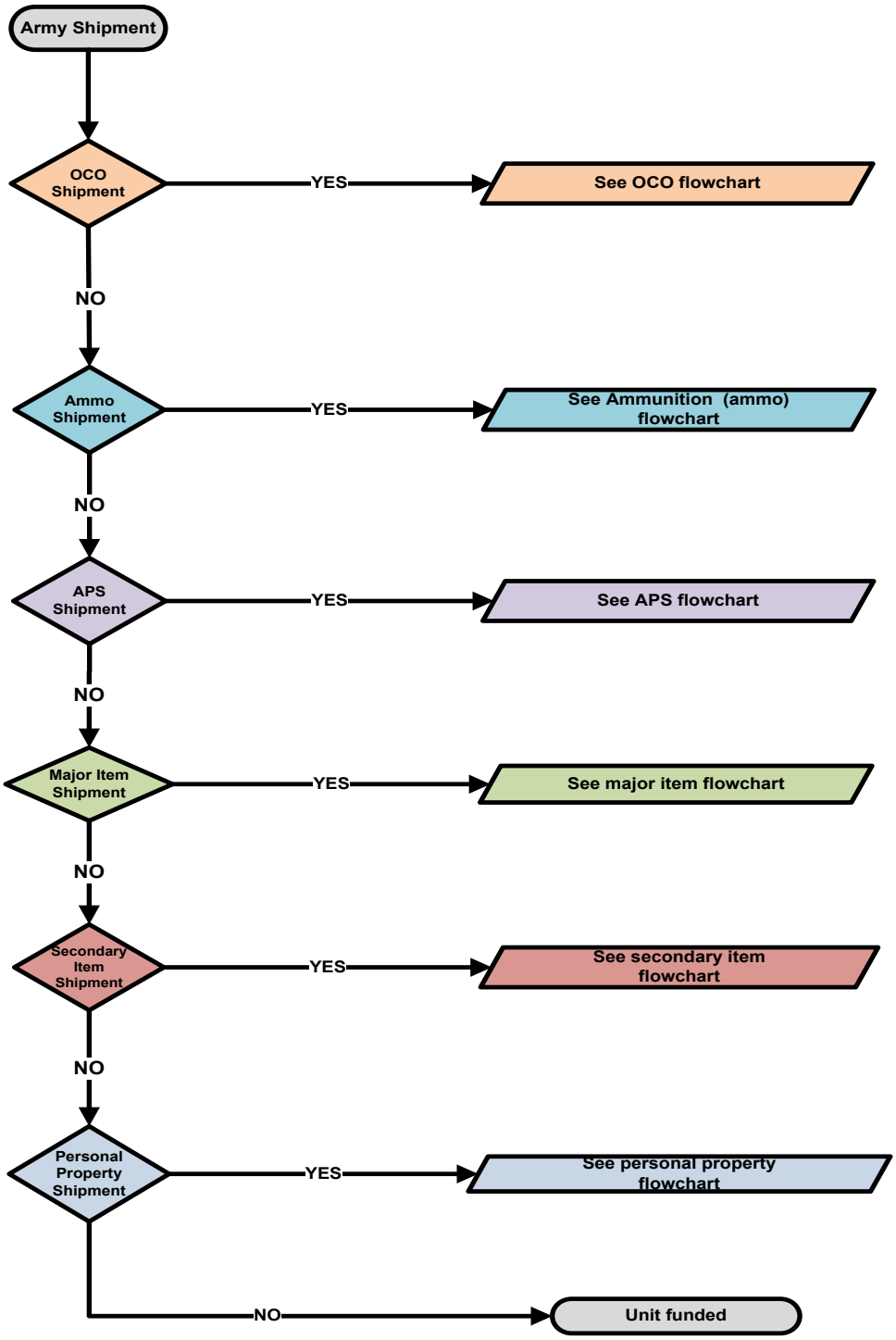
The TAC letter order example is depicted in Figure V6-9.

L. ISSUE RELEASE/RECEIPT DOCUMENT, DD FORM 1348-1A

The Issue Release/Receipt Document example is depicted in Figure V6-10.

M. REQUISITION AND INVOICE/SHIPPING DOCUMENT, DD FORM 1149

The Requisition and Invoice/Shipping Document example is depicted in Figure V6-11.



Note: Local funds are to be used for detention/demurrage charges.

Figure V6-1. TAC Flowchart: Army SDT Funding Responsibility

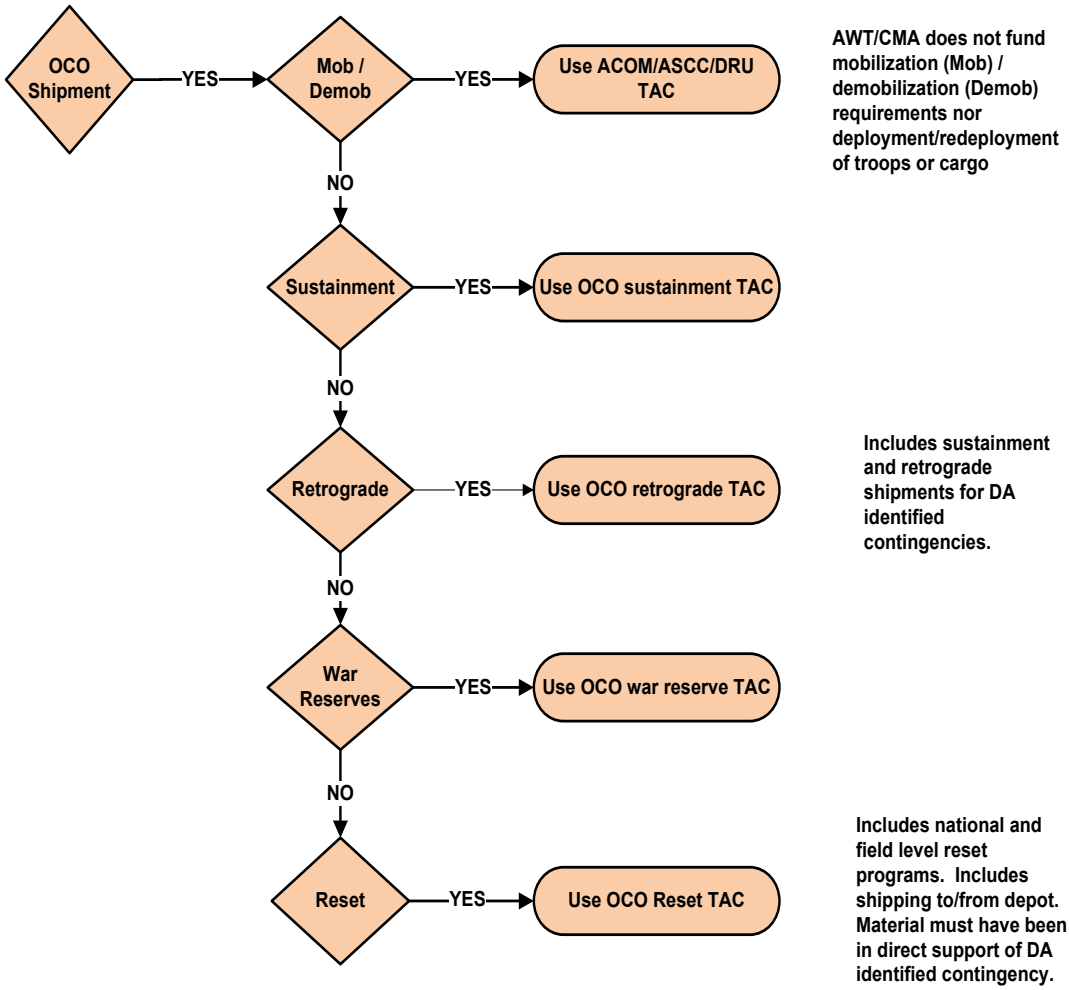


Figure V6-2. TAC Flowchart: Army Overseas Contingency Operations (OCO) Shipments

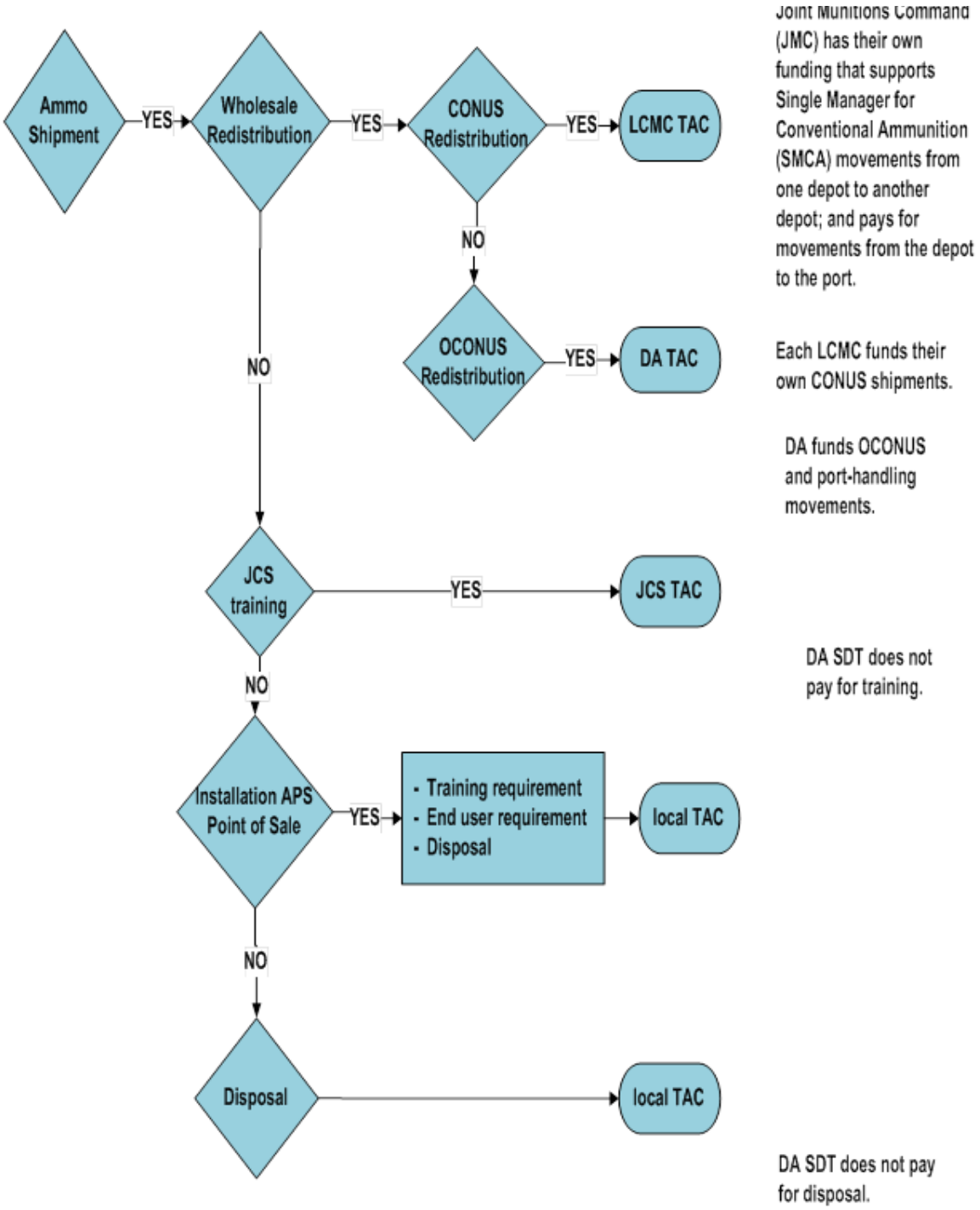
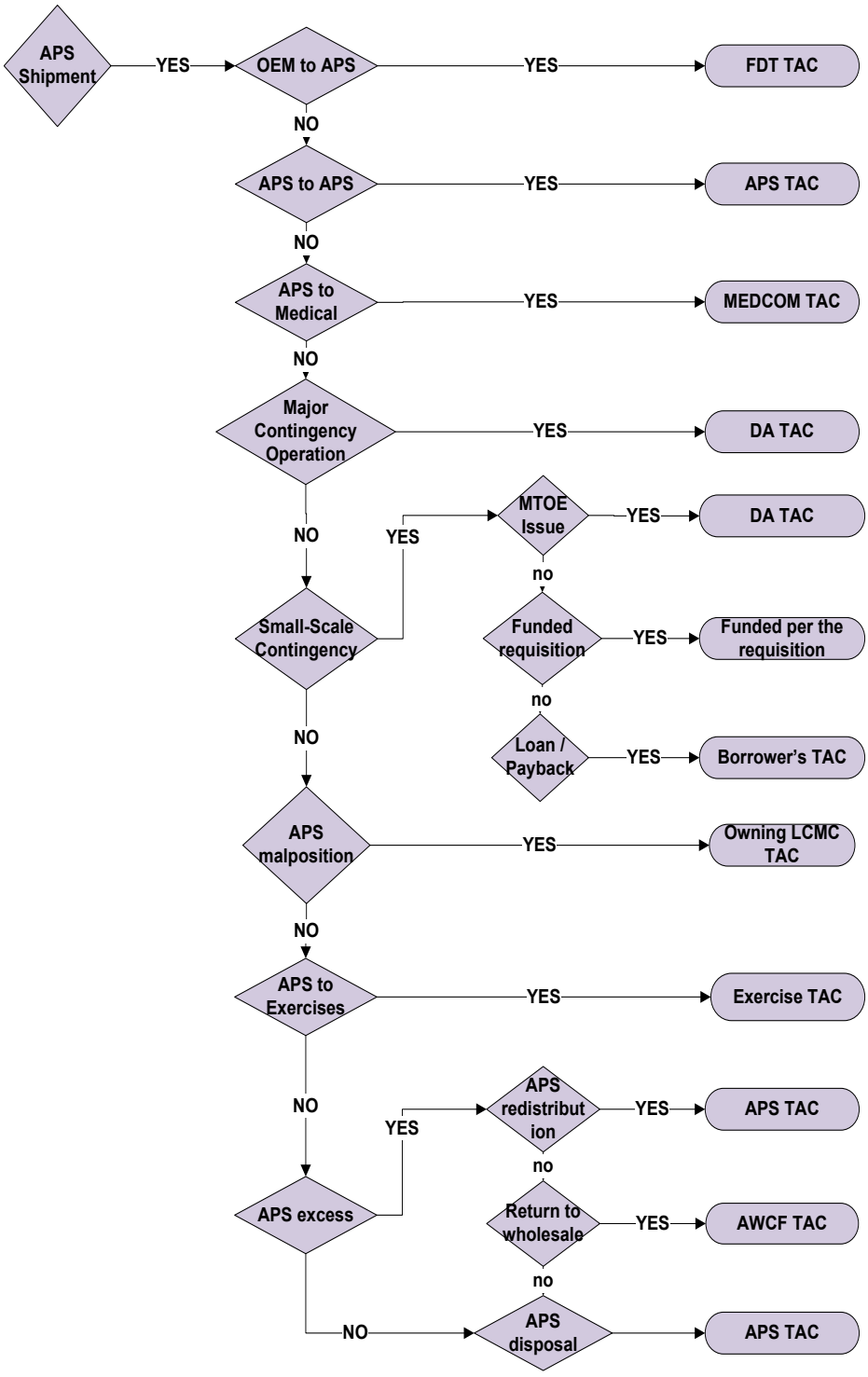


Figure V6-3. TAC Flowchart: Army Ammunition (AMMO) Shipments



Note: Local funds are to be used for detention/demurrage charges.

Figure V6-4. TAC Flowchart: Army Prepositioned Stock (APS) Shipments

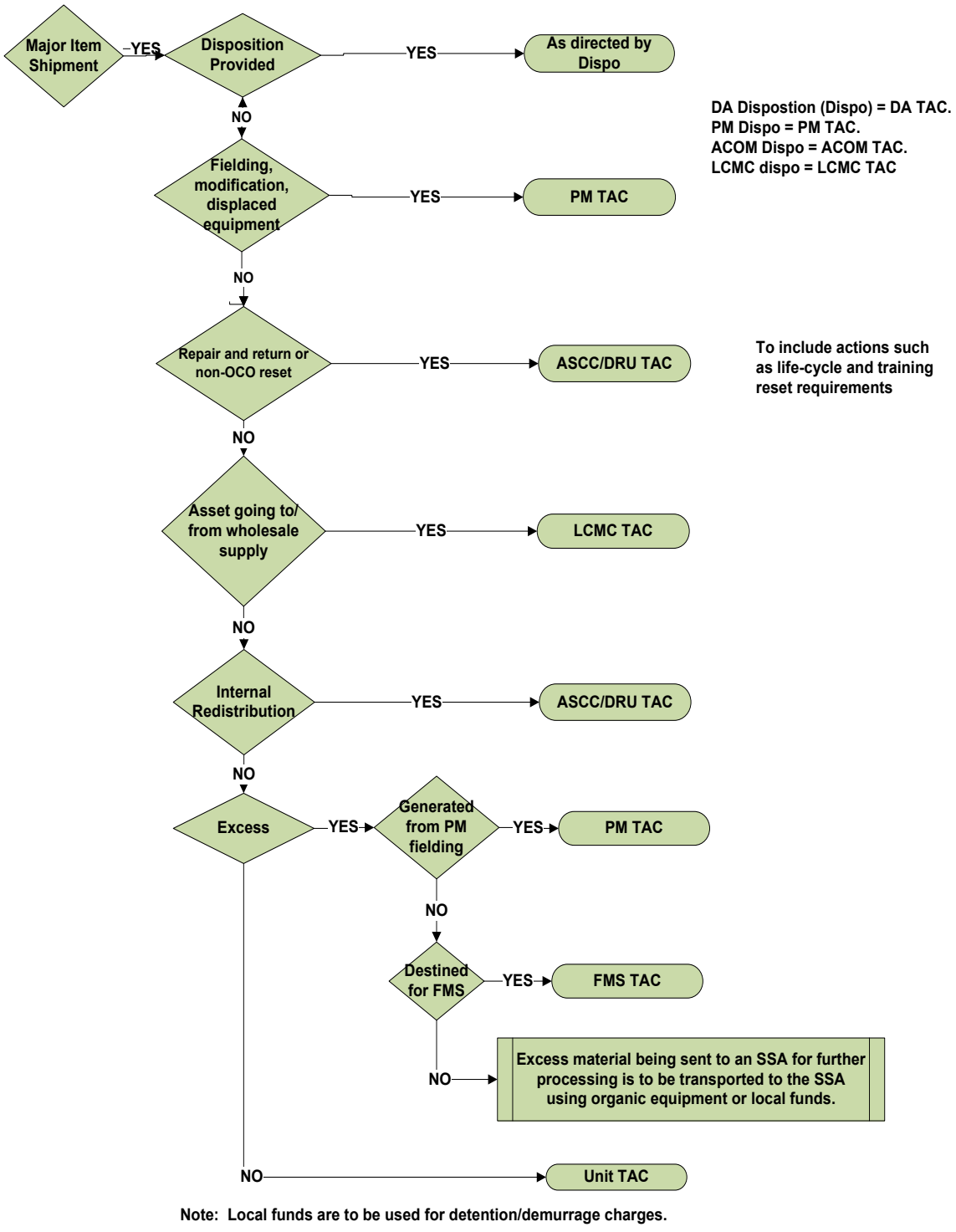


Figure V6-5. TAC Flowchart: Army Major Item Shipments

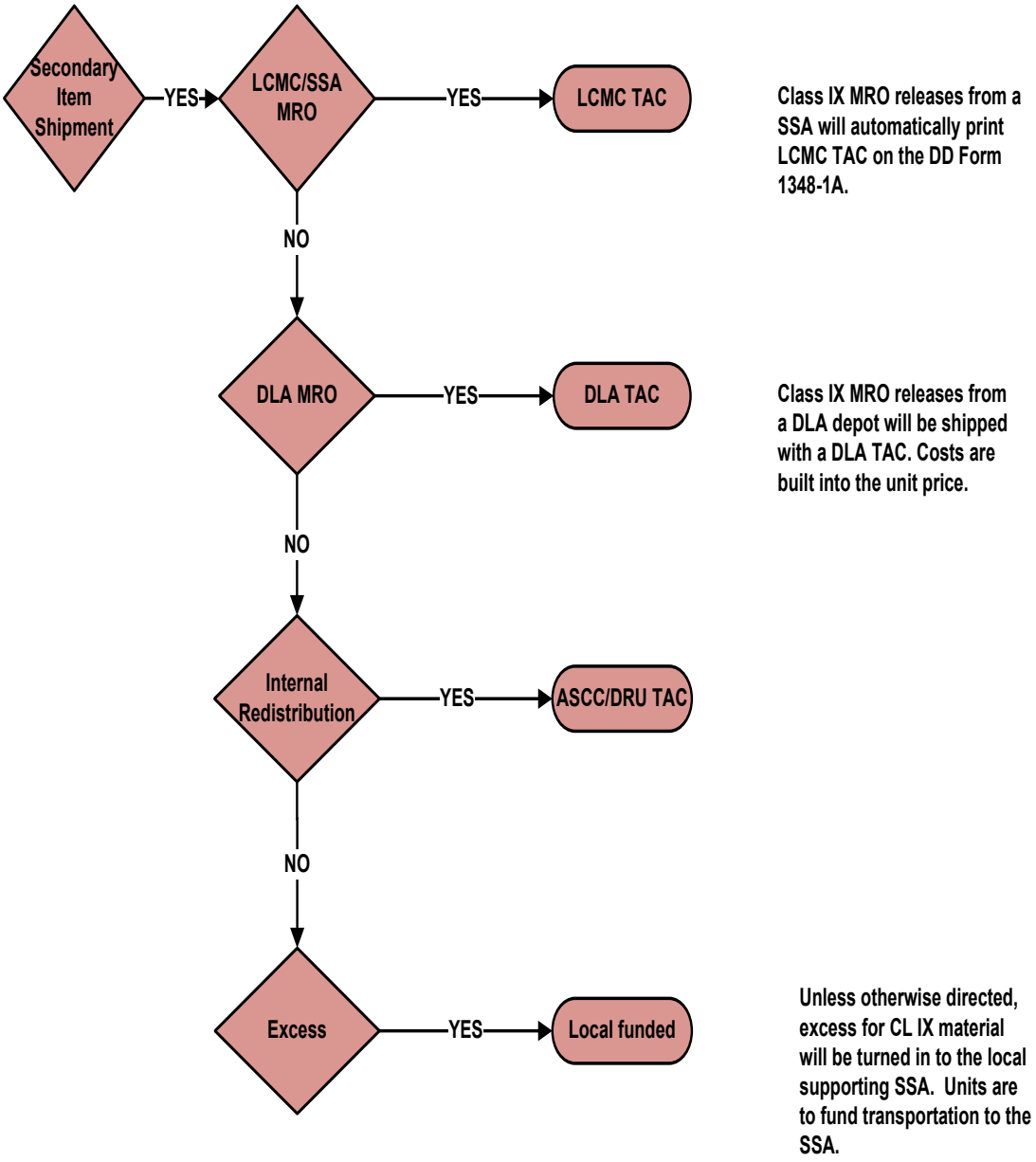
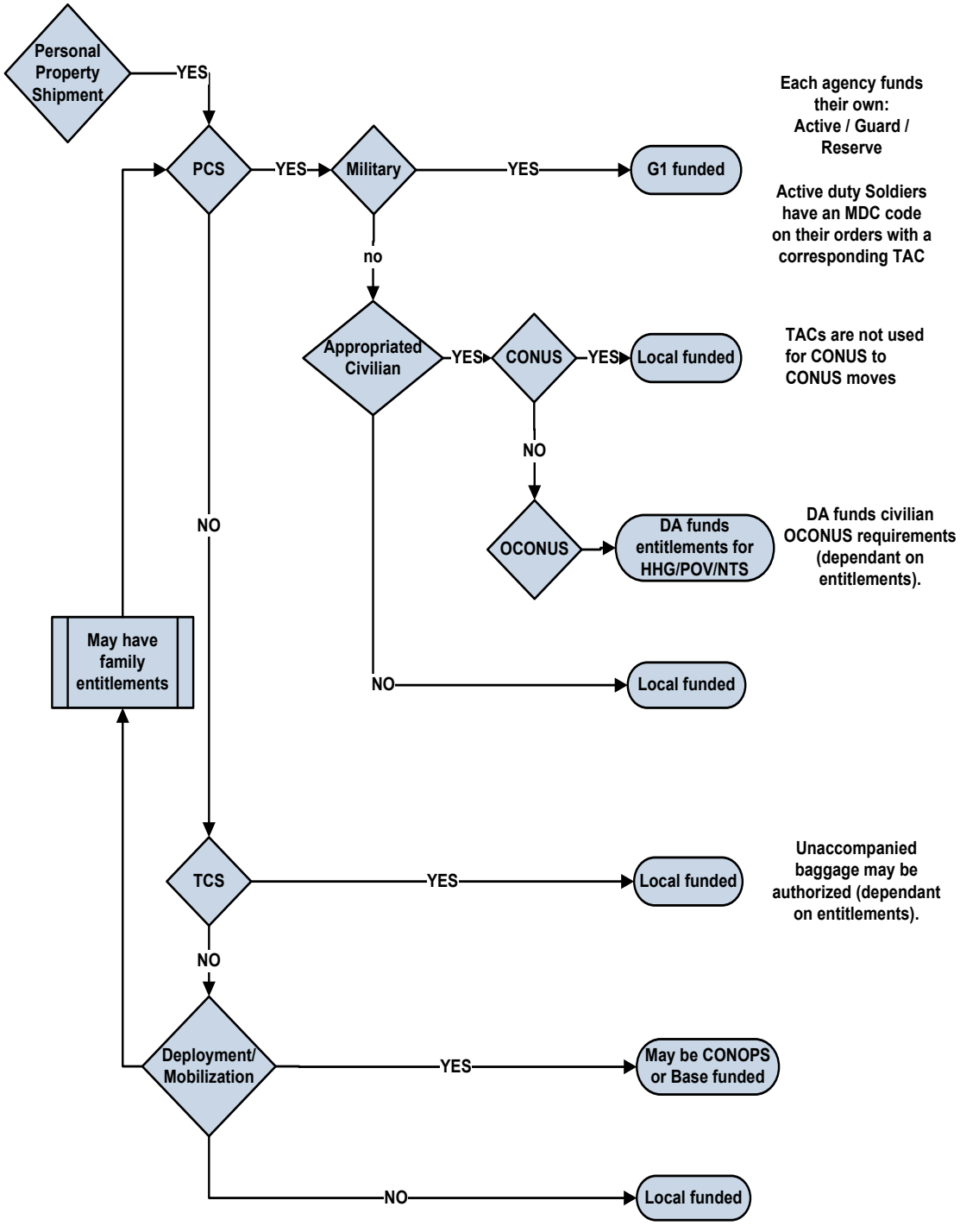


Figure V6-6. TAC Flowchart: Army Secondary Item Shipments



Note: Local funds are to be used for detention/demurrage charges.

Figure V6-7. TAC Flowchart: Army Personal Property Shipments

Army-Funded Transportation
Funds Verification & Use Authorization (FVUA)

Authority: *DoD 7000.14-R, Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202 and DTR 4500.9-R Part II (Cargo Movement, Appendix V, Attachment V-6).*	***Document Number***

Purpose: *The unit/organization directing cargo movement will coordinate to have the appropriate Funds Manager (FM) complete this form to provide a written authorization to use their Line of Accounting (LOA) and associated Transportation Account Code (TAC) for specific shipments for a specified time period. The shipping customer will provide this completed/signed form to the servicing Transportation Office (TO) prior to requesting a movement/shipment.*

1. From: Shipping customer (unit/organization) that is requesting cargo movement

A. Request Date | B. POC (Rank/Name) | C. POC Phone

D. Command/Organization | E. UIC

F. Address | G. City

H. State | I. Zip Code | J. POC Email

K. Directive/Document # | L. Estimated Cost

M. Description, justification, and impact of requested shipment(s) (Include equipment type, quantity, and why the equipment is moving):

N. Origin of Shipment | O. Destination of Shipment

P. Ship Date

Q. RDD

R. Mode(s) of transportation (select all that apply):

☐ CONUS	☐ MIL Air	☐ MIL Sealift	☐ MIL Rail	☐ MIL Line Haul	☐ Other (Specify)
☐ OCONUS	☐ Commercial Air	☐ Commercial Sealift	☐ Commercial Rail	☐ Commercial Line Haul	

2. Thru: Funds Manager authorizing use of a specified TAC and certifying fund availability

A. Command/Organization: | B. OA

C. Certifying FM Name | D. FM Telephone

E. Certifying FM Position | F. FM Email

G. Address | H. City

I. State | J. Zip Code

K. This certification is valid for:
☐ One Shipment Originating Before
☐ Multiple Shipments Originating Before

L. Authorized TAC | M. Document Number

N. Special instructions and/or shipment restrictions:

O. Funds Manager Signature | P. Date

3. Provide completed, signed form to servicing Transportation Office

Transportation Office: Acknowledgement of receipt | C. Date Received

A. Name | D. Telephone

B. Position | E. Email

Version 3.1, 27 March 2019. OPR: HQDA G-43/5/7 DALO-OPT | Email Form | Print Form | Reset

Figure V6-8. Funds Verification & Use Authorization Form

Shipment Details (To be completed by the shipper)							
Ship Date	TAC	TCN/Control #	Short Description	Cost Estimate	Origin	Destination	Comments

INSTRUCTIONS

Purpose: Instructions for completing the FVUA form, dated 27 March 2019. TOs will reject incomplete forms.

Reference: DoD 7000.14-R, (Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202), 01 June 2018. See the FMR on website: https://comptroller.defense.gov/fmr.aspx. Defense Transportation Regulation (DTR) 4500.9-R, Part II (Cargo Movement), Appendix V (Transportation Account Code Procedures), Attachment V6 (Army Transportation Account Codes), May 2014. See the DTR on website: https://www.ustranscom.mil/dtr/dtrp2.cfm.

Section 1. The shipping customer is the unit/organization that is requesting cargo movement. The shipping customer is responsible for completing section 1A-1L. Once section 1 is complete, the shipping customer will coordinate with their FM to ensure funding is available for the requested shipment(s). The shipping customer provides the form to the servicing TO once the FM authorizes the use of a TAC and certifies funds availability for the shipment(s). The TO will acknowledge receipt of the form. Both the shipping customer and TO will retain a copy for five years.

Block 1A: Enter date initiating the request for funds verification and TAC use authorization.

Blocks 1B-1J: POC information for the requested shipment(s). This is the person that the FM, TO, TM, or anyone can contact to resolve questions concerning the shipment(s).

Block 1K: Annotate the directive number, document number, joint urgent operational need statements (JUONS), operational need statements (ONS), proposed sourcing decision identification (PSD ID) number, Direct Charge Work Breakdown Structure (WBS), etc.

Block 1L: Provide cost estimate for shipment(s). Authorized cost estimates can be provided by, but are not limited to, Cargo Movement Operations System (CMOS), Distribution Standard System (DSS), USTRANSCOMs website at: https://www.ustranscom.mil/common/transportation-estimate.cfm, the SDDC Single Mobility System (SMS) on website at: https://sms.ustranscom.mil/open/Start/, or SDDC Global Freight Management (GFM) found within the Electronic Transportation Acquisition website at: https://eta.sddc.army.mil/ETASSOPortal/default.aspx, Financial and Air Clearance Transportation System (FACTS) on website: https://mzc.csd.disa.mil/FACTS/login.do. Authorized tools and information are required to develop and submit transportation cost estimates.

Block 1M: Annotate specific information the shipment(s) such as: item(s) name/description, quantity, authorized to/from shipping/receiving locations, purpose, etc.

Block 1N-1R: Annotate specific information of the shipment(s) such as: origin of the shipment, destination of the shipment, ship date, the required delivery date (RDD), mode(s) of transportation required to move the shipment, and who the equipment belongs to.

Section 2. The FM authorizes the use of a specified TAC and certifies funds availability for the requested shipment(s). Exception: attach a memo/ order to this form in lieu of completing section 2 when a higher level command/organization directs the shipment and provides the TAC/funding information.

Block 2A-2B: FM command/organization name and FM Operating Agency (OA) - 2 digit code.

Block 2C-2J: FM POC information.

Block 2K: FM certifies that this form is for one or multiple shipments and enters the expiration date (shipments must originate before this date). For multiple shipment requests, this date cannot exceed ninety days from the request date.

Block 2L: FM enters 4-digit TAC authorized for the shipment(s). The source for determining valid TACs is the Transportation Global Edit Table (TGET) from website: https://beis-web.csd.disa.mil/beis/index.jsp.

Block 2M: FM creates a document number (the TAC using, the Julian Day, and the sequential number of FVUA(s) used that day the FM signs the FVUA, Ex: XXXX-365-1, XXXX-365-2). Annotate the document number at the top of the FVUA.

Block 2N: FM enters any special instructions and/or shipment restrictions. Use a continuation sheet if additional space required.

Block 2O-2P: FM electronically signs and dates the form. Hard copy signatures approved if necessary.

Section 3. The shipping customer delivers the form to the servicing TO after the FM has signed in section 2N.

Block 3A-3E: The TO representative receiving the form completes the contact information and dates the form. The TO keeps the original copy and returns a copy to the shipping requestor.

Shipment Details. The shipper provides information in the corresponding columns that specifies the equipment being shipped. See page 3 of the FVUA for a continuation of this report. If more room is required, complete additional pages as necessary.

Version 3.1, 27 March 2019. OPR: HQDA G-43/5/7 DALO-OPT	Email Form	Print Form
		Reset

Figure V6-8. Funds Verification & Use Authorization Form (Cont'd)

Shipment Details (To be completed by the shipper)							
Ship Date	TAC	TCN/Control #	Short Description	Cost Estimate	Origin	Destination	Comments

DEPARTMENT OF THE ARMY

COMMAND LETTER HEAD

XXXX-XX DATE

MEMORANDUM FOR HQASC Tranportation Account Code Coordinator, ATTN: SCOD-SDT, 1 Rock Island Arsenal, BLDG 350, Rock Island, IL 61299

SUBJECT: Appointment of Command Transportation Account Code Administrator(s)

1. The following individual(s) are appointed as the United States Army (Command Name) Transportation Account Code Administrator(s):

Primary: Name Email Address Phone number

Alternate: Name Email Address Phone number

2. Authority: DTR 4500.9R Part II V6 – Army Transportation Account Codes (TACs).

3. Appointed as Command Transportation Account Code Administrator(s).

4. Period: Indefinite

5. Purpose: To ensure that all TAC Administrator(s) duties specified in the DTR 4500.9R Part II V6 are accomplished efficiently and effectively.

6. Effective date: Today's Date

7. This letter supersedes any and all previous appointment letters under the same subject.

8. POC for this action is (add name, position, phone number, and email.)

Signature

Signature Block
(Signed by an 0-6 or civilian equivalent)

Figure V6-9. Memorandum Letter Order Example

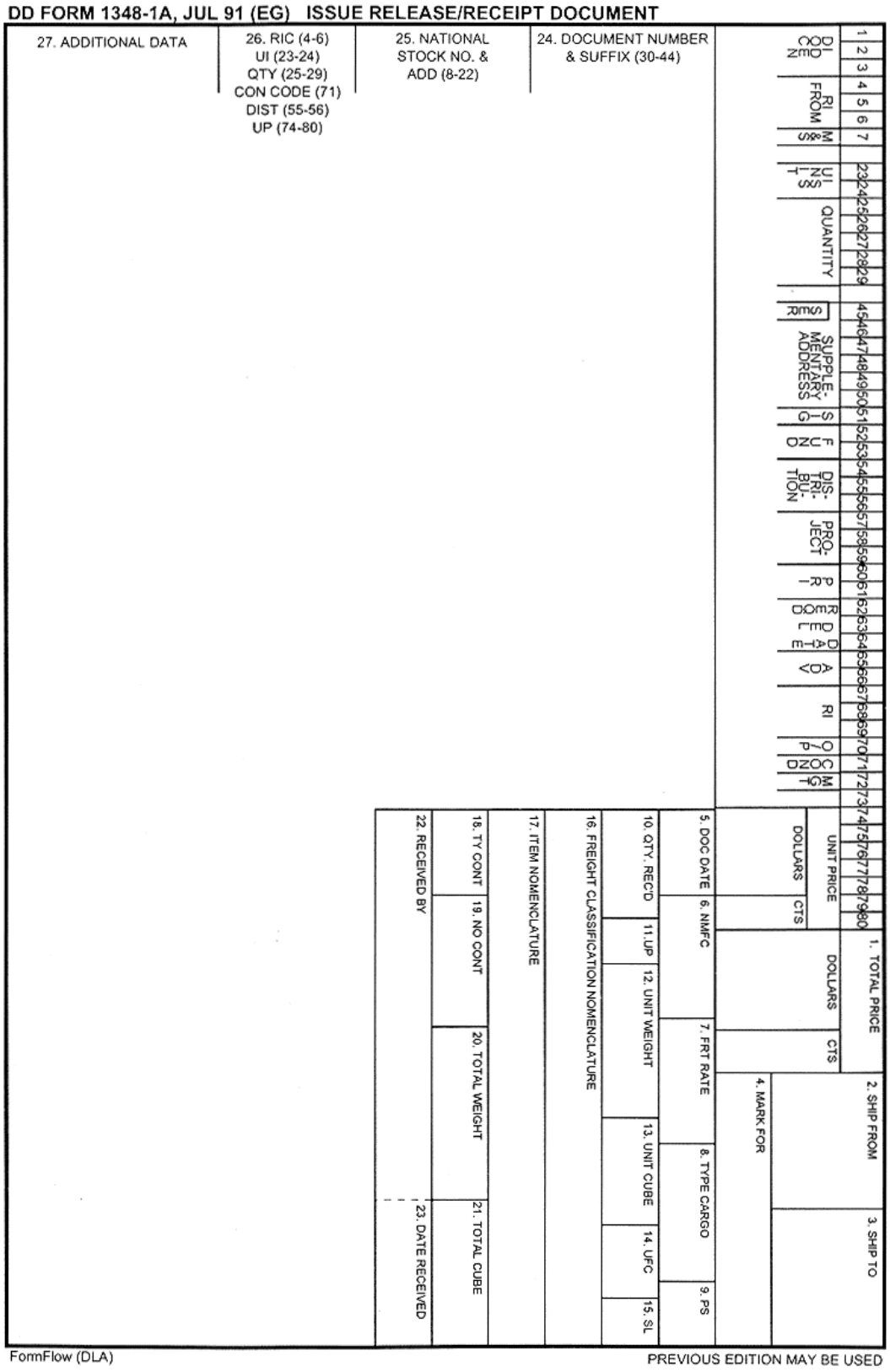


Figure V6-10. DD Form 1348-1A, Issue Release/Receipt Document

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED *(YYYYMMDD)*			8. PRIORITY
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*
3. SHIP TO - MARK FOR	12. DATE SHIPPED *(YYYYMMDD)*			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATIONS DATA				AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
				TOTAL		

19. RECEIPT				
	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL $0.00
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL $0.00
	POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0

Figure V6-11. DD Form 1149, Requisition and Invoice/Shipping Document

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT *(Continuation Sheet)*

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
							SHEET TOTAL	$0.00

DD FORM 1149C, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Figure V6-11. DD Form 1149C, Requisition and Invoice/Shipping Document (Cont'd)