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
violations 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 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)

**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**
- INITIAL
- MODIFICATION
- DEACTIVATE
- USER ID

**SYSTEM NAME (Platform or Application)**

**DATE (YYYYMMDD)**

**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**
   - US
   - FN
   - OTHER
9. **DESIGNATION OF PERSON**
   - MILITARY
   - CIVILIAN
   - CONTRACTOR
10. **IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS**
    - 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**
   - AUTHORIZED
   - PRIVILEGED

15. **USER REQUIRES ACCESS TO**
   - UNCLASSIFIED
   - CLASSIFIED (Specify category)
   - OTHER

16. **VERIFICATION OF NEED TO KNOW**
   - I certify that this user requires access as requested.

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)**

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**DD FORM 2875, AUG 2009**

PREVIOUS EDITION IS OBSOLETE.

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

II-V9-4
Figure V9-1. DD Form 2875, System Authorization Access Request (SAAR) (Cont’)

| 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 |
| | | LEVEL I | LEVEL II | 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 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT**

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<td>24. DOCUMENT NUMBER &amp; SUFFIX (30-44)</td>
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**Figure V9-2. DD Form 1348-1A, Issue Release/Receipt Document**
Figure V9-3. DD Form 1149, Requisition and Invoice/Shipping Document
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<th>UNIT OF ISSUE (c)</th>
<th>QUANTITY REQUESTED (d)</th>
<th>SUPPLY ACTION (e)</th>
<th>TYPE CONTAINER NO. (f)</th>
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Figure V9-3. DD Form 1149, Requisition and Invoice/Shipping Document (Cont’d)