

## 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. 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 (TSPs) who provided transportation services. 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, and sufficient funds are obligated to meet projected transportation costs. Inappropriate use of TACs, errors in LOAs, and not monitoring TAC expenditures results in an adverse operational impact on soldiers and units, increased Defense Finance and Accounting Service (DFAS) payment processing and interest charges, and potential Anti-Deficiency Act (ADA) violations. As a consequence, all Army organizations must routinely monitor their usage of TACs.
4. The United States Transportation Command (USTRANSCOM) designates the first position of every TAC. Army TACs begin with “A”, “B”, “C” or “E”, as shown below:
  - a. Axxx: Army general cargo
  - b. Bxxx: Army Foreign Military Sales and Presidential Determination cargo
  - c. Cxxx: Army Personal Property and Household Goods (HHG)
  - d. Exxx: Army Working Capital Fund, and new equipment acquisition cargo (currently these requirements are part of the “A” TAC series, however planned implementation date for “E” TACs is planned for FY14)

**NOTE:** Appendix V contains the TACs for other Services and organizations.

5. The Transportation Global Edit Table (TGET) lists all valid TACs. It can be found at <https://beis.csd.disa.mil/beis-html/frontpage-pki.html>. All TACs (new and existing), and the associated LOAs, must be validated every Fiscal Year (FY). 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. The Army TAC Coordinator also maintains a section on the Department of the Army G4, Transportation Policy Division, Army Knowledge Online (AKO) website (see <https://www.us.army.mil/suite/page/418>, [Figure 6-1](#)) that includes references, background information, training materials, and lessons learned that can assist users in meeting their TAC responsibilities.
6. Army TAC policy is established below.

#### B. AUTHORITY

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

## C. APPLICABILITY

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

## D. POLICY SUMMARY

1. All 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.
2. This policy introduces three new requirements:
  - a. It establishes TAC Administrators at Army Commands (ACOM), Army Service Component Commands (ASCC), Direct Reporting Units (DRU), and National Guard Bureau (NGB), who will serve as the single Point of Contact (POC) for their respective command or organization
  - b. It prescribes the reduction of the total number of TACs
  - c. It institutes a new standard TAC format.

## E. POLICY

1. TAC Usage:
  - a. All Army-funded movements within the DTS and all storage of HHG and Privately Owned Vehicles (POVs) will cite a TAC.
  - b. All freight transportation charges will be billed to the transportation accounts established for the FY in which the movement occurs. In contrast, Personal Property 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, effective 1 October 2008.
  - c. The assigned TAC will remain in force for shipments from origin to destination; the exception is First Destination Transportation (FDT) shipments moving over-ocean, where FDT responsibility ends at the Air or Sea Port of Embarkation (POE) for shipments moving either to or from Outside the Continental United States (OCONUS) locations IAW Financial Management Regulation (DoDFMR 7000.14-R, Volume 2A, Chapter 1, Para. 010205. Transportation). This process results in two different TACs being assigned to a shipment: the first TAC pays for the FDT portion of the transportation to the POE, and the second TAC pays for the over-ocean and to the final destination portion of the shipment, referred to as Second Destination Transportation (SDT). The term SDT is not to be confused with the centrally managed SDT account managed by Headquarters, Department of the Army (HQDA), G4 Transportation Financial Policy Team. SDT is a generic term representing second destination transportation. No modal TACs are permitted as each Army TAC will have multiple modal LOA's. The Transportation Officer (TO) determines the mode based on the shipment requirements.
  - d. The escalating number of Army TACs adversely impacts the effectiveness of the Army's overall TAC program, increases confusion and misuse, and complicates internal management controls and financial oversight. Commanders and financial managers at all levels will seek to reduce the number of Army TACs to the minimum number required to meet mission requirements. DA established standard TAC formats for all Army organizations in FY12 as the first step in reducing TACs (see Paragraph [\(Para\) 9](#) for methodology).

- e. Funds Managers (FM) will acquire TACs for all LOAs under their control that fund transportation movements. FMs that establish TACs will verify that the associated LOAs are correct and loaded in the applicable accounting system. FMs are also responsible for completing the funds verification document for their TACs, which ensures funding is authorized and available for the requested transportation. For instructions and examples, see the HQDA, G4, Transportation Policy Division, AKO website: <https://www.us.army.mil/suite/page/418>.
  - f. FMs will also monitor their TAC usage and ensure sufficient funds are obligated to cover all projected transportation costs.
  - g. TOs will only accept TACs as the funds citation for requested movements. They will reject every Army shipping request that does not have an associated funds verification document stating there are sufficient funds to cover the requested shipment. This requirement pertains to all Army-funded movements, including multi-modal moves both within the Continental United States (CONUS) and OCONUS. The intent of this action is to ensure an approved TAC is provided by the owning organization funding the transportation. It is not prudent to simply reject cargo shipments; rather the issue must be elevated up the chain of command to resolve any Funds Verification & Use Authorization (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.
2. Funds Verification:
- a. Army policy requires the FM controlling the LOA that will pay for requested transportation services to complete and sign a funds verification document. This policy establishes procedures for exceptions to that requirement.
  - b. The organization requesting transportation is responsible for initiating the FVUA Form, [Figure V6-1](#), 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, before entering the government into a contract with a TSP.
  - c. Alternative funds verification actions may substitute 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 actual FVUA form when a copy is attached to the shipping request. Another example are disposition instructions provided by the Item Managers (IM), however it is incumbent upon the IM to coordinate with the FM prior to directing a specific TAC be used within any disposition instructions. To summarize, the intent of the FVUA is to ensure funding is available for the movement of cargo. Published Deployment Orders and disposition instructions should be sufficient for use in lieu of the FVUA, however local policies and procedures must clearly define coordination between shipper and FM prior to directing use of TAC and publishing same.
  - d. The TO will not provide transportation services without first obtaining proper supporting documentation. At a minimum, that documentation must include an authorization to use the TAC provided by a designated FM or financial management official.  
**NOTE:** To preclude possible adverse mission impact, request the TO advise their chain of command to include TAC administration if shipments get delayed due to missing or incomplete FVUA forms.
  - e. FMs will complete the FVUA form to certify funding is authorized and available for their TACs. The FMs will then send the signed FVUA form back to the requesting

unit/organization POC who will then forward the form to the servicing TO processing the transportation documentation.

- f. Any transportation shipment request processed without an authorized, valid, and funded LOA, resulting in an obligation on behalf of the government, could result in an ADA violation.

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

ACOMs, ASCCs, DRUs, and NGB have TAC Administrators to serve as their single POC to the Army TAC Coordinator 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 organization to reduce the number of TACs to the minimum amount necessary to support mission requirements, and ensure the TAC description includes clear and concise usage procedures and the associated LOA is valid and loaded and active in the accounting system. The Army TAC Coordinator Office will only coordinate with the ACOM, ASCC, DRU, 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 or NGB commands. This will be a command responsibility, however if implemented, the Assistant TAC Administrators will coordinate through the Command/Organization TAC Administrator prior to contacting the Army TAC Coordinator unless acting for the TAC Administrator during periods of absence.

4. TAC and LOA Validation:

All TACs, and associated LOAs, will be subjected to an annual validation before they can be used in a new FY. The ACOM, ASCC, DRU, and NGB TAC Administrators will complete these validations and submit their TAC renewal requests to the Army TAC Coordinator by 15 September of each FY or the preceding Friday if the 15<sup>th</sup> falls on a weekend. The Army TAC Coordinator's annual TAC policy guidance message provides additional details and any updates to the TAC program. The current FY message is posted at <https://www.us.army.mil/suite/page/418>.

5. TAC Requests:

- a. New TACs will typically be issued by the Army TAC Coordinator's office within eight government business days following receipt of the TAC request. The HQDA, G4, Transportation Policy Division, AKO website <https://www.us.army.mil/suite/page/418> provides a detailed flow model of that process.
- b. TAC requests where the associated LOA is either missing or fails system edits will not be approved. The Army TAC Coordinator will return these TAC requests to the ACOM, ASCC, DRU, or NGB TAC Administrator for correction. The TACs will not be available for use until they have a validated LOA by the applicable accounting system.

6. TGET:

ACOM, ASCC, DRU, 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 Resource Managers will maintain active TGET user accounts to ensure LOAs are uploaded correctly in TGET database IAW FMR, Volume 10, Chapter 13, Par 130305. To obtain a TGET account, go to the Business Enterprise Business Services (BEIS) homepage at <https://be.is.csd.disa.mil> , download a signable DD Form 2875 and a Business Transformation Agency Rules of Behavior form, and submit completed forms to the BEIS Operations Support Office at [BEISOperationsSupport@dfas.mil](mailto:BEISOperationsSupport@dfas.mil) or fax: 317 212-1270, contact telephone number is DSN 699-

5840 or 4532, or commercial 317 212-5840 or 4532. Users must log into their TGET account at least once every 60 days, otherwise the account will be deactivated. Contact the BEIS Operations Support Office at the numbers above to reset deactivated accounts.

7. Personal Property:

- a. DOD policy states that Permanent Change of Station (PCS) costs for civilian and military personnel will be obligated in the FY in which the PCS orders were issued, not when they were incurred. The exception is non-temporary contract commercial storage of HHG.
- b. TACs will be used for all Army HHG shipments moving over ocean within the DTS or within CONUS for the Active Component, Army National Guard, Army Reserves, and Department of the Army Civilians.
- c. Student travel. ACOM, ASCC, DRU, and NGB TAC Administrators will, when possible, establish one TAC for all baggage shipments associated with dependent student travel authorized by the Joint Federal Travel Regulation, Volume 1 or the Joint Travel Regulations, Volume 2.
- d. Storage. ACOM, ASCC, DRU, and NGB TAC Administrators will establish one TAC for HHG and POV storage for Overseas Contingency Operations Temporary Change of Station orders.

8. Exceptions:

- a. 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. ODASA (FO) POC for exception requests is Mr. Jared Terry at [jared.l.terry.civ@mail.mil](mailto:jared.l.terry.civ@mail.mil) or [TACPolicyException@conus.army.mil](mailto:TACPolicyException@conus.army.mil).
- b. The current exceptions to this TAC policy are described below:
  - (1) Special Assignment Airlift Missions (SAAMs). TAC “ASAM” 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 TAC “ASAM”.
  - (2) 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.
  - (3) NAF. 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.
  - (4) TACs starting with “A1” have been approved as exceptions to the requirement for Funds Verification documentation.

9. 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—“) is assigned based on the established Operating Agency Code (OA) 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 (see [Par E.3](#)) for assistance in resolution of any issues related to the use of a TAC.
- (3) The “B” TAC series represents both Foreign Military Sales (FMS) and Presidential Determination missions. US Army Security Assistance Command is responsible for managing and assigning FMS TACs.
- (4) The “C” TAC series (HHG) TAC’s will conform to the following rules.
  - (a) Multi-year use TACs will have a numeric FY designator in the 4<sup>th</sup> position.
  - (b) “C” TACs for an individual soldier and or their family members (e.g., student travel) will have an alpha character in the 4<sup>th</sup> position.
  - (c) Individual soldier TACs will have the same command designator in the 2<sup>nd</sup> 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 Corps of Engineers (COEs) to format their COE funded Personal property TACs to meet ACOE mission requirements
- b. “E” TAC series has been reserved for Army use and will be expanded to include wholesale logistics (National Inventory Control Points, depots, and Program Executive Offices) at the start of FY14. This is necessary because the “A” TAC series is not sufficient to allow for a separate series for each command, volume of TACs, and time between reuse of expired TACs.

**NOTE:** A listing of all Army OAs by Command/Organization and the assigned TAC series associated to their OA is posted on the HQDA, G-4 Transportation Policy Division AKO website: <https://www.us.army.mil/suite/page/418> . As new OAs are determined or established, TAC series will be updated and the above mentioned list will be updated as required.

## F. 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. Ensures every Army TAC (with noted exceptions) in TGET is directly linked to at least one valid and current LOA.
  - d. Coordinates and processes new TAC requests and annual TAC revalidations.
  - e. Ensures valid TACs and associated LOAs are uploaded into TGET.
  - f. Serves as the Army representative on the TGET Functional Requirements Board.
  - g. Assists with TAC assignments and ensures questionable, erroneous, or missing TAC applications are resolved within 5 working days of notification.
  - h. Makes TAC-specific training materials available for ACOM, ASCC, DRU, and NGB TAC Administrators.
  - i. Publishes quarterly a listing of all active Army TACs by command and post to the TAC Program section on the HQDA, G4, Transportation Policy Division, AKO website: <https://www.us.army.mil/suite/page/418>.



- j. Maintains and updates a TAC Program section on the HQDA, G4, Transportation Policy Division, AKO website: <https://www.us.army.mil/suite/page/418>.
2. ACOM, ASCC, DRU, and NGB TAC Administrators:
    - a. Serve as the primary POC to the Army TAC Coordinator for all subordinate organizations.
    - b. Manage and process TAC requests and resolve TAC-related issues for all subordinate organizations.
    - c. Establish a generic “TAC Administrator” e-mail account, similar to the DA TAC Coordinator: “[usarmy.pentagon.hqda.mbx.dcs-g4-tac-coordinator@mail.mil](mailto:usarmy.pentagon.hqda.mbx.dcs-g4-tac-coordinator@mail.mil)”
    - d. Provide TAC assistance to subordinate organizations, such as selecting TACs and processing requests for TACs.
    - e. Provide an updated listing of all command and organization TAC changes to the Army TAC Coordinator on the first of each month.
    - f. Ensure all subordinate organization TACs have valid, current, and sufficiently funded (obligated) LOAs.
    - g. Review requests for new TACs and changes to existing TACs for completeness and accuracy, and forward those requests to the Army TAC Coordinator.
    - h. Review, consolidate, and forward annual TAC renewal/revalidation requests to the Army TAC Coordinator

**NOTE:** Suspense is 15 September or the Friday before if the 15<sup>th</sup> falls on a weekend.

    - i. Institute internal controls to ensure funds allocated prior to requesting transportation services and total charges do not exceed obligations.
  3. TOs:
    - a. Obtain and maintain active TGET User Account to validate TACs prior to moving Army cargo or Personal Property.
    - b. Reject all Army-funded shipment requests that do not have a TAC.
    - c. 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 shipper has provided documentation authorizing use of the TAC; and the TAC is appropriate for the requested transportation.
    - d. Direct all inquiries concerning TAC appropriateness to the FM; if questions remain, contact the supporting TAC Administrator.
  4. Army Transportation FMs:
    - a. Obtain and maintain active TGET User Account to validate TACs prior to authorizing movement of Army cargo or Personal Property.
    - b. 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. Ensure sufficient funds are obligated to cover estimated transportation costs.
    - d. Ensure sufficient funds are obligated for each TAC prior to requesting transportation.
    - e. Provide shipping customer with FM approved FVUA form. This documentation shows funding availability.

**NOTE:** See HQDA, G-4, Transportation Policy Division, AKO website, <https://www.us.army.mil/suite/page/418>, for the Army FVUA form.)

- f. Provide a properly formatted LOA, and associated TAC, for input into the shipper system when needed for electronic processing and third-party billing.
  - g. Coordinate with the finance and accounting office to resolve edit exceptions encountered in the obligation and accrual recording and invoice payment processes.
  - h. Work with TOs and certifying officials to correct fund citation edit exceptions.
  - i. Monitor TAC usage and execution of transportation costs, making adjustments as needed to ensure sufficient funding is obligated to cover projected transportation charges.
  - j. Coordinate with the certifying officer or TO in addressing all issues associated with transactions that have not yet been certified for payment.
5. Army Shipping Activities:
- a. Initiate funds verification memorandum and forward to 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).

**NOTE:** If using another Military Service or Defense Agency TO in support of Army funded cargo movements (e.g., Navy, USMC, USAF or DLA activities), the FVUA form is not required. In other words, the FVUA form is only a requirement for Army shippers using Army TOs to process and move Army cargo.

## G. GENERAL PROCEDURES

1. Additional resources and samples will be posted at HQDA, G-4, Transportation Policy Division, AKO website: <https://www.us.army.mil/suite/page/418>. It includes the following topics:
  - a. List of Army TACs (updated quarterly)
  - b. Annual TAC revalidation message/e-mail notification information
  - c. Updated TAC Workbooks
  - d. FVUA form (with instructions )
  - e. General TAC Training
  - f. Information of tools to monitor TAC usage
  - g. TGET account application instructions
  - h. TAC standardization/assignment listing
  - i. TAC Administrator POC listing



## H. POC

ACOM, ASCC, DRU, and NGB TAC Administrators and TOs may direct questions to the Army TAC Coordinator, using any of the following:

E-mail: [usarmy.pentagon.hqda.mbx.dcs-g4-tac-coordinator@mail.mil](mailto:usarmy.pentagon.hqda.mbx.dcs-g4-tac-coordinator@mail.mil)

Phone: 703 614-4016/DSN 224-4016

Alt Phone 703 692-5101

Army TAC Coordinator

HQDA, G-4

ATTN: DALO-FPT (Room 1D343)

500 Army Pentagon

Washington, DC 20310-0500


ACOM, ASCC, DRU, and NGB TAC Administrators contact information follow below:

Command	TAC Administrator	Phone	Email
NGB	Donna Bennett	703-601-7736	NGRCSA-ARNGSDT@ng.army.mil
FORSCOM	Ms. Miller	(910) 570-6410	usarmy.bragg.forscom.mbx.g4-tac@mail.mil
TRADOC	Ms. Marshall	(757) 788-5182	usarmy.jble.tradoc.mbx.hq-tradoc-tac-coordinator@mail.mil
AMC G4	Mr. Crimens	(256) 450-8357	reds.tacgenericemail@conus.army.mil
US Army Europe	Mr. Hawkins	DSN: 314-370-5468	usarmy.badenwur.usareur.mbx.g4-tac@mail.mil
US Army Central	CPT Deas	(803) 885-8943	grp.stratlift@arcent.army.mil
US Army North	Ms. Foxhall	(210) 221-0206	usarmy.jbsa.arnorth.list.tac-administrators-owner@mail.mil
US Army South	Mr. Griffin	(210) 295-2492	arsouth.list.arsouthg4mobility@mail.mil
US Army Pacific	Mr. Peck	(808) 438-4586	joseph.m.peck4.civ@mail.mil
US Army Africa	MAJ Buck	DSN:314-635-4737	usarmy.vicenza.usaraf.mbx.usaraf-g4-mobility@mail.mil
USSOC	Mr. Howard	(910) 432-3996	usasoctransportation@ahqb.soc.mil
USASMDC	Mr. Dickerson	(256) 955-1249	TAC@smdc.army.mil
Army Cyber CMD	Ms. Dorman	(301) 677- 5877	usarmy.meade.arcyber.mbx.army-cyber-cmd-tac-admin@mail.mil
Eighth Army/USFK	Mr. Hirashima	DSN: 315-723-3625	usarmy.yongsan.8-army.mbx.G4-tac-admin@mail.mil
MEDCOM	Ms. Sloan	(210) 221-6040	mclop@amedd.army.mil
INSCOM	Mr. Knapp	(703) 428-4818	INSCOMTACAdmin@mi.army.mil
CIDC	Ms. Jones	(571) 305-4105	usarmy.belvoir.usacidc.mbx.cidc-tac-admin@mail.mil
USACE	Mr. McEntire	(901) 874-8671	tacordinator@usace.army.mil
MDC	Mr. Williams	(202) 685-2644	ncr.j4@fhqncr.northcom.mil
ATEC	Mr. Macre	(443) 861-9790	usarmy.APG.atec.mbx.atec-tac-admin@mail.mil
USMA	Ms. Serrette	(845) 938-8646	TACAdministrator@usma.army.mil
USARC	Mr. Michael	(404) 464-8683	USARC_TACAdministrat@usar.army.mil
IMCOM	Mr. Lavandero	(210) 424-8296	usarmy.jbsa.imcom-hq.mbx.tac-administrators@mail.mil
NETCOM	Ms. Studebaker	(520) 538-7244	usarmy.huachuca.netcom-9-sig-cmd.list.list-g4-tac-coordinator@mail.mil
USASAC	Reneisha King	256-450-5932	usarmy.belvoir.usasac.list.fms-tac-request@mail.mil

**NOTE:** The above Army TAC Administrator POC list is a dynamic list meaning it changes often, for the latest updated version please go to the HQDA, G4, Transportation Policy Division, AKO website: <https://www.us.army.mil/suite/page/418>.

## I. THE FUNDS VERIFICATION & USE AUTHORIZATION FORM

The form is available at the Transportation Policy Division, AKO website:  
<https://www.us.army.mil/suite/page/418>. A blank copy is also provided below.

 <h3 style="margin: 0;">Army-Funded Transportation</h3> <p style="margin: 0;">Funds Verification &amp; Use Authorization</p>		
<p><i>Authority: Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202</i></p>		
<p><i>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 prior to requesting a movement/shipment.</i></p>		
<p><b>1. From: Shipping customer (unit/organization) that is requesting cargo movement</b></p>		
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. Description of requested shipment(s)	L. Estimated Cost	
<p><b>2. Thru: Funds Manager (FM) authorizing use of a specified TAC and certifying fund availability</b></p>		
A. Command / Organization:	B. OA	
C. Certifying FM Name	E. FM Telephone	
D. Certifying FM Position	F. FM Email	
G. Address	H. City	
I. State	J. Zip Code	K. This Certification is valid for:
L. Authorized TAC	<input type="checkbox"/> One Shipment    Originating before	
	<input type="checkbox"/> Multiple Shipments    Originating before	
<p>M. Special instructions and/or shipment restrictions</p>		
N. Funds Manager Signature	O. Date	
<p><b>3. Provide completed, signed form to servicing Transportation Office</b></p>		
Transportation Office: acknowledgement of receipt	C. Date received	
A. Name	D. Telephone	
B. Position	E. Email	
<p>Version 2, 5 May 2011. OPR: DA G44(D)</p>		

**Figure V6-1. Funds Verification & Use Authorization Form**

### INSTRUCTIONS FOR ARMY FVUA FORM

**Purpose:** Accompanying instructions for completing the Funds Verification & Use Authorization form, dated 5 May 2011. All entries are mandatory. The Transportation Offices (TO) will reject incomplete forms.

- a. 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 Funds Manager (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, Port, or anyone can contact to resolve questions concerning the shipment(s).

Block **1K:** Provide specifics of the shipment(s) such as: item(s) name/description, quantity, authorized to/from shipping/receiving locations, purpose, etc.

Block **1L:** Provide cost estimate for shipment(s). (See Single Mobility System 9.7 on SDDC webpage at: <https://sms.transcom.mil/sms-perl/smswebstart.pl> for tools and information to develop transportation cost estimates).

- b. Section 2: The Funds Manager (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:** FM command/organization name.

Block **2B:** 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 90 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) on the internet located at <https://beis.csd.disa.mil/beis-html/frontpage-pki.html>.

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

Block **2N:** FM electronically signs form. Hard copy signatures approved if necessary.

Block **2O:** The date is automatically entered on form.

- c. Section 3: The shipping customer provides the form to the servicing TO after the FM has signed in Section 2N.

Block **3A-3E:** TO person receiving form fills out contact information and dates form. TO keeps original and returns a copy to the shipping requestor.

**Figure V6-1. Funds Verification & Use Authorization Form (Cont'd)**

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