

ATTACHMENT V9

DEFENSE LOGISTICS AGENCY (DLA) TRANSPORTATION ACCOUNT CODES (TAC)

A. GENERAL

This attachment provides policy guidance, definitions, instructions, and other information pertaining to the assignment of DLA TACs.

B. TAC CONSTRUCTION, ISSUANCE, AND MODIFICATION

1. TAC Construction. Standard DLA TACs begin with the letter “S” while DLA Security Cooperation TACs begin with the letter “R.” The second, third, and fourth positions of the TAC will be assigned by the DLA TAC Coordinator.
2. Establishing a new TAC. Contact the DLA TAC Coordinator ([Paragraph E.1](#)) with the following information:
 - a. Purpose or description of the use of the TAC
 - b. Line of Accounting (LOA)
 - c. Functional Point of Contact name, telephone number, and e-mail
 - d. Beginning and end date of the TAC/LOA.
3. Modifying an existing TAC. Contact the DLA TAC Coordinator with updated information.
4. TACs will be established/modified within five working days of notification.

C. TAC/LOA VALIDATION

1. DLA Shippers, Transportation Managers, Contracting Officers, and Transportation Officers (TOs) will ensure that all cargo and personal property movements shipped within the Defense Transportation System (DTS) have a valid TAC assigned. To ensure that a valid TAC is assigned to all DTS shipments, DLA TOs will validate TACs using the Transportation Global Edit Table (TGET) prior to creating shipping documentation. However, when DLA TOs do not create shipping documentation, under carrier invoicing described in the DTR, Part II Definitions and Chapter 212, DLA will assign valid, funded TACs to carrier invoices in TPPS.
2. The TGET is the authoritative source for all DoD TACs and allows users to validate TACs. TGET can be accessed at <https://beis.csd.disa.mil/beis-html/frontpage.html>; a DD Form 2875, [System Authorization Access Request, Figure V9-1](#), and a Rules of Behavior document must be completed in order to obtain access. Users should request access to “TAC/LOA Inquiry for global view.”
3. [DoD Financial Management Regulation \(FMR\)](#), Volume 10, Chapter 13, states transportation services will not be provided by the TO without first obtaining proper supporting documentation with an authorization to use and a citation of a valid and funded TAC, provided by the designated Funds Manager or financial management official. Financial manager verification may be annotated on the movement request order (DD Form 1348-1A, [Issue Release/Receipt Document, Figure V9-2/DD1149](#), [Requisition and Invoice/Shipping Document, Figure V9-3](#)). Concurrent with providing a valid, funded TAC, the Funds Manager is required to record a commitment/obligation. The intention is to avoid failure to obligate when the government has actually incurred an obligation via the initiation of a shipment. Such a failure may result in a

violation of the Anti-Deficiency Act and subject DoD personnel to disciplinary action or criminal penalties.

4. DLA obtains valid, funded TACs for walk-ins. But for various reasons described below (not necessarily all inclusive), a valid, funded TAC from a shipment requestor is often not available on movement request orders prior to DLA making shipment arrangements, or the traditional “movement request orders” described above do not precede the shipment:
 - a. Customer systems are not set up to generate valid, funded TACs on Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions, so TACs are not available on subsequent movement request orders or contracts.
 - b. Current Defense Logistics Management System transactions used to initiate MILSTRIP requisitions for DoD materials and to perform further downstream processing do not contain TAC fields needed to pass TACs from customer systems to DLA shipping systems.
 - c. DLA moves Energy products via meter tickets that have no TAC field, based on DLA projecting needs of customers who do not take ownership of the Energy product until it is delivered (no traditional “movement request order”).
 - d. DLA Document Services’ shipments are triggered internally based on completion of print jobs for customers (no traditional “movement request order”).
 - e. DLA uses commercial distribution systems where Prime Vendors make shipment arrangements with carriers as part of their overall supply chain management (i.e., no traditional “movement request order”).
5. Also, DLA may consolidate movement request orders from different organizations rendering TACs provided for the individual orders inappropriate for application to the entire consolidated shipment.
6. To deal with the variety of shipment situations DLA encounters, DLA often assigns its own valid, funded TACs, either manually or via automated logic, to pay for transportation costs, and subsequently bills the customer back for appropriate amounts (via an apportionment process for consolidated shipments). To address the intent of the FMR guidance, which is to ensure obligations are made when they are actually incurred, DLA performs an obligation and expense accrual process based on actual shipment request/invoice data in TPPS and on estimated obligations for carrier invoicing.
7. Shipments/transshipments containing a standalone LOA will not be accepted for transport.

D. THIRD PARTY PAYMENT SYSTEM (TPPS) TAC USAGE

1. Certifying Officials and TOs will ensure the correct fiscal year is selected in the TPPS when executing payments.
2. In Accordance With the FMR, Volume 3, Chapter 8, transportation charges for the movement of DLA materiel will be charged to the fiscal year in which the materiel actually moves. Charges for personal property shipments will be made to the fiscal year identified on the member’s Permanent Change of Station orders.

E. POINTS OF CONTACT (POCS)

1. For inquiries related to DLA TACs, please contact the DLA TAC Coordinator at:

Defense Logistics Agency Headquarters
Transportation Policy, J345
Attn: DLA TAC Coordinator
8725 John J. Kingman Road, Room 4325
Fort Belvoir, VA 22060

Phone: 703 767-3779/1251 or DSN 427-3779/1251

Email: TAC@dla.mil

2. POCs for individual TACs can be obtained from TGET.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY:		Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.	
PRINCIPAL PURPOSE:		To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	
ROUTINE USES:		None.	
DISCLOSURE:		Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____			
11. USER SIGNATURE			12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

Figure V9-1. DD Form 2875, System Authorization Access Request (SAAR)

26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	
DD FORM 2875 (BACK), AUG 2009		Reset	

Figure V9-1. DD Form 2875, System Authorization Access Request (SAAR) (Cont')

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

27. ADDITIONAL DATA		26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)		25. NATIONAL STOCK NO. & ADD (8-22)		24. DOCUMENT NUMBER & SUFFIX (30-44)		1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO	
								UNIT PRICE		DOLLARS		CTS	
								DOLLARS		CTS		4. MARK FOR	
								5. DOC DATE		6. NMFC		7. FRRT RATE	
								8. TYPE CARGO		9. PS		10. QTY. RECD	
								11. UP		12. UNIT WEIGHT		13. UNIT CUBE	
								14. UFG		15. SL		16. FREIGHT CLASSIFICATION NOMENCLATURE	
								17. ITEM NOMENCLATURE		18. TY CONT		19. NO CONT	
								20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY	
								23. DATE RECEIVED					

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

FormFlow (DLA) PREVIOUS EDITION MAY BE USED

Figure V9-2. DD Form 1348-1A, Issue Release/Receipt Document

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT										OMB No. 0704-0246 OMB approval expires Apr 30, 2009			
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>													
1. FROM: (Include ZIP Code)					SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER					
					7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY					
2. TO: (Include ZIP Code)					9. AUTHORITY OR PURPOSE								
					10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)					
3. SHIP TO - MARK FOR					12. DATE SHIPPED (YYYYMMDD)			b.					
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER					
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.								
4. APPROPRIATIONS DATA										AMOUNT			
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES						UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CON-TAINER	CON-TAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)						(c)	(d)	(e)	(f)	(g)	(h)	(i)
													0.00
													0.00
													0.00
													0.00
													0.00
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO							17. SPECIAL HANDLING						
R E C E I V E D B Y	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	R E C E I V E D B Y	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL		
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL		
	PACKED BY							POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.		
	← TOTAL →												
DD FORM 1149, JUL 2006													
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 PREVIOUS EDITION IS OBSOLETE.													

Figure V9-3. DD Form 1149, Requisition and Invoice/Shipping Document

