

Subject: Procedures for Input of Navy PCS Transportation Account Codes (TAC) in TOPS for Phase 1 of DOD Families First Program

The implementation of Phase 1 of the DOD Families First Program will require the Personal Property Shipping Offices (PPSO's) to enter the four position Transportation Account Code (TAC) with other shipment data into the local TOPS system. This change, which only applies to those HHG shipments that are being evaluated under the Families First Program, will eliminate the entry of the entire Line of Accounting (LOA) that was previously required. The four-position code is contained with other pertinent accounting data on the member's set of Permanent Change of Station orders. The TAC is always the first 4 positions in the PCS (LOA) and will begin with the constant of "N" for Navy. It will be the responsibility of the Transportation Office to ensure the correct Navy TAC associated with the shipment is identified from the member's PCS orders. An example of the PCS accounting data as it will appear on the member's orders is provided below with reference to the actual TAC structure you will be working with. This reference can be used as a guide to ensure the appropriate TAC is properly identified and key entered into your local TOPS shipment system. The input of the proper Navy TAC is a critical element to the successful processing of the financial data that will be cited on the Powertrack Monthly Summary Invoice (PSI) and forwarded to DFAS where the payment to U.S. Bank will occur.

NAVY PCS ORDERS LINE OF ACCOUNTING: Example

- **NDA4 1741453.2252 G 068566 AG DA4/1/B/C DA4123456789**
- **TAC - NDA4**
 - 1st Position: Always "N"
 - 2nd Position: Purpose Identification Code
 - 3rd Position: Month of Detachment Code
 - 4th Position: Last Digit of Fiscal Year of Detachment
- **APPROPRIATION SYMBOL - 1741453.2252**
- **RANK/RATE CODE - G**
- **ACCOUNTING ACTIVITY - 068566**
- **CUSTOMER IDENTIFICATION CODE - CIC – AG DA41BC**
- **COST CODE (Purpose Code & SSN) - DA4123456789**