

Third Party Payment System

for DoD Transportation Offices

Lines of Accounting (LOAs)

Reference Guide

Business Rule & Process Description

for all Services



2014

Maximizing Electronic Payments



May 2014



Lines of Accounting

General

- **Critical Line of Accounting Data Elements**

✓ *Each of the branches use the following data elements in various combinations*

- **DI:** Department Indicator
- **SDN:** Standard Document Number
- **AIN:** Authorized Identification Number (*DFAS Station Code*)
- **MDC:** Movement Designator Code
- **TAC:** Transportation Account Code
- **SAC:** Shipment Account Classification (*long line of accounting*)

The screenshot shows the DPPS web interface with a callout box for 'Accounting Information'. The callout box contains the following fields:

Accounting Information	
Department Indicator:	
SDN:	
AIN:	
MDC:	
TAC:	
SAC:	
Enter Accounting Information	





Lines of Accounting

General

- The “Department Indicator” is **NOT the customers branch of Service**
- Department Indicator is identified by the first 2 characters of the LOA (*paying for the move*)

USN/USMC

17 4 1453.2254 G 068566 AV EG919V EG9322603682

USA

21 4 2070 24 2481 P2H11.0400 22NL PRAG S28013

021 202010D12 A21DD 114019WCID 2578 5009 40196595 021001

USAF

57 4 3500 329 5881.0H 525725

USCG

2 P 001 299 21 0 RA 78040 2104 *use department code “70”*

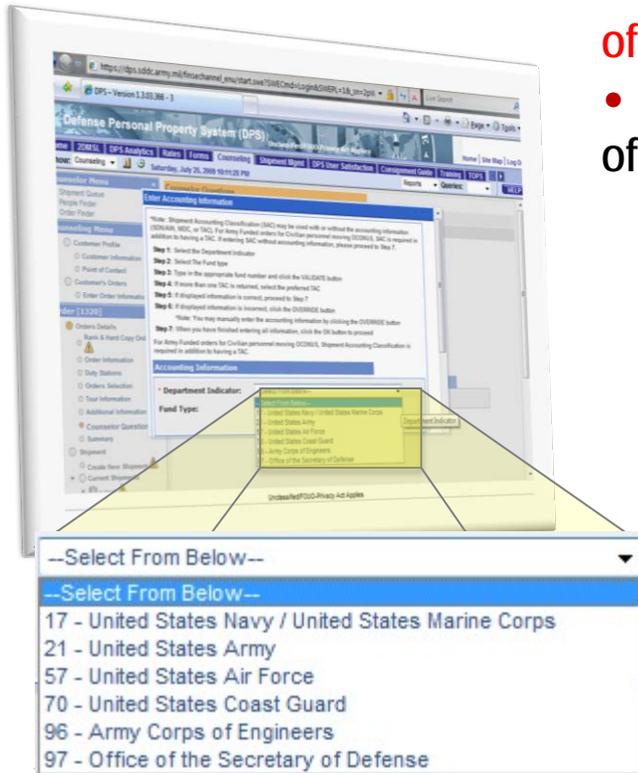
Army Corps of Engineers

96 X 4901 2409 S96010 RF6105

Office of the Secretary of Defense

97 4 0100.4400 1092A9 S49205 22002 1BXX D6HC104G1 6600

There are rare exceptions. You may see Army Corps shipments paid with an LOI having a DI of 21, but with an Army Corps TAC. Use the Army Corps Department Indicator





Lines of Accounting

General

- Incorrect LOA entries are costly
- Each Service has unique manual & electronic processing costs

DFAS Processing Costs for FY2014

	<u>Manual</u>		<u>Electronic</u>
Army:	\$23.34		\$ 3.49
Air Force	\$34.94		\$10.99
Navy	\$24.07		\$ 4.12
Marine Corps	\$29.06		\$ 3.01
Def Agency	\$31.05		\$ 3.46





Lines of Accounting

TGET Access

- TGET is very helpful in determining the validity of a TAC code

- ✓ Anyone working with TAC codes should get a TGET account
- ✓ To access TGET follow the link below

<https://beis.csd.disa.mil/beis-html/frontpage.html>

Select the *****How to Gain Access!***** link for instructions on completing the site access application

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Welcome to BEIS

Business Enterprise Information Services

Helpful Links

- [Frequently Asked Questions \(FAQ\)](#)

Click the following link to learn more about *****Requesting Access*****

- [Form 2875](#) (Required for all applications)
- [Rules of Behavior](#) (Required for all applications)
- [Form 9203](#) (Only required for CEFT access)

To enter an application click the link below:

- [DCD - DFAS Corporate Database](#)
- [DCW - DFAS Corporate Warehouse](#)
- [TGET - TAC/LOA Inquiry](#)
- [BEIS Reference Data Services - Disbursing](#)

Home

These instructions pertain to users who need to request access to the BEIS system for the first time.

1. New users should click on the front page link titled "Signable DD Form 2875 (pdf)" as well as the "Rules of Behavior" document and complete all relevant information including obtaining digital signatures from approving authorities.
2. Route the completed 2875 and the Rules of Behavior to the designated Functional Information Owner (FIO) to create a Remedy ticket for the request. The FIO will route the request to Production Support for account creation.
3. Once the account is created, the user will receive two separate emails. The first email is generated by BEIS and provides the user with their userid along with other information for a successful first-time login. The second email (encrypted) will come directly from Production Support and will contain a temporary password. The new user should then be able to return to the [BEIS Home page](#) and access the BEIS applications.



Lines of Accounting

TGET Access

Email HQ PowerTrack if you are having problems with a TAC

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Welcome to BEIS
Business Enterprise Information Services

Helpful Links

- [Frequently Asked Questions \(FAQ\)](#)
- [Accessibility/Section 508](#)

Click the following link to learn more about **Requesting Access**

- [Form 2875 \(Required for all applications\)](#)
- [Rules of Behavior \(Required for all applications\)](#)
- [Form 9203 \(Only required for CEPT access\)](#)

To enter an application click the link below:

- [DCD - DFAS Corporate Database](#)
- [DCW - DFAS Corporate Warehouse](#)
- [TGET - TAC/LOA Inquiry](#)
- [BEIS Reference Data Services - Disbursing](#)

✓ TGET will provide you access to “valid” TAC codes. If the TAC code does exist in TGET, however you are still unable to update to that TAC code in Syncada, email a copy of the orders to HQ-POWERTRACK@DFAS.MIL and request the TAC be added to Syncada

TAC + LOA

BUSINESS ENTERPRISE INFORMATION SERVICES
TRANSPORTATION GLOBAL EDIT TABLE

BEIS

TGET

- Query TAC
- Download TAC
- Display TAC Coordinators
- Lookup A/Rs
- Query Master TAC Archive

NOTE: All TACs/LOAs are now resident in TGET. Please contact the applicable TAC Coordinator if questions arise. (For Air Force FMS TACs used on or before February 6, 2009, info can be found in the Query Master TAC Archive)

TAC + LOA

BUSINESS ENTERPRISE INFORMATION SERVICES
TRANSPORTATION GLOBAL EDIT TABLE

BEIS

Enter Query Execute Query Cancel Query Print

Query TAC

TAC	TAC FY	FBMC	DESCRIPTION
5555			

Note: No record found.

OK

Enter a query, press F8 to execute, F4 to cancel.

Record: 1/1 Enter-Qu... List of Valu... <OSC>



Lines of Accounting

TGET Access

BUSINESS ENTERPRISE INFORMATION SERVICES
TRANSPORTATION GLOBAL EDIT TABLE

BEIS

Enter Query Execute Query Cancel Query Print

For Official Use Only Privacy Act of 1974, As amended.

Query TAC/LOA/SLOA

TAC	TSC	RECORD ID	TAC	TAC FY	FBMC	STATUS	TY CD	USAGE	MACOM	BILL ACCT	COST CENTER	BUIIC	ACCTNG OFFICE
			CAE4	2014									

To validate a TAC in TGET, enter and execute query

BUSINESS ENTERPRISE INFORMATION SERVICES
TRANSPORTATION GLOBAL EDIT TABLE

BEIS

Enter Query Execute Query Cancel Query Print

For Official Use Only Privacy Act of 1974, As amended.

Query TAC/LOA/SLOA

TAC	TSC	RECORD ID	TAC	TAC FY	FBMC	STATUS	TY CD	USAGE	MACOM	BILL ACCT	COST CENTER	BUIIC	ACCTNG OFFICE

LOA	LOA ID	L1-AIN	A4-BS	B2-ASN	C1-PRG	B1-OAC	J1-SDN	K6-ACRN	A1-DEPT	A3-BFY	A3-EFY	A2
							F4FFWE33Q8NP04					

To validate an SDN in TGET, enter and execute query





Lines of Accounting

Department "21" Army Funded Shipments

Army TACs will flow through the monthly billing statement electronically.
Long lines of accounting will default to the manual.

Common issues with Army TACs;

- Know the difference between an MDC and a TAC
- Zero instead of capital "O"
- 22NL, 22NZ, and TQSA are not valid TACs
- Carefully read the orders from beginning to end
- If member is active duty, guard or reserve having orders without a TAC, have member seek amendments

- ALWAYS USE CAPITAL LETTERS





Lines of Accounting

Department "21" Army Funded Shipments

- **Army – shipments in general**

- The instructions in this document only apply to TGBL moves & NTS unless otherwise stated
- Always use a TAC when available
- Allow DPS to validate the MDC with TGET to retrieve the correct TAC
- Use the Army validation tool when in doubt



Enter Accounting Information

CONUS to CONUS

*Note: Shipment Accounting for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: --Select From Below--
SDN
MDC

** Shipment Accounting Classification:

Ok Cancel

Enter Accounting Information

OCONUS to/from/between

*Note: Shipment Accounting for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
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For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: --Select From Below--
SDN
TAC

Shipment Accounting Classification:

Ok Cancel



Lines of Accounting

Department "21" Army Funded Shipments

• Army – Active Duty

- In DPS enter the MDC and allow DPS to validate and retrieve the correct TAC from TGET

✓ DPS does not always connect to TGET and you may have to override

- Enter Department Indicator "21"
- Enter the MDC in the MDC [*select validate*]
- TAC will be pulled in from TGET
- Enter the SDN in the SAC



Enter MDC and select "Validate"

Select Department Indicator "21"

Select MDC (always)

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: MDC

Enter MDC: 3AE4

Validation Error - The MDC you have entered is invalid. Enter a New MDC or select Override to manually enter the values.

Override TGET-R Information by completing the fields below

SDN:	<input type="text"/>	Re-Enter SDN:	<input type="text"/>
AIN:	<input type="text"/>	Re-Enter AIN:	<input type="text"/>
** MDC:	3AE4	Re-Enter MDC:	3AE4
TAC:	CAE4	Re-Enter TAC:	CAE4
** Shipment Accounting Classification:	ARB2546PF06901		

Validation does not always work. Enter the correct MDC & TAC. TAC must not be left blank

NEW!! Enter the SDN into the SAC

```

FOR ARMY USE
Auth: not applicable
MDC: 3AE4
Enlistment/REENLB indicator: not applicable
PPD: not applicable
PMOS/AOC: 35S20
Projected specialty: not applicable
Pers control no: 5S201403A141
Asgd to mgt designation: 35S20
Con specialty: not applicable
Pers security code: YY
CIC: not applicable
Avail date: 1 June 2014
SDN: ARB2546PF06901
Format: 410

```

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	3AE4
TAC:	CAE4
SAC:	ARB2546PF06901



Lines of Accounting

Department "21" Army Funded Shipments

- Army – Active Duty

Do not enter SDN here

Accounting Information	
Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	3AE4
TAC:	CAE4
SAC:	ARB2546PF06901

Enter Accounting Information

Select Department Indicator "21"

Enter the MDC (always) and validate the TAC

If validation does not work. Enter the correct TAC using the crosswalk

NEW!! Enter the SDN into the SAC

Example of an incorrect entry

Do not enter SDN here

Accounting Information	
Department Indicator:	21 - United States Army
SDN:	ARB2546PF06901
AIN:	
MDC:	CAE4
TAC:	CAE4
SAC:	CAE4 ARB2546PF06901

Enter Accounting Information

TAC should be entered

Enter only the SDN

Incorrect!!

Incorrect!!

Incorrect!!

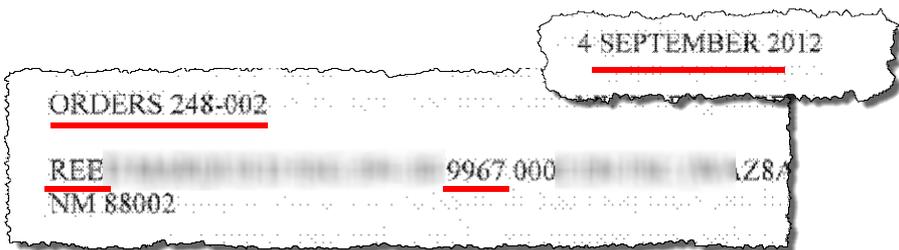


Lines of Accounting

Department "21" Army Funded Shipments

• Army – Active Duty

- The Army will be adding an SDN to the members orders, until then the SDN must be created manually
- Follow the format below for creating an SDN for a member that is Active Duty and PCS'ing



- 1-3 = Last name (first 3 characters of last name)
- 4-7 = Last 4 of SSN
- 8 = P is for PCS (constant, always a "P" in this position)
- 9 = Alpha (A-M) for the month of the order date (see below)
- 10-14 = Last 5 digits of travel order number - Omit dashes, spaces, etc.

FOR ARMY USE:
 Auth: NA
 Acct class: NA
 MDC: 3AE2/3AE3
 En/REENLB Indic: NA
 PPD: NA
 PMOS/SSE: 92G3X
 Proj specialty: NA
 Avail date: 20121001
 Format: 410

Oct = A Feb = E Jun = J
 Nov = B Mar = F Jul = K
 Dec = C Apr = G Aug = L
 Jan = D May = H Sept = M

MDC: 3 A E 2

SDN: R E E 9 9 6 7 P M 4 8 0 0 2

1st 3 chars of last name

Last 4 of SSAN

P for PCS

M for Sep

Last 5 of Order



Lines of Accounting

Department "21" Army Funded Shipments

• Army – Active Guard/Reserve (example – TAC with no MDC)

- No TAC, have member seek amendments
- In DPS, select the Fund Type: SDN, enter the TAC and validate
- Enter the TAC twice in validation – leave the MDC blank
- Enter the TAC followed by the SDN in the SAC



AHRC-ARE-E340
ORDERS R-05-285388

02 MAY 2012

ADRI
3557 MOUNTAIN VALLEY DRIVE
LAS VEGAS, NV 89129

3049 SSG
869 TC DET (WZYDAA)

FOR ARMY USE: AUTHORITY: TITLE 10 USC 12301(D) (DO NOT ACCESS INTO THE STRENGTH OF THE ACTIVE ARMY)
ACCT CLASS: 212 2070 22-2010 PIH31.0400 (AGREN452TVL12)/NBEP (1198-1199-1210-1250-21P3-21P4-22NL-22NZ-2578-2579)
PRAG S23185 (TAC): CZP2

ARE ON ACTIVE DUTY IN ACTIVE GUARD/RESERVE STATUS AND PURCHASED USING A GENERALLY BILLED ACCOUNT (CBA). USE OF AN INDIVIDUALLY BILLED ACCOUNT IS NOT PERMITTED.

Select MDC

Enter the TAC as the MDC

Enter the MDC & TAC twice

Enter SDN only (NEW!!!)

✓ No TAC on orders for Guard/Reserve, have member request amendments

Accounting Information

Department Indicator: 21 - United States

Fund Type: MDC

Enter MDC: CZP2

Validation Error - The MDC you have entered is invalid. Enter a New MDC or select Override to manually enter the MDC.

Override TGET-R Information by completing the fields below

SDN:	<input type="text"/>	Re-Enter SDN:	<input type="text"/>
AIN:	<input type="text"/>	Re-Enter AIN:	<input type="text"/>
** MDC:	CZP2	Re-Enter MDC:	CZP2
TAC:	CZP2	Re-Enter TAC:	CZP2

** Shipment Accounting Classification: ADR3049PH85388

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	CZP2
TAC:	CZP2
SAC:	ADR3049PH85388





Lines of Accounting

Department "21" Army Funded Shipments

• Army – National Guard Orders (example – no TAC and no MDC)

- In DPS, select the Fund Type: SDN, enter the SDN and validate
- Enter the TAC "XXXX" twice in validation – leave the MDC blank
- Enter the long LOA in the SAC as shown below



Select SDN & enter SDN

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: SDN

Enter SDN: MAN88853C80053

Override TGET-R Information by completing the fields below

SDN:

AIN: Enter AIN:

MDC: Re-Enter MDC:

* TAC: XXXX Re-Enter TAC: XXXX

* Shipment Accounting Classification: 21 0 2060 18-1025 P1F1

Enter TAC "XXXX"

Enter the long LOA

FOR ARMY USE

Auth: 32 USC 503, APP F, NGB PAM 350-1, Para 6-2a, NGR 351-1.
Approved NGB Form 64.

HOR: 117 DRIFTWOOD DRIVE LAFAYETTE LA70503

APC DJMS-RC; C2E201 TDC 201 Initial Skills Acquisition Travel APC

APC STANFINS Pay: N10Z APC STANFINS Travel: N10Z

Acct clas:

Enl pay/alw:	2132060	18-1016	P1F31.1000-1198/1199/1210/1250	S16104	110	Y2WB0
Enl tvl/pd:	2132060	18-1016	P1F31.1000-21P4	S16104	110	Y2WB0
Enl pay/alw:	2142060	18-1016	P1F31.1000-1198/1199/1210/1250	S16104	110	Y2WB0
Enl tvl/pd:	2142060	18-1016	P1F31.1000-21P4	S16104	110	Y2WB0
Enl Shp:	2132060	18-1016	P1F31.1000-22NL	S16104	110	Y2WB0

SRN: TH00842030069* JON/CCC: N10Z37/37N10Z Cost Estimate: \$ 88,731

PEBD: 040426

SRN = Standard Reference Number is the same as the Standard Document Number (SDN)

Travel APC

SRN/SDN

2132060 18-1016 P1F31.1000-22NL N10Z TH00842030069 S16104

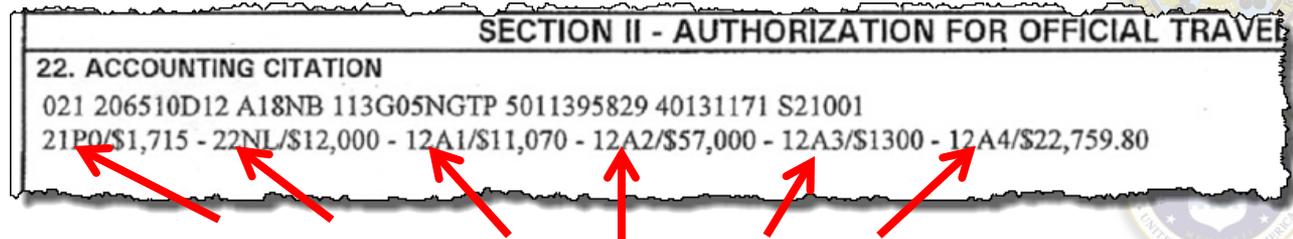


Lines of Accounting

Department "21" Army Funded Shipments

• Army – Civilian (example – orders without TAC)

- In DPS, select the Fund Type: MDC but leave the MDC blank
- Enter the long line LOA into the SAC



These are not TAC codes

Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
 Step 2: Select The Fund type
 Step 3: Type in the appropriate fund number and click the VALIDATE button
 Step 4: If more than one TAC is returned, select the preferred TAC
 Step 5: If displayed information is correct, proceed to Step 7
 Step 6: If displayed information is incorrect, click the OVERRIDE button
 *Note: You may manually enter the accounting information by clicking the OVERRIDE button.
 Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: MDC

Enter MDC: Validate

SDN:
 AIN:
 ** MDC:
 TAC:

** Shipment Accounting Classification: 021 206510D12 A18

Ok Cancel

Select MDC

Leave MDC blank

Enter long LOA

TGBL or NTS Shipments:

MDC:

TAC:

SAC: 021 206510D12 A18NB 113G05NGTP 22NL 5011295829 40131171 S21001

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	
TAC:	
SAC:	021 206510D12 A18NB 113G05NGTP 22NL 5011295829 40131171 S21001

This will be paid at the manual rate....



Lines of Accounting

Department "21" Army Funded Shipments

• Army – Civilian (example – with TAC)

- In DPS, select the Fund Type: SDN enter the TAC and validate
- Enter the TAC twice in validation – leave the MDC blank
- Enter the TAC followed by the long LOA in the SAC



Accounting Classifications:

- HHT Shipment: TAC code: CZZU (021 202010D12 A2AEQ 131042QLOG 2AEQ0048 22NL 5004662449 021001
- Temporary Storage: HHG: 021 202010D12 A2AEQ 131042QLOG 2AEQ0048 2578 5012976900 021001 GFEBS
- Travel: 021 202010D12 A2AEQ 131042QLOG 21P0 5012976900 021001 GFEBS
- TQSE: 021 202010D12 A2AEQ 131042QLOG 12A1 5012976900 021001 GFEBS

STATES OF



Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or personnel moving OCONUS, SAC is required in addition to having a TAC. If please proceed to Step 7.

Step 2: Select the Fund Type and click the VALIDATE button
 Step 3: Type in the appropriate number and click the VALIDATE button
 Step 4: If more than one TAC is entered, select the preferred TAC
 Step 5: If displayed information is correct, proceed to Step 7
 Step 6: If displayed information is incorrect, click the OVERRIDE button
 Step 7: When you have finished entering all information, click the OK button to proceed

*Note: You may manually override the accounting information by clicking the OVERRIDE button

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Department Indicator:	21 - United States Army
Fund Type:	SDN
Enter TAC:	CZZU <input type="button" value="Validate"/>

Override TGET-R Information by completing the fields below

SDN:		Re-Enter SDN:	
AIN:		Re-Enter AIN:	
MDC:		Re-Enter MDC:	
TAC:	CZZU	Re-Enter TAC:	CZZU
Shipment Accounting Classification:	021 202010D12 A2AEQ 131042QLOG 2AEQ0048 22NL 5004662449 021001		

Select SDN

Enter the TAC

Enter the TAC twice, leave MDC blank

Enter TAC followed by the long LOA

TGBL or NTS Shipments:

MDC:

TAC: CZZU

SAC: 021 202010D12 A2AEQ 131042QLOG 2AEQ0048 22NL 5004662449 021001

Accounting Information	
Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	
TAC:	CZZU
SAC:	021 202010D12 A2AEQ 131042QLOG 2AEQ0048 22NL 5004662449 021001



Lines of Accounting

Department "21" Army Funded Shipments

Send all requests for lines of accounting (LOAs) or TACs for HHG/POV entitlements to ASC G-8

USARMY.RIA.ASC.MBX.DOLFUNDOPSDIV@mail.mil

Please include the following in your request:

- a) Copy of all applicable orders and amendments
- b) Statement of requested entitlement (HHG storage, POV storage, or TDY HHG shipment) and whether government provided or personally procured (PPM/DITY)
- c) Statement of eligibility (For HHG/POV storage: either single Soldier; married, dual military/dual deployed; or married, dual military/separate duty locations. For TDY/TCS HHG shipment, deployed for greater than 200 days to a non-hostile fire/imminent danger location.)
- d) Include TDY/TCS on subject line

Primary POC:

G8 DOL Fund Operations Div
Army Sustainment Command (ASC)
Rock Island Arsenal
309-782-5371





Lines of Accounting

Department "21" Army Funded Shipments

FY14 OCONUS PCS LOAs and TACs

TACs and Lines of Accounting for DA Civilian Moves For use on orders for OCONUS PCS (Excludes DA civilians funded by the COE Dept 96 and RDT&E funds)

<u>TAC</u>	<u>Comt Item</u>	<u>Description</u>	<u>GFEBs LOA</u>												
C2CD	22NL	DA Civ Personal Property	21	2014	2014	2020	0000	22	SS00	421010A2DR	22NL	0A22SS	C2CD	5026709229	021001
	22N2		21	2014	2014	2020	0000	22	SS00	421010A2DR	22N2	0A22SS	C2CD	5026709229	021001
	253F		21	2014	2014	2020	0000	22	SS00	421010A2DR	253F	0A22SS	C2CD	5026709229	021001
C2CE	22NL	DA Civ POV (GPC) (SDDC)	21	2014	2014	2020	0000	22	SS00	421010A2DR	22NL	0A22SS	C2CE	5026709353	021001
	21P0	OCONUS move (tickets) Employee and dependents via <u>Air Mobility Command (AMC)</u>	21	2014	2014	2020	0000	22	SS00	421010A2DR	21P0	0A22SS	C2CE	5026709353	021001
C2CF	2579	OCONUS HHG/POV NTS Only	21	2014	2014	2020	0000	22	SS00	421010A2DR	2579	0A22SS	C2CF	5031689851	021001

NOT TO BE USED FOR PCS MOVES RELATED TO BRAC/NAF Personnel/non DA Civilians/Intern program/TDY moves/Soldiers PCS moves.

As per DFAS 37-100-10, section 421010, page A0-2020D-12, this funding specifically **excludes** travel of Army civilians and their authorized family members on overseas PCS when traveling **via other than AMC**. Civilian travel via CATZ [commercial air transportation] is chargeable to the appropriate account of the gaining or losing command under object class 21**.

Use of the above listed lines of accounting for purchase of commercial airline tickets is therefore prohibited.

Please note that all other costs related to OCONUS PCS will be charged to the gaining command.

Advances are NOT to be issued on any of the Centrally Managed Account's (CMA's) lines of accounting (LOAs) listed above.

LIA Financial POC: Ms. Oertwig, Ho Yong (703) 805-4684(DSN 655), email ho.y.oertwig.civ@mail.mil

Army G- 4 SDT Program POCs: LTC Haines, Barbara (703) 805-5077 (DSN 655), email barbara.g.haines.mil@mail.mil
Ms. Cranfill, Susan (703) (703) 805-5020 (DSN 655), email susan.cranfill.civ@mail.mil
Richard Gatlin (703)-805-2981(DSN 655), email richard.l.gatlin2.civ@mail.mil



Lines of Accounting

Department "57" Air Force Funded Shipments

• Air Force – All Employees

- Air Force pays electronically only on the SDN. **If AF orders have no SDN, reject them.**
- The AF uses the TAC to pay for OCONUS AMC/MSC charges only
- Conversion of the AIN is no longer necessary. Use the AIN that is on the orders



18. PCS EXPENSE CHARGEABLE TO: 5743500 324 5891.0* 525725 <i>Insert Applicable Subproject Shred</i>	19. AUTHORITY AND PCS CODE AFI 36-2110
CIC: 4 5 448 0090 525725 TAC: F48F ATAC: F48F10*	PCS ID: G AAN: 0340N02332
NTS CHARGEABLE TO: 5743500 324 5898.0N 525725	
20. AETC/FM TDY Funding.	21. SDN: PB58914001MPOH

Accounting Information	
Department Indicator:	57 - United States Air Force (Military)
SDN:	PB58914001MPOI
AIN:	525725
MDC:	
TAC:	F48F
SAC:	

Enter Accounting Information

Use the following for the last character on the SDN;
H = CONOUS move
I = OCONUS move
N = NTS



18. PCS EXPENSE CHARGEABLE TO: 5743500 324 5771.0* 525725 <i>Insert Applicable Subproject Shred</i>	19. AUTHORITY AND PCS CODE AFI 36-2110
CIC: 4 5 448 0070 525725 TAC: F47D ATAC: F47D10*	PCS ID: J AAN: 0340NA0836
NTS CHARGEABLE TO: 5743500 324 5778.0N 525725	
20. AETC/FM TDY Funding.	21. SDN: PB57714001MPOH

Accounting Information	
Department Indicator:	57 - United States Air Force (Military)
SDN:	PB57714001MPOH
AIN:	525725
MDC:	
TAC:	F47D
SAC:	

Enter Accounting Information



Lines of Accounting

Department "57" Air Force Funded Shipments

• Air Force – Example (Civilian)

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other
 This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

5743400 304 155E BMO118 04 12148 (\$218) 91220F 667100 F67100 ESP 8H (F000959/P097453) RITA
 5743400 304 155E BMO118 04 12149 (\$650) 91220F 667100 F67100 ESP 8H (F000959/P097456) MISC
 5743400 304 155E BMO118 04 42100 (\$929) 91220F 667100 F67100 ESP 8H (F000959/P097457) FCA: F3P4TF01 TRAVEL/PD
 5743400 304 155E BMO118 04 46200 (\$3000) 91220F 667100 F67100 ESP 8H (F000959/P097467) SDN PP99854018N147 HHG/POV
 CIC: 4 4 115 04O1 66715E TAC: FCPP/FS31 FS31 "UNACCOMPANIED BAGGAGE AIRLIFT ONLY")

Accounting Information	
Department Indicator:	57 - United States Air Force (Military)
SDN:	PP99854018N147
AIN:	667100
MDC:	
TAC:	FS31
SAC:	

Enter Accounting Information



CONUS TO OCONUS
 move. TAC used for
 AMC/MSC charges





Lines of Accounting

Department "57" Air Force Funded Shipments

- Air Force – Example (Air Reserves)

TRANSPORTATION:
 PCS, 5743700 504 629K 114Q50 P731.12 P731.16 59398F 667100 F67100. TAC: F47C
 AF FORM 616: F5BFDP3303H001
 P731.12 (Per Diem & Travel Est) FSR: 027154 PSR: C39342 \$3986.86;
 P731.16 (GBL/Storage Estimate) FSR: 027154 PSR: C39352 (SDN) PR22424083N135 \$6055.50.

Accounting Information	
Department Indicator:	57 - United States Air Force (Military)
SDN:	PR22424083N135
AIN:	667100
MDC:	
TAC:	F47C
SAC:	
Enter Accounting Information	



CONUS TO OCONUS
 move. TAC used for
 AMC/MSC charges





Lines of Accounting

Department "57" Air Force Funded Shipments

• Air Force – Example (Air National Guard)

```

21. SDN: PG9249080N550

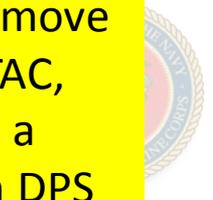
22. CERTIFICATION: WUC: 95 Perstempo: Q
Fund Cite:
P&A 5743850 564 4156 54311/12 380100
      5753850 565 4156 54311/12 380100
      5763850 566 4156 54311/12 380100
      5773850 567 4156 54311/12 380100
HHG 5743850 564 41K2 319040 01 54358 53219F 667100
SDN: PG92494086NWZ7 HHG/Non-Temp Storage: $3,000.00
PSR: 019531 PSR: I02592

CIC: n/a

```

Accounting Information	
Department Indicator:	57 - United States Air Force (Military)
SDN:	PG9249080N550
AIN:	667100
MDC:	
TAC:	NONE
SAC:	
Enter Accounting Information	

CONUS TO CONUS move orders have no TAC, however TAC is a mandatory field in DPS





Lines of Accounting

Department "17" Navy Funded Shipments

• Navy – Active Duty

- DPS allows entry of the SDN, TAC, and/or full LOA (*always select TAC unless there is no TAC on the orders*)
- For TOPS use the TAC and SAC
- Use the "correct" TAC as often as possible to ensure fully electronic payments
- The SAC line should include the SDN and Long Line to assist

```

----- ACCOUNTING DATA -----
PCS ACCOUNTING DATA:
MAC CIC: 3NUL4XXXX036260
CIC: A3UL414B
LOA: 1741453.2253 210 00022 068566 2D SW2NHB 000224U42008
SDN: N0002214CSW2NHB
TAC: NUA4

```

Accounting Information	
Department Indicator:	17 - United States Navy / United States Marine Corps
SDN:	
AIN:	
MDC:	
TAC:	NUA4
SAC:	N0002214CSW2NHB
Enter Accounting Information	





Lines of Accounting

Department "17" Navy Funded Shipments

• Navy – Active Duty

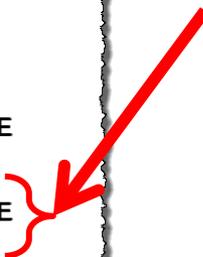
- DPS allows entry of the SDN, TAC, and/or full LOA (*always select TAC unless there is no TAC on the orders*)
- For TOPS use the TAC and SAC
- Use the "correct" TAC as often as possible to ensure fully electronic payments
- The SAC line should include the SDN and Long Line to assist



```

REPORT AS DIVISION OFFICER.
----- ACCOUNTING DATA -----
PCS ACCOUNTING DATA:
MAC CIC: 3NSE3XXXX983860
CIC: AESE31UF
LOA: 1731453.2250 210 00022 068566 2D SW26A9 000223S42008
SDN: N0002213CSW26A9
TAC: NSA3
TEMDUINS ACCOUNTING DATA FOR FY-13
LOA: 1731804.22MM 210 62980 0 068566 2D OW26A9 00022308100E
SDN: N0002213TOW26A9
TEMDUINS ACCOUNTING DATA FOR FY-14
LOA: 1741804.22MM 210 62980 0 068566 2D OW26A9 00022408100E
SDN: N0002214TOW26A9
PART TWO
  
```

This is not FY14 funding for HHG/NTS, DO NOT USE IT



Accounting Information	
Department Indicator:	17 - United States Navy / United States Marine Corps
SDN:	
AIN:	
MDC:	
TAC:	NSA3
SAC:	N0002213CSW26A9
Enter Accounting Information	



Lines of Accounting

Department "17" Navy Funded Shipments

• Navy – Civilians

- DPS allows entry of the SDN, TAC, and/or full LOA (*always select TAC unless there is no TAC on the orders*)
- For TOPS use the TAC (*when available*) and SAC
- Use the "correct" TAC as often as possible to ensure fully electronic payments
- In most cases only the SAC is available for Civilians
- The SAC line should include the SDN and Long Line

22. ACCOUNTING CITATION

AA1741804.60BA 210 42158 068732 2D 4WC834 421584N4BGA8 \$4,527.00

TAC# NLCH

Accounting Information

Department Indicator:	17 - United States Navy / United States Marine Corps
SDN:	
AIN:	
MDC:	
TAC:	NLCH
SAC:	17 4 1804.60BA 210 42158 068732 2d 4WC834 421584N4BGA8

Enter Accounting Information





Lines of Accounting

Department "17" Marine Corps Funded Shipments

● Marine Corps – DPS Shipments

✓ Entering accounting information into DPS when both the TAC and "CT" SDN are available

HHG TAC M501
NTS TAC M831
SDN M0002711CTB3LM6

Look for the CT in the 9th & 10th positions

CUSTOMER IDENTIFICATION CODE														
80002711CTB3LM6														
TITLE	TAC	ACRN	DC	FY	APPN	SUBH	OBC	BCN	SA	AAA	ETC	PAA	COST CODE	SDN
HHG	M501	AA	17	1	1105	2750	220	41690		067443	2D	000000	M5C100000000	M0002711CB0M501
ITGBL Trans	M5M1													
Mobile Home	M5N1													
Non Temp Storage	M831	AA	17	1	1105	2750	220	41690		067443	2D	000000	M83100000000	M0002711CB0M831
POV Shipment	M5R1													
POV Storage	M251													
Travel	0000	AA	17	1	1105	2750	217	41690		067443	2D	000000	000000000000	M0002711CTB3LM6
Unaccompanied Baggage	M5T1													

Traffic Management Officials should refer to Marine Corps Bulletin 4610 for the assignment of the appropriate Transportation Account Code (TAC) and Marine Corps Bulletin 4831 when arranging transportation for the movement of personnel.
*** End of Orders ****

Accounting Information

Department Indicator: 17 - United States Navy / United States Marine Corps

Fund Type: TAC

Enter TAC: TAC

Accounting Information

Department Indicator: 17 - United States Navy / United States Marine Corps

Fund Type: TAC

Enter TAC: M501

Override TGET-R Information by completing the fields below

SDN: Re-Enter SDN:

AIN: Re-Enter AIN:

MDC: Re-Enter MDC:

TAC: M501 Re-Enter TAC: M501

Shipment Accounting Classification: M0002711CTB3LM6

✓ Select Department Indicator "17" for Marine Corps
✓ Then select TAC

✓ Enter the TAC, then select validate

✓ Enter the TAC twice and then enter the travel "CT" SDN from the orders into the SAC field

✓ There may be several SDNs on the orders, however the correct SDN to use here will always have the CT in the 9th & 10th positions



Lines of Accounting

Department "17" Marine Corps Funded Shipments

• Marine Corps – Civilian

- DPS allows entry of the TAC and/or full LOA into SAC
- The TAC is not available on the orders enter the full LOA into the SAC field

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, This PDT/TCS travel authorization may be amended by the gaining activity. Expense are the financial responsibility of the employee concerned.*

ACCOUNTING CITATION:

AA 1741106.BSS1/215/62613/067443/2D/0C6066 M426134C6066 - TVL - \$1,200.00

TON: **M0220914TOC6066**

SDN: M0220914CB0MC34 TAC: **MC34** (FOR HHG/UB)

AA 1741106.BSS1/220/62613/067443/2D/M42613 4WM14CB0MC34

SDN: M0220914CB0MC53 TAC: MC53 (FOR NTS)

AA 1741106.BSS1/252/62613/067443/2D/M42613 4WM14CB0MC53

Accounting Information

Department Indicator: 17 - United States Navy / United States Marine Corps

SDN:

AIN:

MDC:

TAC:

MC34

SAC:

M0220914TOC6066

Enter Accounting Information





Lines of Accounting

Department "17" Marine Corps Funded Shipments

• Marine Corps – Reserves

- Reserve Marines could be traveling under either Reserve funding (image below) or Active Duty funding
- Place the "CT" SDN in the SAC field and use TAC M4D8 or M4D9 as appropriate for each associated shipment

"CT" SDN is used in the SAC field

```

TRAVEL AND PER DIEM:
SDN: M7000214CTB1GSZ
LOA: 1741108.2731 217 14631 067443 2D 000000 000000000000
HOUSEHOLD GOODS:
SDN: M7000114CBOM4D9
LOA: 1741108.2731 220 14631 067443 2D 000000 M4D900000000
NON TEMPORARY STORAGE:
SDN: M7000114CBOM4D9
LOA: 1741108.2731 220 14631 067443 2D 000000 M4D900000000
POV STORAGE:
SDN: M7000114CBOM4D9
LOA: 1741108.2731 220 14631 067443 2
  
```

Accounting Information	
Department Indicator:	17 - United States Navy / United States Marine Corps
SDN:	
AIN:	
MDC:	
TAC:	M4D9
SAC:	M7000214CTB1GSZ
Enter Accounting Information	

```

10. Appropriation Data:
SDN LINE OF ACCOUNTING
TVL: M7000214CTB16GR 1741108 2731 217 14631 067443 2D 000000 000000000000
HHG: M7000114CBOM4D9 1741108 2731 220 14631 067443 2D 000000 M4D900000000
  
```

Accounting Information	
Department Indicator:	17 - United States Navy / United States Marine Corps
SDN:	
AIN:	
MDC:	
TAC:	M4D9
SAC:	M7000214CTB16GR
Enter Accounting Information	





Lines of Accounting

Department "70" Coast Guard Funded Shipments

• Coast Guard – All Employees

- Always use the TAC for CG shipments
- Choose the correct TAC for the shipment. Use crosswalk if necessary.
- If HHG TAC is not on orders, send an email (with orders attached) to FIN-DG-M-TACCOOR@USCG.mil
- PPSOs are still required to send a copy of the DD1164 on all Coast Guard shipments to the FINCEN
- If done correctly, the PPSO certifying official will not see these charges on their monthly PSI

Accounting:

Travel Order No	Acct String	Agency Reg	Approp	Lin	Fund Lvl	Pg Elm	Cost Ctr	Obj Cl	Estimate
1214G84PTGOWU000	2P401299210TG780402104	2	P	401	299	21	0	TG	\$2,482.50

TAC code for personal property shipment: **ZTGC**
TAC code for transportation and storage of POV:ZVTC
TAC code to be used for Non-Temporary-Storage if authorized: ZNTC

Accounting Information	
Department Indicator:	70 - United States Coast Guard
SDN:	
AIN:	
MDC:	
TAC:	ZTGC
SAC:	2 P 401 299 0 TG 78040 2104
Enter Accounting Information	



Lines of Accounting

Department "97" OSD Funded Shipments

• DoD – Office of the Secretary of Defense Funded Shipments

- Begin with "97" Department Code
- Finance data has many different formats
- Normally has a 10 digit SDN
- If there is no TAC, use the invalid TAC "NONE" and override
- The invoice with flow electronically if a TAC is used, manually if not

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL	
22. ACCOUNTING CITATION	
9740100.4500 114519 2131 S18119 CABXX C2521 C252 37000 (TRAVEL/PER DIEM \$1,932)	TAC: HKAM CIC: IKAW
9740100.4500 114519 2211 S18119 CABXX C2521 C252 37000 (HHG \$5,000) TP4Z000004	
9740100.4500 114519 12123 S18119 CABXX PAYNZ PAYN 37000 (MEA \$650)	

Accounting Information

Department Indicator:	97 - Office of the Secretary of Defense
SDN:	
AIN:	
MDC:	
TAC:	HKAM
SAC:	97 4 0100.4500 114519 2211 S18119 CABXX C2521 C252 37000

Enter Accounting Information

Accounting Information

Department Indicator:	97 - Office of the Secretary of Defense
SDN:	
AIN:	
MDC:	
TAC:	NONE
SAC:	97 X 4930 ND2A 220 40446 0 000033 2F 118464 PCS000025731

Enter Accounting Information





Lines of Accounting

Department "96" Army Corps of Engineers Funded Shipments

• Army Corps of Engineers – All Employees

- Fund cite begins with "96" Department Code
- If done correctly, the PPSO certifying official will not see these charges on their monthly PSI

- Accept no orders without a TAC

30 SEP 14

The following fund citation is provided: 96 X 4902 RF CE 2468 S96922 TAC: C333
 "Subject to the availability of FY14 funds"

INVOICES NEED TO BE SENT TO THE FOLLOWING ADDRESS BY THE STORAGE COMPANIES
 FOR PAYMENT:

USACE JAPAN DISTRICT



Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
 Step 2: Select The Fund type
 Step 3: Type in the appropriate fund number and click the VALIDATE button
 Step 4: If more than one TAC is returned, select the preferred TAC
 Step 5: If displayed information is correct, proceed to Step 7
 Step 6: If displayed information is incorrect, click the OVERRIDE button

*Note: You may manually enter the accounting information by clicking the OVERRIDE button

Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 96 - Army Corps of Engineers

Fund Type: --Select From Below--
 --Select From Below--
 SDN
 TAC
 MDC

Shipment Accounting Classification:

Ok Cancel

Always select Department code "96" and TAC for Army Corps shipments



Lines of Accounting

Department “96” Army Corps of Engineers Funded Shipments

- **Army Corps of Engineers – All Employees**

- Fund cite begins with “96” Department Code, *sometimes* “21”
- If done correctly, the PPSO certifying official will not see these charges on their monthly PSI

- Accept no orders without a TAC

NAME: *[Redacted]*

ORGANIZATION: U.S. Army Corps of Engineers (ARCE)

FUND CITE: 96 NA X 4902 0000 08-2470 NA S96910 154LGD 2200 PCSOTHSVCS E7H0300 TAC316

Accounting Information	
* Department Indicator:	96 - Army Corps of Engineers
* Fund Type:	TAC
Enter TAC:	C333 <input type="button" value="Validate"/>
SDN:	
AIN:	
MDC:	
* TAC:	C333
<input type="button" value="Override TGET-R Information"/>	
Shipment Accounting Classification:	96 X 4902 RF CE 2468 S
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

- ✓ Always select Dept “96”
- ✓ Always enter the TAC
- ✓ Always enter long LOA in SAC





Lines of Accounting

Department “96” Army Corps of Engineers Funded Shipments

- **Army Corps of Engineers – Example**

- Even though the long line begins with “21”, the department code for this shipment is “96” because it is funded by the Army Corps identified by the TAC: C334 and otherwise identified on the orders

8. NEW OFFICIAL STATION AND LOCATION, ACT OR ALTERNATE DESTINATION		
USACE	SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL	
USACE		
U.S. ABU DHABI	22. ACCOUNTING CITATION	
ABU DHABI AL	21 NA 2013 2050 0000 08 8170 70000000000 S44214 F076DK	\$ 10,700.00 TAC: C352

Accounting Information	
* Department Indicator:	96 - Army Corps of Engineers
* Fund Type:	TAC
Enter TAC:	C352 <input type="button" value="Validate"/>
SDN:	
AIN:	
MDC:	
* TAC:	C352
<input type="button" value="Override TGET-R Information"/>	
Shipment Accounting Classification:	21 NA 2013 2050 0000
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

- ✓ Always select Dept “96”
- ✓ Always enter the TAC
- ✓ Always enter long LOA in SAC



- **DoD Other AAFES – All Employees**

- Primarily CONUS to OCONUS or OCONUS to CONUS
- Select Army Department code "21"
- Use TAC "C2JD"
- If done correctly, the PPSO certifying official will not see these charges on their monthly PSI



Accounting Information			
* Department Indicator:	21 - United States Army		←
* Fund Type:	TAC		
Enter TAC:	C2JD	Validate	
Override TGET-R Information by completing the fields below			
SDN:		Re-Enter SDN:	
AIN:		Re-Enter AIN:	
MDC:		Re-Enter MDC:	
* TAC:	C2JD	Re-Enter TAC:	C2JD ←
Shipment Accounting Classification:	AFFES ←		
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>			

Lines of Accounting

Department "Various" NAF & MWR Funded Shipments

● DoD Other NAF – All Employees

- These shipments do not process electronically through the payment system. Your objective is to make them clearly identifiable to your Certifying Official when they reach Syncada
- Select the Department code of the sponsoring branch of Service
- Use the TAC on the orders. You may have to enter an invalid TAC in order to proceed through DPS.
- Enter the valid line of accounting in the SAC



SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION
 THIS PCS MOVE IS FUNDED WITH NAF ACCOUNTING FUND CITE - 42202.0160.81317770002. TAC code FNAF covers all movement of Air Force Non-Appropriated Funded personal property/private owned vehicles when directed by AFPC. Not to exceed \$10,000.

SECTION II - AUTHORIZATION

22. ACCOUNTING CITATION
 NAF FUND CODE: GD1LVC4GI.754

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	
TAC:	FNAF
SAC:	NAF - GD1LVC4GI.754

Enter Accounting Information