

**Proposed Interim Procedures for Processing
Household Goods Shipments for Navy Civilian
Personnel During the Prototype Period**

During the Families First Phase I – Evaluation Period, Navy civilian household goods shipments initiated at designated sites using designated transportation providers will be paid through PowerTrack[®]. Those designated PPSOs will use the following procedures to process Navy civilian shipments.

1. Civilian travel orders are presented on DD Form 614. Orders must contain valid, funded lines of accounting to pay for all phases of the permanent change of station move. Lines of accounting (LOAs) designated to pay for shipment of household goods should include a valid transportation account code (TAC) to cite for those charges.
2. The TAC is the first four digits of the LOA. A TAC is four alpha-numeric digits and should begin with an “N” to indicate Navy. On civilian orders the TAC/LOA is located in box #22 “Accounting Citation.” If a set of orders is presented that does not include a TAC, the PPSO will advise the member and the member should contact the organization that prepared the orders and request one.
3. After completing the necessary counseling, and before the member leaves the PPSO, the PPSO shall verify that the TAC cited is valid for the fiscal year of the move by accessing the DLMSO website at https://www.daas.dla.mil/tac_inq/tac_menu.html.
4. If the TAC is found on the DLMSO website and is listed as valid for the fiscal year of the travel then it is considered valid and can be entered into the shipper system exactly as it appears on the orders. The PPSO does not need to enter the entire LOA into TOPS since the TAC will be converted to the appropriate LOA/Standard Document Number by DFAS.
5. If the TAC is not on the website the PPSO should advise the member and the member shall contact the organization that prepared the orders. If necessary, a modification to the orders will issued changing the LOA/TAC, or the organization will take the necessary steps to validate the TAC/LOA.
6. Upon acceptance of the valid order the PPSO will enter the appropriate information into TOPS.

NAVY CIVILIAN ORDERS LINES OF ACCOUNTING: Example

N796 AA 1721804 11T0 250 47039 0 068892 2D DB2399 47039200HHGQ

- TAC - N796
- ACRN - AA
- APPROPRIATION SYMBOL - 1721804
- SUBHEAD - 11T0
- OBJECT CLASS - 250
- BCN - 68323
- SUB-ALLOTMENT - 0
- ACCOUNTING ACTIVITY - 068892
- TRANSACTION TYPE - 2D
- PAA - DB2399
- COST CODE/ EXPENSE ELEMENT - 47039200HHGQ