



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY TO

NAVSEAINST 4600.2
Ser 04L4/005
26 Oct 05

NAVSEA INSTRUCTION 4600.2

From: Commander, Naval Sea Systems Command

Subj: TRANSPORTATION FINANCIAL PROCEDURES

Ref: (a) Federal Acquisition Regulation (FAR), paragraphs
42-1403-2, 47.303-17 and 52.247-32
(b) Defense Transportation Regulation (DTR), DoD
Regulation 4500.9-R, Part II Cargo Movement,
Chapter 212

Encl: (1) Transportation Account Code Policy and Procedures
(2) Navy Transportation Account Code System
(3) Common Transportation Account Codes Used by NAVSEA
(4) Financial Aspects of Material Transportation
Management
(5) PowerTrack Document Flow
(6) Servicewide Transportation (SWT) Requirements Format
(7) Transportation Billing Investigative Tools
(8) Acronym List

1. Purpose

a. This instruction details relevant procedures for use by Naval Sea Systems Command (NAVSEA) Directorates, Program Offices (POs) and field activities engaged in the preparation of transportation movement documents, the validation of transportation bills and the preparation of transportation budgets.

2. Background

a. Until fiscal year (FY) 1995 the Navy used the Navy Management Fund (NMF) to pay transportation bills. The NMF was a revolving account from which all transportation charges were initially paid to carriers. Charges were then billed to the appropriate customers using Transportation Account Codes (TACs) and reimbursed to the NMF. The four-digit TAC is used to identify the specific account to be charged, the account custodian and the type of material. The primary advantages of paying bills through the NMF were that the carriers were paid promptly and the government incurred minimal interest charges.

OCT 26 2005

b. However, the NMF was unwieldy, lacked sufficient accountability and was paperwork intensive. It was disestablished on 1 Oct 95 at the direction of the Under Secretary of Defense (Comptroller) and the Navy began paying transportation bills by direct citation of customer funds.

c. OPNAV(N41) is the resource sponsor for Navy material transportation funding programs. Annual transportation funding is provided to Naval Supply Systems Command (NAVSUP) and hardware systems commands via appropriations. Navy Working Capital Fund (NWCF); Operations and Maintenance, Navy (O&MN); Other Procurement, Navy (OPN); Weapons Procurement, Navy (WPN); Shipbuilding and Conversion, Navy (SCN); Research, Development, Test and Evaluation, Navy (RDT&EN) and Foreign Military Sales (FMS) are the principal appropriations used to support NAVSEA's transportation requirements. NAVSUP, through the Naval Operational Logistics Support Center (NOLSC) Norfolk, administers NWCF, OPN, WPN and some O&MN transportation funding on behalf of its major customer activities (e.g. NAVSEA, NAVAIR, NAVFAC, SSPO, SPAWAR). These centrally managed transportation accounts are collectively referred to as Servicewide Transportation (SWT) funds.

d. NAVSUP normally allocates SWT funds to user activities based upon an annual data call. This data call requests that each SYSCOM provide coming FY projected SWT shipment in tonnage by TAC, for each of the Transportation Component Commands (TCCs) and commercial inland carriers. The TCCs are composed of the Air Mobility Command (AMC), the Military Sealift Command (MSC) and the Military Surface Deployment and Distribution Command (SDDC) formerly known as the Military Traffic Management Command (MTMC). NAVSUP subsequently converts the tonnage estimates submitted by user activities to cost estimates for budgetary funding purposes and provides an overall budget request to its SWT resource sponsor in OPNAV. OPNAV, in conjunction with NAVSUP, allocates to NAVSEA and the other major customers SWT spending targets at the start of each FY. NOLSC serves as the SWT fund chief administrator. In that capacity, one of NOLSC's primary tasks is to ensure, via the customary military budgeting process, that adequate SWT funds are available in any fiscal year to support the Navy's material transportation requirements. For other than SWT TACs (i.e. SCN, RDT&EN, and FMS TACs), Business Financial Managers (BFMs) within NAVSEA serve as transportation fund administrators and are responsible for the obligation of funds and the validation of associated transportation bills.

e. The Navy activities responsible for funding transportation are identified through the TACs used in their

OCT 26 2005

transportation documentation. The TAC is translated into a Line of Accounting (LOA) and Standard Document Number (SDN) using information provided by the activity when the TAC was first established.

f. NAVSEA TACs are assigned and the TAC table is maintained and updated by the TAC administrator at NOLSC Norfolk, formerly known as the Naval Transportation Support Center (NAVTRANS). However, the Principal Administering Office (PAO) or activity initially requesting establishment of any TAC determines its purpose, its appropriate use and, usually, the LOA from which charges against the TAC will be paid. Enclosures (1), (2) and (3) provide TAC policy and illustrate the application of specific NAVSEA TACs. Enclosure (4) provides additional background on the financial aspects of transportation management including a definition of terms and a differentiation between budgeting and funding responsibilities.

3. Discussion

a. After the Navy began paying transportation bills by direct citation of customer funds, the paper-based procedures, then in effect, seriously hampered its ability to make timely, accurate payments to commercial carriers. Under those procedures, Transportation Officers (TOs) initiated movements, which were documented using Government or Commercial Bills of Lading (GBLs/CBLs) and which cited a TAC to identify the account from which the bill would be paid. When delivery was complete, the GBL or CBL was forwarded by the carrier to the Defense Finance and Accounting Service (DFAS) Norfolk for payment. DFAS manually input data from the GBL/CBL, including the TAC, into the Transportation Support Services (TSS) system, which passed it to the Financial and Air Clearance Transportation System (FACTS) to convert the TAC into a LOA and SDN. If the TAC and LOA/SDN were deemed valid by FACTS (i.e. not suspended for corrective action) the data was electronically transmitted to the Standard Accounting and Reporting System (STARS) One Pay for electronic funds transfer to the carrier.

b. To successfully pass through DFAS' payment cycle, the transaction required that a matching obligation be found in STARS under the same LOA and SDN cited on the GBL or CBL. In the event that a LOA/SDN were not cited on the GBL or CBL, DFAS converted the cited TAC to an appropriate LOA/SDN. If no matching obligation was found, or if the obligated amount was not sufficient to pay the invoice, the payment would be suspended until the funds administrator either recorded an obligation or increased funding. Failure to find a matching obligation or

OCT 26 2005

insufficient funds were common reasons that carrier payments were delayed and interest penalties incurred. Delinquent bill payments, in addition to the added expense of interest charges, had the effect of making commercial carriers hesitant to provide services to the Navy.

c. It was recognized that the shift to direct cite transportation payments would necessitate improved automation in transportation bill paying procedures. To help overcome the shortfalls of transportation bill paying under the paper-based environment, the Department of Defense (DoD) adopted US Bank's PowerTrack system. In PowerTrack, US Bank serves as an intermediate agent, paying carriers within 48 hours of carrier delivery notification and TO electronic approval. PowerTrack is both an online freight payment and transaction tracking system capable of providing near real-time access to shipment data for both carriers, shippers and BFM's. PowerTrack provides fast and accurate carrier payments and provides an analytical tool for logistics and financial management. While the data resident in PowerTrack is primarily input and maintained by TOs, it is a powerful tool for financial managers as well. Currently, PowerTrack is only used for commercial shipments, however future plans call for its use with AMC, MSC and SDDC shipments. Enclosure (5) provides an overview of the PowerTrack electronic document flow.

4. Policy

a. As transportation is required throughout the year, it is the responsibility within each PAO for the BFM utilizing the TAC to ensure that sufficient funds are on hand and obligated prior to shipment and payment of the associated transportation bills. NOLSC performs this function on behalf of NAVSEA for the SWT TACs.

b. A key component in ensuring that sufficient SWT funds are on hand is an accurate input to the previous year's transportation data calls. Those data calls may be in the format of a Baseline Assessment Memorandum (BAM) or similar vehicle. They normally request estimated tonnage figures by mode of shipment and/or TCC for future years. Enclosure (6) is a typical transportation budget call format.

c. Regardless of the reporting format, preparing an input of sufficient precision will require that several prior years' transportation demand history (tonnage) figures be averaged and coupled with any anticipated future-year projections provided by

OCT 26 2003

individual program managers (PMs) who will use SWT TACs. Of particular importance are anticipated requirements that might significantly impact those averages.

d. In addition to forecasting transportation requirements and budgeting for them, it is also important that the correct TACs be cited when shipping documentation is prepared to ensure that billing charges are appropriately processed. Moreover, expeditious responses to any obligation and billing queries from NOLSC or the NAVSEA transportation BFM is mandatory. Enclosure (7) lists procedural tools for use by NAVSEA BFMs and applicable TOs/PMs in the investigation of potential shipment and billing discrepancies.

5. Responsibilities. The following responsibilities are assigned to ensure effective control and management of NAVSEA transportation accounts:

a. NAVSEA, Deputy Commander/Comptroller (SEA 01) offices will:

(1) Utilize web based automated systems to aid in the reconciliation of transportation charges. Examples of automated systems available for reconciliation purposes include: PowerTrack, FACTS, STARS and its Integrated Disbursing and Accounting (IDA) reports 128 and 129, United States Transportation Command's (USTRANSCOM's) Global Transportation Network (GTN), DoD's Electronic Document Access (EDA) System, the Navy-Air Force Interface (NAFI) System, SDDC's Global Freight Management-Electronic Transportation Acquisition (GFM-ETA) Shipping System and the NOLSC SWT website with its 4610-2 download page and links to SWT customer reports.

(2) Coordinate with NOLSC and NAVSEA POs, as necessary, in the validation of NAVSEA SWT transportation charges.

(3) Through SEA 012, exercise review over transportation charges attributable to SCN TACs.

(4) Through SEA 01P3, exercise review over Foreign Military Sales (FMS) TACs.

(5) Through SEA 01P3, exercise review over General Fund TACs.

b. NAVSEA Assistant Deputy Commander for Fleet Logistics Support (SEA 04L) will:

OCT 26 2005

(1) Respond to annual SWT data calls by utilizing past demand history and soliciting input from NAVSEA POs and In-Service Engineering Agents (ISEAs).

(2) Maintain metrics on annual SWT budget target versus execution.

(3) Coordinate with POs and NOLSC, as necessary, when unfunded transportation requirements arise.

c. NAVSEA BFM, POs and activities utilizing NAVSEA TACs will:

(1) Provide input, as necessary, to annual SWT, SCN or general fund transportation budget data calls.

(2) Respond to inquiries from NOLSC and/or NAVSEA 01 regarding reconciliation of transportation charges.

(3) Ensure the application of correct TACs to NAVSEA shipping documents. Note: the NAVSEA shipping activity's Transportation Officer, as the last person to review the shipping documentation prior to shipment, must have an understanding of what TACs can be used for what purposes. Assignment of a TAC, or review and approval of a TAC that has already been assigned, carries with it an implicit authorization for use of the command's transportation funds. Using the wrong funding to ship items is potentially a violation of 31 USC 1301(a).

(4) Through SEA 012, exercise close review over transportation charges attributable to SCN TACs.

(5) Advise the appropriate NAVSEA 01 Appropriation Office and/or NAVSEA 04L of significant unanticipated or unprogrammed transportation requirements.

6. The NAVSEA point of contact for this instruction is SEA04L43 at DSN 326-1665 or Commercial 202-781-1665.



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OCT 26 2005

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| FKP4 | COMNAVSURFWARCEN WASH DC |
| FKP4E | SURFACE WARFARE CENTER DIVISIONS |
| FKP7 | SHIPYARDS |
| FKP8 | SUPSHIPS |
| FKP21 | NAVSEALOGCEN MECHANICSBURG PA |
| C84A | SURFACE WARFARE CENTER DIVISION DETACHMENTS |
| C84B | SEA SYSTEMS COMMAND DETACHMENTS |
| C84C | SEA LOGISTICS CENTER DETACHMENTS |
| C84D | UNDERSEA WARFARE CENTER DETACHMENTS |
| A3 | CNO WASHINGTON DC (N4) |
| FKP27 | AEGIS TECHREP MOORESTOWN NJ |
| FKA1F | COMNAVSUPSYSCOM MECHANICSBURG PA |
| FKM8 | FISC CHEATHAM ANNEX WILLIAMSBURG VA |
| FKM9 | FLEET INDUSTRIAL SUPPLY CENTERS |
| FKM11 | FISC YOKOSUKA JA |
| FKM18 | NOLSC NORFOLK VA |
| C83A | FISC DETACHMENTS, LANT |
| C83C | FISC DETACHMENTS, PAC |

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OCT 26 2005

Transportation Account Code Policy and Procedures

1. Transportation Account Codes (TACs) are used in the shipping and transportation process to link movement authority, funding approval and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). General policies, instructions and guides are administered by the United States Transportation Command (USTRANSCOM).

2. TACs are a four-position alphanumeric code. The first position identifies the sponsoring Military Service, Department of Defense (DoD)/non-DoD Agency or contractor that will be billed for all services performed with regard to movements in the DTS. Sponsoring Service/Agency and contractor codes are as follows:

| Code | Assigned to |
|-------------|---|
| A | Army |
| B | Army (Security Assistance Program (SAP) including Foreign Military Sales (FMS) and Military Assistance Program (MAP)) |
| C | Army (Agency for International Development (AID) shipments) |
| D | Air Force (SAP) |
| F | Air Force |
| H | Other DoD and U.S. Government Agencies |
| J | Joint Task Force 8 |
| K | Marine Corps (MAP and FMS) |
| L | Marine Corps First Destination Transportation |
| M | Marine Corps Second Destination Transportation |
| N | Navy |
| P | Navy (SAP) |
| S | Defense Logistics Agency (DLA) (to include MAP and FMS) |
| T | Contractors |
| V | Defense Contract Management Agency |
| W | Foreign Governments under Acquisition and Cross Servicing Agreements |
| X | Government Agencies not listed herein |
| Y | JCS Exercises |
| Z | Coast Guard |

3. NAVSEA Business Financial Managers (BFMs) are required to:

OCT 26 2005

a. No later than 1 September of each year, provide to SEA 01P3 a single Line of Accounting (LOA) and Standard Document Number (SDN) associated with each of their TACs. Since this information is forwarded to the Naval Operational Logistics Support Center (NOLSC) TAC administrator and is subsequently used to populate the Defense Finance and Accounting Service (DFAS) Transportation Global Edit Table (TGET) it is important that it be kept current and valid throughout the fiscal year.

b. Notify the appropriate SEA 01 Appropriation Office in writing (i.e., Financial Addendum (FAD) Sheet) of the amount of funds to obligate in STARS for the designated LOA and SDN to support transportation services and the use of TACs.

c. Upon receipt of a newly implemented Foreign Military sales (FMS) case (for BFM/FMS case managers), establish an appropriate line of accounting for transportation on a self-directed Ship Project Directive (SPD) and forward to SEA01P3 for input into STARS. SEA01P3 will generate a Miscellaneous Document (MD), obligate the full amount identified and forward the MD to NOLSC as an attachment to an e-mail.

d. Ensure that sufficient funds are obligated at all times during the FY to cover transportation charges. In conjunction with SEA 01P3, ensure funds control and certification procedures are followed in the use of TACs and their associated allotments and fund citations.

e. Provide a TAC on all outgoing direct cite material procurement funding documents (i.e. NAVCOMPT Form 2276A) for use by the performing activity and/or the contractor.

f. Verify that the SDNs, LOAs and point of contact were correctly entered into the Defense Automated Addressing System Center (DAASC) electronic website:

https://www.daas.dla.mil/tac_inq/tac_menu.html

(1) The Master TAC Reference Table Menu will appear on screen. Single click on the "Query Data Base" heading in the center column. The Access ID Required screen will appear. In the ACCESS ID box enter "dfas" (no quotation marks) and click on the submit button. A Query TAC Database screen will then appear. Enter the applicable TAC in the Inquiry by TAC Number box and click on the submit button. A

OCT 26 2005

TAC Query Result screen will appear with the TAC, SDNs, LOAs and point of contact listed

(2) If a change or correction to the TAC data needs to be made, SEA 01P3 (202-781-2782) should be contacted.

4. All DoD Shippers, Transportation Managers, Contracting Officers and Transportation Officers will:

a. Ensure that all cargo and personal property movements shipped within the DTS will have an appropriate, valid TAC assigned. For DLA shipments, TACs are only required for shipments that are routed through an Air Mobility Command (AMC) or Military Surface Deployment and Distribution Command (SDDC) port on a DD Form 1384 Transportation Control Movement Document (TCMD).

b. Respond in a timely manner to requests for verification of TACs for all shipments they generate to prevent unnecessary frustration of cargo movements.

OCT 26 2005

Navy Transportation Account Code System

1. The Navy TACs listed and defined in this instruction identify essential transportation management information and costs paid by US Bank through PowerTrack and by the Defense Finance and Accounting Service (DFAS).

2. In preparing Government and Commercial Bills of Lading (GBLs/CBLs), which reflect shipments for more than one TAC, insert the words "see below" in the "TAC" space and cite the appropriate TACs opposite individual items in the "descriptions of articles" block on the GBL/CBL.

3. Accounting Procedures:

a. The Naval Operational Logistics Support Center (NOLSC), via the Financial and Air Clearance Transportation System (FACTS), can pull billing data electronically, for shipments moved via DoD organic assets, by File Transfer Protocol for Naval Shipyards, Warfare Centers, etc., based upon the TACs they have used. The transportation charges are listed by TAC number and by mode of transportation. Backup documents for these charges are GBLs and CBLs for inland charges and 4610-2 Navy Transportation Billing Reports for charges using other modes of transportation, e.g., MSC, SDDC and AMC. FACTS does not currently track commercial shipments. Commercial shipment information is available via PowerTrack. Access to PowerTrack reports is via the secure PowerTrack portal at <https://powertrack.usbank.com/powertrack>. To gain access, potential users must contact the Navy PowerTrack Team at NOLSC. The Navy PowerTrack Team can be reached telephonically at (757) 443-5402 or DSN 646-5402.

b. Activities requiring 4610-2 reports (which provide extensive billing/shipping information) and the associated Cargo Routing Information File should request access to FACTS. To gain access to FACTS, potential users must contact the FACTS Help Desk at NOLSC. The Help Desk can be reached telephonically at (877) 962-3365 or via e-mail at navsup@intellimark-it.com.

c. The 4610-2 report and the Insufficient Obligations Detailed Report (IODR) are also accessible through NOLSC's secure SWT website: <https://iridium.ois.disa.mil/swt>. The IODR is used by major commands to identify any insufficient obligations placed against their TACs. 4610-2 reports are published monthly; IODRs are issued weekly.

OCT 26 2005

Common Transportation Account Codes Used by NAVSEA

1. New procurement First Destination Transportation (FDT) Transportation Account Codes (TACs) are used for shipments that originate at a procurement source and are identified and billed to the appropriation procuring the material. Second Destination Transportation (SDT) is any transportation other than FDT. It is used to distribute material after the completion of FDT, i.e., from a government warehouse to an end user.

2. The FDT TACs associated with the appropriations for Other Procurement, Navy (OPN) and Weapons Procurement, Navy (WPN) that appear in this enclosure are Servicewide Transportation (SWT) TACs funded by NAVSUP and administered through the Naval Operational Logistics Support Center (NOLSC). Navy Working Capital Fund (NWCFF) appropriation TACs and some Operations and Maintenance Navy (O&MN) TACs are also funded by NOLSC as part of SWT. Shipbuilding and Conversion, Navy (SCN), Research, Development, Test and Evaluation, Navy (RDT&EN), Foreign Military Sales (FMS), Grant Aid (GA) and some OM&N appropriation TACs are funded by NAVSEA.

3. The O&MN appropriation generally funds such items and activities as the day-to-day operations of headquarters and field activities, civilian salaries, travel, training, operational military force expenses and the replenishment of repair parts. TACs associated with O&MN appropriations can be used for either FDT or SDT shipments and will be funded by either NAVSEA or by NAVSUP (via SWT) depending on the type of material being shipped.

4. NAVSEA uses the following SWT funded TACs on FDT shipments of its 2 Cog (i.e. 2F, 2J, 2S) material:

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|--|------------|
| O&MN 17(FY)1804 | All Subheads | All NAVSEA FDT O&MN Material | N853 |
| O&MN 17(FY)1804 | 9U1N | Prepaid \$100 or Less Unclassified Commercial Shipments In CONUS | N867 |

5. NAVSEA utilizes O&MN general funds to pay for household goods and organic material shipments. A listing of the

OCT 26 2005

specific NAVSEA O&MN funded TACs used for shipment of household goods and organic material has been intentionally omitted from this instruction. If there is a question as to which NAVSEA TAC to use for these shipments, contact SEA 01P3 at 202-781-2782. Otherwise, contact the NAVSEA Transportation Officer, at 202 314-7712.

6. The following chart lists SWT TACs that NAVSEA uses for OPN and WPN procurement FDT shipments. OPN and WPN procurement appropriations are used to fund the purchase of major end items and defense systems, the initial issue of spares for major end items and defense items and all costs necessary to deliver a useful end item intended for operational use or inventory. They may also be used to fund the transportation of material used in the overhaul of navy ships.

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|--------------------------------|------------|
| OPN 17_1810 | 81JW | Other Navigation Equip | N834 |
| OPN 17_1810 | 81HF | Pollution Control Equip | N84K |
| OPN 17_1810 | 81HR | Reactor Components | N84L |
| OPN 17_1810 | 82SA | SSN Acoustics | N84N |
| OPN 17_1810 | H1BB | Submarine Support Equip | N84P |
| OPN 17_1810 | 24UR | RAM Missiles | N84R |
| OPN 17_1810 | A4L7 | AEGIS Support | N84S |
| OPN 17_1810 | 73SO | Airborne Mine Counter Measures | N84T |
| OPN 17_1810 | 84U9 | Strategic Platform Support | N84W |
| OPN 17_1810 | 84RA | Items Less Than \$5M | N84Y |
| OPN 17_1810 | C2DB | AN/SQQ-89 ASW Combat | N84Z |
| OPN 17_1810 | A4UQ | Ship Self Defense Sys | N85V |

OCT 26 2005

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|-------------------------|------------|
| OPN 17_1810 | H4VB | SSN Combat Control Sys | N83E |
| OPN 17_1810 | A4VV | Anti-ship Missile Decoy | N85E |
| OPN 17_1810 | 96TA | Prepay and Add | N846 |
| WPN 17_1507 | 84E3 | Small Arms Weapons | N81A |
| WPN 17_1507 | A4E6 | Mods Under \$2M | N81B |
| WPN 17_1507 | 24DT | CIWS Mods | N81C |
| WPN 17_1507 | 84E6 | Gun Mount Mods | N81G |
| WPN 17_1507 | 12ES | ESSM | N81H |
| WPN 17_1507 | 16JC | Spares/Repair Parts | N81J |
| WPN 17_1507 | 84DU | MK75 76MM Gun Mods | N81K |
| WPN 17_1507 | 12FK | Std Missile Mods | N81M |
| WPN 17_1507 | C3DI | MK 48 Torpedo Mods | N81N |
| WPN 17_1507 | A2FE | Land Attack Std Missile | N81P |
| WPN 17_1507 | C3F8 | Torpedo Support Equip | N81T |
| WPN 17_1507 | C3DQ | VL ASROC | N81V |
| WPN 17_1507 | C3F5 | MK 46 Torpedo Mods | N88F |
| WPN 17_1507 | C3DP | MK 50 Torpedo Mods | N88M |
| WPN 17_1507 | 93TA | Underwater Mines | N88U |

7. SCN appropriations are specifically used by NAVSEA to fund FDT charges associated with new ship construction and outfitting transportation. The following TACs are used to fund NAVSEA SCN transportation.

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|-----------------|------------------------|------------|
| SCN 17_1711 | All Subheads | All FDT SCN Material | N841 |
| SCN 17_1711 | 8560 | FDT SCN Prepay and Add | N844 |

8. The Research Development Testing and Evaluation (RDT&E) appropriation TACs fund FDT and SDT shipments of Navy research and development material. A listing of the specific NAVSEA RDT&E funded TACs has been intentionally omitted from this instruction. If there is a question as to which NAVSEA TAC to use for these shipments, contact SEA 01P3 at 202-781-2782. Otherwise, contact the NAVSEA Transportation Officer at 202 314-7712.

9. The NWCF TACs and appropriations that appear in the following chart fund shipments of material required by Warfare Centers and Navy Shipyards to manufacture or repair equipment destined for resale by the Navy Supply System.

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|-----------------------|------------|
| NWCF 97X4930 | NH1F | NSWC Indian Head, MD | N918 |
| NWCF 97X4930 | NH6B | NUWC Keyport, WA | N921 |
| NWCF 97X4930 | NH1J | NSWC Crane, IN | N925 |
| NWCF 97X4930 | NH1K | NSWC Port Hueneme, CA | N931 |
| NWCF 97X4930 | NH1M | NSWC Corona, CA | N953 |
| NWCF 97X4930 | NH1E | CDSA Dam Neck, VA | N063 |
| NWCF 97X4930 | NA1B | NSY Portsmouth, NH | N964 |
| NWCF 97X4930 | NA1C | NSY Norfolk, VA | N966 |
| NWCF 97X4930 | NH1C | NSWC Carderock, MD | N987 |
| NWCF 97X4930 | NH1E | NSWC PANAMA CITY, FL | N988 |

OCT 26 2005

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|-------------------|------------|
| NWCF 97X4930 | NH1E | NSWC Dahlgren, VA | N996 |
| NWCF 97X4930 | NH6A | NUWC Newport, RI | N997 |

10. The major TACs assigned to NAVSEA for SDT of its Appropriation Purchases Account (APA) material (i.e. 2 Cog material) are all SWT-funded and comprise the following list. This list does not include, however, any unpublished or special project NAVSEA TACs, the funding of which may or may not be SWT.

| <u>APPROPRIATION</u> | <u>SUBHEAD</u> | <u>ITEM</u> | <u>TAC</u> |
|----------------------|----------------|---|------------|
| O&MN 17_1804 | 9U1N | Non-Cog Miscellaneous Matl (** Note Below**) | N049 |
| O&MN 17_1804 | 9U1N | 2J Cog Major Ordnance Equipment | N126 |
| O&MN 17_1804 | 9U1N | 2S Cog Hull, Mechanical & Electrical (HM&E) Equipment | N127 |
| O&MN 17_1804 | 9U1N | 2F Cog Major Ship Electronics Equipment | N128 |
| O&MN 17_1804 | 9U1N | Navy Small Boats and Craft | N135 |
| O&MN 17_1804 | 9U1N | Small Arms, gun mounts, rifles, pistols, machine guns, etc. and RADIAC hazard-detection instruments and equipment | N141 |

OCT 26 2005

**** NOTE**** Non-Cog Miscellaneous Material TAC: When material is clearly not any specific category defined in this instruction, TAC N049 may be used. Prior authorization from NAVSEA 04L43 is required before using this TAC.

11. Security Assistance Program (SAP) TAC assignments for NAVSEA FMS cases are managed by SEA 01P3 (FMS). The number of NAVSEA FMS funded TACs is numerous and, therefore, a listing of them has been intentionally omitted from this instruction. If there is a question as to a specific FMS TAC, contact SEA 01P3 (FMS) at 202-781-2690.

12. Personal property/household goods movements of civilian personnel for Permanent Change of Station (PCS) travel are effected using O&MN funds. The four-character TACs used to distinguish such movements are constructed in such a way that the first and last characters will always be alphabetic and the second and third characters will always be numeric. Business Financial Managers (BFMs) should contact SEA 103 if a NAVSEA O&MN funded TAC is required for PCS travel. SEA 103 will then contact SEA 01P3 to obtain a PCS TAC.

OCT 26 2005

Financial Aspects of Material Transportation Management

1. There are two major categories of material transportation - First Destination Transportation (FDT) and Second Destination Transportation (SDT). The responsibility for financing transportation charges is determined by the category of transportation and, with a few exceptions, the fund or appropriation financing the procurement of the material transported.

2. Definitions:

a. Accessorial Charges. These are charges for services performed with regard to a shipment. Many carriers will provide accessorial services that include:

(1) Preparation Charges: e.g., packing, marking, loading, crating, handling, blocking, bracing, disassembling, etc.

(2) In-transit Charges: e.g., security service, permits, documentation fees, stop-off, CONUS port handling, switching, flagmen, reooperage and other freight forwarder type service.

(3) Destination Charges: e.g., reassembly, prelodging, storage, unloading, detention/demurrage, etc. Although these charges may be included in commercial carriers' tariffs, tenders or schedules, only in-transit charges may be paid with transportation funds. Preparation charges are chargeable to the vendor or shipping activity's funds, as appropriate. Destination charges are chargeable to the receiving activity's mission operating funds.

b. Administrative Material Shipment. Administrative material consists of items such as general correspondence; personnel and payroll records; laboratory samples (except whole blood and urine samples); computer tapes; legal, financial, recruiting, contracting, or similar documents; blueprints and technical manuals not requisitioned through stock. Shipments of administrative material will be funded by the local activity requesting shipment.

c. First Destination Transportation (FDT). FDT is transportation required to effect the delivery of material from a procurement source to the first point of use or storage for subsequent distribution. The procurement source

OCT 26 2005

and first point of use or storage may be in the Continental United States (CONUS) or outside (OCONUS). The procurement source may be a supplier outside the Department of Defense (DoD) or a DoD industrial activity that fabricates new material. FDT also includes transportation from point of origin to point of use or storage when material or equipment owned by the Department of the Navy (DoN) is provided to a contractor incident to a research and development project or a system or equipment acquisition or modification. FDT charges include those for freight cartage, CONUS port handling and other in-transit costs incurred incident to the shipment of FDT material. FDT charges are not applicable to components reworked by a DoD industrial activity.

d. Fleet Exercises. Transportation charges in support of Fleet Exercises are the responsibility of the major command directing the exercises.

e. Government Furnished Material/Equipment (GFM/GFE). Shipments of Government Property for use or consumption by contractors or industrial activities are chargeable to the appropriation funding the project or contract and are considered new procurement/first destination.

f. Operations and Maintenance, Navy (O&MN). Unless otherwise indicated, shipments of Appropriation Purchases Account (APA) (even-Cog) material from Defense Logistics Agency (DLA) or Navy stock points are chargeable to SWT O&MN. Generally, SWT O&MN dollars pay for movement of ordnance, catapult, arresting gear, propellers, shafts, safety and survival equipment, sonar domes, targets, drones, airborne armament, small boats and craft, overseas mail (official and personal) and overseas Navy Exchange product.

g. Other Procurement, Navy (OPN)/Weapons Procurement, Navy (WPN). FDT of materials purchased by OPN/WPN is paid by NAVSUP SWT OPN/WPN funding. Specific TACs are assigned to individual OPN and WPN programs. If an OPN or WPN TAC is required but not assigned, SEA 01P3 should be contacted for assistance.

h. Port Handling Services. Charges for port handling services include those for freight cartage and other in-transit costs incurred incident to the shipment of material. CONUS port handling costs are paid with FDT and SDT funds applicable to the TAC on the shipping document. OCONUS port handling costs are normally borne by either the activity handling the cargo or the Fleet Commander having area

OCT 26 2005

responsibility. Freight cartage includes any cartage described in through-delivery documentation.

i. Prepay and Add (PP&A)

(1) PP&A is a procurement and financial procedure used to allow a contracting officer to authorize a vendor to arrange and pay certain limited value transportation costs for material being shipped to a domestic destination, if advantageous to the Government.

(2) PP&A can only be used when total transportation costs associated with the contract are \$100.00 or less and the material is unclassified and shipped within CONUS. Under PP&A contracts, the total weight limit for items being shipped on the contract cannot exceed 150 pounds for air movement or 1,000 pounds for surface movement. When PP&A is invoked in a contract, SEA 02 should be added as a "copy to" on the contract. Parameters governing PP&A procedures can be found in reference (a).

(3) There are two methods available for funding PP&A shipments, Free on Board (FOB) Origin and FOB Destination. The contracting officer should make every effort to specify, under the terms of the contract, the type of transportation the vendor must use to deliver the material to the CONUS customer.

(4) FOB Origin is where the government separately bears the cost of transportation. If FOB Origin is specified in the contract and transportation costs are expected to be limited, PP&A TACs N867 and/or N844 will be provided to vendors by the contracting officer. Shipping costs for FOB Origin shipments should not be a line item in the contract.

(5) The other method, FOB Destination, involves material being shipped at the expense of the vendor. Under this method, the contracting officer authorizes the vendor to add the transportation cost to the invoice for the item being procured as a separate line item under the contract. Thus, the appropriation that funds the material procurement also funds the added transportation cost. The contracting officer must ensure that sufficient funds are obligated in the official accounting system under the contract number prior to authorizing the vendor to make any shipments under the FOB Destination method. Otherwise, the vendor's invoice will not be paid. Moreover, when the contract specifies FOB

OCT 26 2005

Destination, the contractor must be prohibited from providing government PP&A TACs (e.g. N867, N844) to the commercial carrier.

j. Regional Transportation

(1) Regional Transportation (formerly Local Delivery) is movement of material by a Navy activity to activities or ships within a limited area, not to exceed a 100-mile radius. The activity may contract with commercial carriers, U.S. Government trucks, or the local Public Works Center, or share the delivery with other DoD activities.

(2) Funding is generally the responsibility of the local activity. However, programs such as NAVXPRESS, which support regional maintenance concepts, may be funded by NAVSUP at its discretion.

Note: Use of organic (Government) vehicles is authorized and encouraged for distances of 100 miles one way and below, when cost-effective.

k. Second Destination Transportation (SDT). SDT is any transportation other than FDT. It is used to distribute material within the supply system after the completion of FDT, i.e., from a government warehouse to an end user. SDT charges include those for freight cartage, port handling and other costs incurred incident to the shipment of SDT material. SDT charges are applicable to components reworked by an industrial activity.

l. Servicewide Transportation (SWT). SWT is a Naval Supply Systems Command (NAVSUP) centrally managed account consisting of four separate appropriations: Operations and Maintenance, Navy (O&MN); Other Procurement, Navy (OPN); Weapons Procurement, Navy (WPN) and the Navy Working Capital Fund (NWCF). The account was established to provide transportation funding for Navy cargo movements that are clearly not the responsibility of an end use activity. SWT is further characterized as being either FDT or SDT.

m. Shipbuilding and Conversion, Navy (SCN). FDT and SDT of materials purchased by SCN is paid for by NAVSEA (SEA 012) from SCN funding.

n. Special Assignment Airlift Mission (SAAM). SAAMs provide a means of moving cargo and passengers where special circumstances preclude use of normal AMC channels because of security, weight, size, or time constraints. Naval Operational Logistics Support Center (NOLSC) validates all Navy SAAM cargo requirements paid by SWT. The NOLSC SAAM validators can be reached telephonically at (757) 443-5405/6 or DSN 646-5405/6 or via e-mail at nolscduty_officer@navy.mil. Fleet Commanders may request emergency SAAMs directly from the Movement Control Center (MCC) at the United States Transportation Command (USTRANSCOM) for requirements with less than a 24-hour lead-time. SAAMs are funded by the requesting activity for all organic material and unit moves. Material resupply SAAMs are funded by SWT after being cleared through NOLSC.

o. Transportation Account Code (TAC). TACs are four-digit alphanumeric codes used on all shipment documents to identify the proper funding source and appropriation for paying transportation costs that are incurred. The TAC is translated into a line of accounting (LOA) and standard document number (SDN) using information provided by the major command or activity when the TAC was first established.

(1) Although Navy TAC codes are assigned and the TAC table is maintained and updated by the NOLSC TAC Administrator (Code 0112.B, DSN 646-5322, Commercial (757) 443-5322, FAX (757) 443-5336), the major command or activity requesting establishment of the TAC determines its purpose, its appropriate uses and, usually, the LOA from which charges against the TAC will be paid. It is important that NOLSC be kept abreast of required TAC changes to ensure that only valid TACs are available for use. TACs may be assigned to specific cognizance material and updated by naval message to the NOLSC TAC Coordinator before the beginning of each fiscal year. NAVSEA TACs should only be used for their assigned purpose.

(2) The shipping activity Transportation Officer (TO) or Traffic Manager assigns a TAC to a shipping document based on DD1149 (Requisition and Invoice/Shipping Document) or other shipping type document request provided by the requestor. The requisitioner or directing/authorizing agent

is responsible for providing the data needed to determine the correct TAC. Questions concerning organic and Foreign Military Sales (FMS) TACs may be directed to SEA 01P3 at (202) 781-2782 or (202) 781-2690 respectively. For all other TACs contact SEA 04L at (202) 314-7712.

(3) NAVSEA personnel issuing shipping instructions, procurement requests, material requisitions, or otherwise generating material shipments are responsible for citing the correct TAC when providing a shipping request to the TO. NAVSEA field activities should obtain applicable TACs for household goods/personal property material civilian PSC moves and organic NAVSEA material moves from SEA 01P3 (202-781-2782) and not directly from NOLSC. All other TAC requests should be directed to the NAVSEA Transportation Officer (202-314-7712).

(4) All current TACs are maintained by the Defense Logistics Management Standards Office. Formerly published in DoD Regulation 4500.32R, Volume II, Military Standard Transportation and Movement Procedure (MILSTAMP), the TAC database is now published electronically by the Defense Automated Addressing System Center at the following worldwide web address:

https://www.daas.dla.mil/tac_inq/tac_menu.html

For information on accessing and inquiring this website, see subparagraph 3.f of enclosure (1).

3. Budget Responsibility:

a. FDT charges are budgeted on an annualized basis in the same appropriation as the end item or material being procured. This policy reflects the treatment of transportation costs as an integral part of the cost of the procurement.

b. SDT charges are financed in the O&MN appropriation, except as noted below:

(1) Transportation of Navy Stock Fund Material is financed by the Navy Working Capital Fund (NWCF).

(2) Personal Property.

(a) Movement of personal property (household goods (HHG) and privately owned vehicles) of military personnel with regard to Permanent Change of Station (PCS)

OCT 26 2005

travel is funded from military personnel appropriations. Movement of personal property of military personnel incident to temporary duty (TDY) travel is funded by the local activity.

(b) Movement of personal property of civilian personnel with regard to PCS travel is funded by the gaining activity for recruitment actions and by the losing activity in the case of a reduction in force (RIF).

(3) Transportation of Navy-owned material for disposal/excess is an appropriate charge to SDT O&MN or the NWCF, depending on the cognizance symbol of the material.

(4) Research, Development, Test and Evaluation (RDT&E) FDT and SDT material shipments are chargeable to the RDT&EN appropriation.

4. Funding Responsibility:

a. First Destination Transportation. The cost of FDT is the responsibility of the organization funding the end item or material being procured, except for items financed in the OPN and WPN appropriations and selected O&MN TACs. FDT for these items is funded by NAVSUP, through SWT, based upon a budget call.

b. Second Destination Transportation. Navy SDT is financed by NAVSUP from its O&MN funds based upon SWT budget calls, with the exceptions noted below:

(1) Organic Material Incident to Relocation and/or Rotational Deployment. Transportation of organic material, i.e., items in the custody of plant account records of field activities or deployable units, with regard to relocation and/or rotational deployment is a funding responsibility of the major activity or management command that directs the movement.

(2) Personal Property. Movement of personal property/HHG of civilian personnel with regard to PCS travel is funded by the gaining activity for recruitment actions and by the losing activity in the case of a RIF. Movement of personal property of military personnel incident to temporary duty (TDY) travel is funded by the local activity. Movement of personal property of military personnel incident

OCT 26 2005

to PCS travel is funded from military personnel appropriations.

(3) Mine Countermeasures Equipment and Material. Costs of second destination mine countermeasures equipment and material are funded by the Commander, Atlantic Fleet (COMLANTFLT).

(4) Military Sealift Command (MSC) Fleet Auxiliary Billings. Costs related to these billings are funded by the cognizant Fleet Commander.

(5) MSC/Commercial Ship Replenishment Programs. Funding responsibilities and procedures for submitting underway replenishment requirements are contained in the procedures for the Management of Petroleum Products, DoD Manual 4140.25M, Volume V dated July 1988.

(6) Transportation of Remains of Deceased Beneficiaries. The Decedent Affairs Program, funded by Naval Medical Command, funds the transportation cost for the remains of deceased beneficiaries.

(7) Detention, Demurrage and Container (DDC) Per Diem. Detention is a fee levied by a carrier for holding a truck or van beyond an established unloading and release time limit. Demurrage is the equivalent for rail cars and ships. Container per diem is the term frequently used for container detention. These costs, including DDC pertaining to transportation of petroleum, oil and lubricants, are chargeable to the local activity or the Type Commander of the ship responsible for causing the DDC charge.

(8) Base Closure and Shore Establishment Realignment. Transportation costs associated with relocation of material occurring as a result of base closure, shore establishment realignment or similar actions are the responsibility of the major command that funds the activity being disestablished or realigned. However, when an activity requests reassignment of material that would otherwise be declared surplus, the requesting activity funds transportation costs for the material being relocated.

(9) Acquisition of Excess/Surplus Material. Transportation for turn-in of Navy-owned excess material is an appropriate charge to SDT OM&N or the NWCF if the material has a Navy Cog stock number. Transportation for turn-in or acquisition of excess material incident to R&D

OCT 26 2005

projects is chargeable to the RDT&EN appropriation. Transportation for acquisition of surplus material from DoD activities is chargeable to the requesting activity. However, the requesting activity must obtain prior approval from the activity responsible for budgeting and managing the funds cited before citing its TAC. In cases where acquisition is made from other than DoD activities, transportation costs will be negotiated on a case-by-case basis.

(10) Marine Corps SDT funds are allocated to the Deputy Commandant, Installation and Logistics (DC(I&L)). The DC(I&L) issues an operating budget to the SDT manager at the Marine Logistics Base in Albany, GA.

OCT 26 2003

PowerTrack Documentation Flow

1. Business Financial Managers (BFMs) are to ensure that sufficient funds are obligated so that each US Bank PowerTrack transaction bill can be paid during the billing period.
2. A Transportation Officer (TO) receiving a request to initiate a cargo movement will enter the shipment data into the Global Freight Management System - Electronic Transportation Acquisition (GFM-ETA) or an express carrier system.
3. The shipment is priced/rated either locally or through an interface with the GFM Host.
4. GFM-ETA generates a paper Commercial Bill of Lading (CBL) that is given to the carrier and a paper copy CBL, which accompanies the cargo.
5. GFM-ETA transmits an Electronic Data Interchange (EDI) transaction set containing the TAC to the Financial and Air Clearance Transportation Systems (FACTS). FACTS converts the TAC to a Line of Accounting/Standard Document Number (LOA/SDN) and forwards it to PowerTrack. Other line-item detail information contained in the transaction set includes the Transportation Control Number (TCN), CBL number or airway bill number, origin, destination, standard carrier alpha code, pieces, weight, cube and price.
6. The carrier then inputs shipment status into PowerTrack and submits price confirmation.
7. After cargo delivery, the carrier provides shipment delivery information to PowerTrack via an EDI transaction set, PowerTrack's web interface or by telephonic input.
8. If the carrier and government submitted prices differ, PowerTrack will flag the shipment record for TO review. Alternatively, the carrier can access PowerTrack via the web and submit an e-bill to request a price adjustment. An e-bill can be created at any point in the process, including after the bank has paid the carrier for a shipment.
9. Approval of PowerTrack bills below an established threshold can be handled automatically within PowerTrack,

OCT 26 2005

allowing TOs to concentrate on invoices that don't meet the threshold criteria. TOs and their transportation funds administrators can establish automatic approval thresholds and tolerances through coordination with the Navy PowerTrack Team at the Naval Operational Logistics Support center (NOLSC). The Navy PowerTrack Team can be reached telephonically at (757) 443-5402 or DSN 646-5402. However, TOs should review unpaid shipments within PowerTrack to ensure that information is correct and that all orders were priced.

10. If there are exceptions in the billing statement (e.g., an e-bill was created) the TO may respond by approving, denying or placing on hold the requested adjustment, by submitting an e-bill to counteroffer or by contacting the carrier directly to work out any adjustments off-line.

11. If a shipment has no outstanding e-bills (e.g., requests for price adjustment) and was delivered, the TO approves it for payment.

12. PowerTrack, on a daily basis, automatically reviews those shipment records that have been approved by the TO and for which the carrier has updated the delivery information. For those shipments that have been delivered and approved, US Bank remits payment to the carrier via Electronics Fund Transfer (EFT) to the carrier's bank within 48 hours.

13. On the second business day after the 15th of each month, the Certifying Official (CO), usually the TO, prints out their Summary Invoice (SI). The SI includes all charges US Bank has paid to carriers, based upon the TO's approval, since the previous billing statement.

14. The CO certifies the SI and submits it to Defense Accounting and Finance Service (DFAS) Norfolk so that US Bank can be reimbursed. Future enhancements to the system will permit on line access to the SI by the CO for electronic certification. During the electronic certification process, the CO will be able to make corrections to transactions on the SI by sending updated bills of lading to PowerTrack from the shipper system. PowerTrack will update the SI nightly until it is certified for those transactions corrected by the CO. After online certification by the CO, PowerTrack will electronically transmit the SI to DFAS for reimbursement.

OCT 26 2005

15. After DFAS Norfolk receives the certified SI , it inputs payment information including the SDN/LOA data into the Standard Accounting and Reporting System (STARS) One-Pay system. STARS verifies that Navy has an obligation and that sufficient funding is recorded under the SDN/LOA. If an obligation and sufficient funds are available, US Bank is reimbursed via an Automated Clearing House (ACH) transaction in commercial transaction format. If there is no obligation or there are insufficient funds under the SDN/LOA, payment is suspended and the funds administrator/business financial manager (BFM) is notified by DFAS. To preclude lengthy delays in processing transactions due to lack of an obligation or insufficient funds, BFMs should constantly review their transactions and SIs and be responsive to any associated e-mails, or phone calls they may receive from DFAS, FACTS or NOLSC.

16. BFMs should review PowerTrack on a regular basis, particularly before the Monthly Billing Statement cutoff date, for incorrect or inappropriate SDN/LOA or price data. The BFM should immediately notify the TO of the incorrect data by an e-bill.

17. PowerTrack training classes are provided by NOLSC and periodically held in Crystal City (Arlington) Virginia. The classes last two days. There are no registration fees. Contact NOLSC at 757-443-5531 or 5342 for information or questions.

NAVSEAINST 4600.2

OCT 26 2005

REQUIREMENTS FORMAT (SWT BAM FY__)

Customer

FY:

| <u>Requirement</u> | <u>First Quarter</u> | | <u>Second Quarter</u> | | <u>Third Quarter</u> | | <u>Fourth Quarter</u> | |
|--------------------|----------------------|-------------|-----------------------|-------------|----------------------|-------------|-----------------------|-------------|
| | <u>Volume</u> | <u>Cost</u> | <u>Volume</u> | <u>Cost</u> | <u>Volume</u> | <u>Cost</u> | <u>Volume</u> | <u>Cost</u> |

Directions:

1. Customer - Fill in name of Customer (i.e. NAVSUP).
2. FY - Fill in Fiscal Year. Since this BAM covers 2005 - 2013 requirements, each customer should have 9 sheets. FY 05 requirements should reflect actual requirements.
3. Requirement - Provide description of requirements for SWT. Be as specific as possible and provide Transportation Account Code. Identify the requirement as either first destination (FDT) or second destination (SDT).
4. Provide information about requirement by quarter:
Volume - In short tons, measurement tons or appropriate measure.
Mode - Air, Sea, Truck, Rail, World Wide Express, etc.
Cost - To be filled in by COMNAVSUPSYSCOM using appropriate rates.

Transportation Billing Investigative Tools

1. Invoices for large amounts of money that receiving activities determine to be erroneous charges (including those that are suspended by the Transportation Officer (TO) in PowerTrack) should be researched prior to payment. For NAVSEA, large amounts of money are amounts greater than \$50. Reviewing activities should complete the research process as quickly as possible to minimize interest penalties for failure to make prompt payment.

Note: To aid in research prior to authorizing prior to payment, copies of the Government/Commercial Bill of Lading (GBL/CBL) for shipments outside the Continental United States (OCONUS) can be obtained from Electronic Data Access (EDA) and may be available from PowerTrack or Defense Finance and Accounting Services (DFAS) Norfolk (see below). Electronic CBLs are created for shipments within CONUS. GBLs are no longer utilized for shipments within CONUS. Any discrepancies related to CONUS shipment CBL charges in the PowerTrack system are to be settled in accordance with reference (b). Per this regulation, either the TO or the carrier can initiate a price adjustment request within a specific number of government business days, depending on whether or not the transportation charges have been paid. The adjustment request can be input into PowerTrack if the charges have not been paid. If the charges have been paid and a price change is required, an e-bill must be submitted to the carrier or government.

2. The following electronic links have call down/drill down menus that can aid reviewers in determining the source and validity of suspect/suspended transportation charges:

PowerTrack Navy Portal
<https://iridium.ois.disa.mil/powertrack/>

PowerTrack US Bank
<https://reports1.powertrack.usbank.com/powertrack/>

FACTS
<https://tin.ois.disa.mil/nolsc/navtrans/facts/pmo.html>

Global transportation Network (GTN)
<https://www.gtn.transcom.mil>

Electronic Document Access (EDA)
<http://eda.ogden.disa.mil>

OCT 26 2005

Department of Defense Activity Address Codes (DoDAAC)
<https://day2k1.daas.dla.mil/daasing/>

Master TAC Reference Table Menu
https://www.daas.dla.mil/tac_inq/tac_menu.html

Navy Air Force Interface (NAFI)
<https://www.nafi.navy.mil>

Servicewide Transportation
<https://iridium.ois.disa.mil/swt/>

3. Copies of GBLs and CBLs involving questionable charges for transportation shipments can be requested from the Defense Information Systems Agency (DISA) Electronic Document Access (EDA) website. If not in EDA, copies may also be obtained from Defense Finance and Accounting Service (DFAS) Norfolk payment office after the GBL/CBL has been processed and paid. Copies of CBLs processed in the PowerTrack system can be obtained from the shipping activity TO. DFAS does not maintain hard copies of the CBLs processed in PowerTrack. It only receives the Line of Accounting (LOA) and the dollar amount of the shipment. GBLs are not posted in PowerTrack.

4. DFAS Norfolk pays all Navy transportation bills (CBLs and GBLs for overseas shipments), including those that are processed via PowerTrack and those that are not. If there are any questions regarding payment of these CBLs/GBLs, the Customer Service unit can be reached at (800) 209-1628. Copies of GBLs issued for regular Navy transportation (personal property shipments and freight charges not paid via PowerTrack) can be obtained from DFAS Norfolk. The Naval Operational Logistics Support Center (NOLSC) can also provide assistance in obtaining copies of these GBLs.

5. Transportation Control Movement Documents (TCMDs) are issued by the shipping activity for export and import shipments. They can be obtained from the shipping activity or the Seaport and/or Aerial Port of Embarkation for ocean and/or air transportation movements, respectively, in the Defense Transportation System.

6. All charges under \$50 will be accepted automatically. These charges shall be billed to the budget holder. If receiving an invalid bill for more than \$50, investigate the charges by using the following guidance:

OCT 26 2005

a. If a GBL/CBL is the backup document, check the origin and destination of the shipment. Contact the TO or Traffic Manager who issued the GBL/CBL and assigned your TAC number. If assistance is needed in identifying the TO, contact the Navy Operational Logistics Support Center (NOLSC), Norfolk. They will provide you TO or Traffic Manager information on request. In the case of Permanent Change of Station (PCS) shipments, trace the person whose household goods are being shipped by using their Social Security Number.

b. If an Automated Data Process listing is the backup document, check all Unit Identification Codes that appear on the line for the charge. Check the origin and destination codes provided.

7. If the charges belong to another NAVSEA activity, a SF 1081 or an equivalent correction document may be input into the accounting system with copies mailed to the charged NAVSEA activity and Commander, Naval Sea Systems Command, SEA 012, SEA 013, SEA 014 or SEA 01P2.

8. Forward general fund transportation charges that are not NAVSEA's or cannot be identified to a project or program to the appropriate DFAS office for further investigation and resolution. For additional assistance contact the NAVSEA Transportation Officer at 202 314-7712.

OCT 26 2005

Acronym Listing

| | |
|------------|--|
| ACH | Automated Clearing House |
| AID | Agency for International Development |
| AMC | Air Mobility Command |
| APA | Appropriation Purchases Account |
| ASN(FM&C) | Assistant Secretary of the Navy for Financial Management and Comptroller |
| BAM | Baseline Assessment Memorandum |
| BFM | Business Financial Manager |
| BOL | Bill of Lading |
| BSO | Budget Submitting Office |
| CBL | Commercial Bill of Lading |
| CDSA | Combat Direction Systems Activity |
| CFM | Contractor Furnished Material |
| COMLANTFLT | Commander, Atlantic Fleet |
| CONUS | Continental United States |
| CSS | Coastal Systems Station |
| DCS(I&L) | Deputy Chief of Staff for Installation and Logistics |
| DDC | Detention, Demurrage and Container |
| DFAS | Defense Finance and Accounting Service |
| DISA | Defense Information Systems Agency |
| DLA | Defense Logistics Agency |
| DoD | Department of Defense |
| DoDAAC | DoD Activity Address Code |
| DoN | Department of the Navy |
| DTR | Defense Transportation Regulation |
| DTS | Defense Transportation System |
| EDA | Electronic Document Access |
| EDI | Electronic Data Interchange |
| FACTS | Financial and Air Clearance Transportation Systems |
| FAR | Federal Acquisition Regulation |
| FDT | First Destination Transportation |
| FMS | Foreign Military Sales |
| FOB | Free on Board |
| FY | Fiscal Year |
| GA | Grant Aid |
| GBL | Government Bill of Lading |

OCT 26 2005

| | |
|----------|--|
| GFE | Government Furnished Equipment |
| GFM | Government Furnished Material |
| GFM-ETA | Global Freight Management - Electronic Transportation Acquisition |
| GTN | Global Transportation Network |
| HHG | Household Goods |
| HM&E | Hull, Mechanical and Electrical |
| IDA | Integrated Disbursing and Accounting |
| IODR | Insufficient Obligations Detailed Report |
| ISEA | In-Service Engineering Agent |
| JCS | Joint Chiefs of Staff |
| LOA | Line of Accounting |
| MAP | Military Assistance Program |
| MHE | Material Handling Equipment |
| MILSTAMP | Military Standard Transportation and Movement Procedure |
| MCC | Movement Control Center |
| MSC | Military Sealift Command |
| MTMC | Military Traffic Management Command |
| NAFI | Navy-Air Force Interface |
| NAVAIR | Naval Air Systems Command |
| NAVFAC | Naval Facilities Engineering Command |
| NAVSEA | Naval Sea Systems Command |
| NAVSUP | Naval Supply Systems Command |
| NAVTRANS | Naval Transportation Support Center |
| NMF | Navy Management Fund |
| NOLSC | Naval Operational Logistics Support Center |
| NSWC | Naval Surface Warfare Center |
| NSY | Naval Shipyard |
| NUWC | Naval Undersea Warfare Center |
| NWCF | Navy Working Capital Fund |
| OCONUS | Outside Continental United States |
| O&MN | Operation and Maintenance, Navy |
| OPN | Other Procurement, Navy |
| PAO | Principal Administrating Office |
| PCS | Permanent Change of Station |
| PM | Program Manager |
| PO | Program Office |
| PP&A | Prepay and Add |

OCT 26 2005

| | |
|------------|---|
| RDT&EN | Research, Development, Test and Evaluation, Navy |
| RIF | Reduction in Force |
| SAAM | Special Assignment Airlift Mission |
| SAAR | System Authorization Access Request |
| SAP | Security Assistance Program |
| SCN | Shipbuilding and Conversion, Navy |
| SDN | Standard Document Number |
| SDDC | Surface Deployment and Distribution Command |
| SDT | Second Destination Transportation |
| SI | Summary Invoice |
| SPAWAR | Space and Naval Warfare Systems Command |
| SSPO | Strategic Systems Programs Office |
| STARS | Standard Accounting and Reporting System |
| SWT | Servicewide Transportation |
| TAC | Transportation Account Code |
| TCC | Transportation Component Command |
| TCMD | Transportation Control Movement Document |
| TCN | Transportation Control Number |
| TDY | Temporary Duty |
| TGET | Transportation Global Edit Table |
| TO | Transportation Officer |
| USTRANSCOM | United States Transportation Command |
| WPN | Weapons Procurement, Navy |