

## **Families First Program How to Participate in Phase I**

The following guidelines, or checklists, have been developed for any Transportation Service Provider or military PPSO to use as a guide, in order to prepare for Phase I participation.

For further details, see the information at the bottom of this link, the FAQ lists on the SDDC web site, or call the appropriate representative listed below.

### **Transportation Service Provider Volunteer “Checklist”**

TSP's are required to complete several steps before becoming a Phase I participant, as described below.

#### PowerTrack

Points of Contact:

PowerTrack Help Desk (866) 561-6930  
or, Cheryl Garcia (210) 380-1234

- I. Meet PowerTrack system requirements
- II. Complete PowerTrack Trading Partner Agreement (TPA)
- III. Complete Successful data transmission (if submitting EDI)
- IV. Complete US Bank / PowerTrack training  
Upon completion of training, obtain PowerTrack User ID's and passwords
- V. Once TPA has been completed, US Bank will notify SDDC

#### CWA

Point of contact at SDDC is George Thomas at (703) 428-2237

- VI. Meet CWA system requirements
- VII. Complete Functional training / new business rules
- VIII. Complete CWA training  
Upon completion of training, obtain CWA User ID's and passwords
- IX. SDDC will notify the TSP with the date when transactions will begin to be eligible to be a Phase I shipment

For additional program information, please also reference the Frequently Asked Questions, listed under the Programs / Families First link of this SDDC web site. Also see below for more details.

## **PPSO “Checklist”**

Point of contact at SDDC is George Thomas at (703) 428-2237

Participation of the military PPSO sites is at the discretion of each service’s headquarters.

### PowerTrack

Points of Contact:

PowerTrack Help Desk (866) 561-6930  
or, Cheryl Garcia (210) 380-1234

- I. Meet PowerTrack system requirements
- II. Complete US Bank / PowerTrack training  
Upon completion of training, obtain PowerTrack User ID’s and passwords

### CWA

Point of contact at SDDC is George Thomas at (703) 428-2237

- III. Meet CWA system requirements
- IV. Complete Functional training / new business rules
- V. Complete CWA training  
Upon completion of training, obtain CWA User ID’s and Passwords
- VI. SDDC will notify the PPSO / Service HQ when shipments will be eligible for Phase I from the new site

## **Details, taken from the Frequently Asked Questions list**

### **What will PPSOs and TSPs need to do in order to use the CWA?**

PPSOs and TSPs will have to be registered Electronic Transportation Acquisition (ETA) users in order to be able to use CWA. ETA provides a single point of access to the SDDC web systems.

If already an ETA user, it will be necessary to add the CWA system to the existing account. If not currently an ETA user, he or she must register for ETA.

Another important item to note is that DoD will require all users of DoD systems to use digital certificates to access systems. This means that DoD personnel will use their Common Access Card (CAC) for ETA logins. In addition, commercial users will have to obtain a digital certificate from an External Certificate Authority vendor. The current timeline for implementation is “on hold”, but to find out more about ETA and digital certificates, go to <https://eta.sddc.army.mil>.

**Are there any additional requirements that only apply to TSPs for Phase I?**

Yes, there are TSP-specific requirements. Here are the requirements that only apply to TSPs:

- Signing a PowerTrack agreement with U.S. Bank
- Submitting invoice data electronically (EDI 859) or manually (PowerTrack web interface) to PowerTrack, along with the Notice of Service Completion
- Ability to process application advice (EDI 824) from PowerTrack when an invoice is rejected
- Ability to resubmit corrected invoices when the original invoice has been rejected

**Is there more information for TSPs on signing agreements with U.S. Bank?**

TSPs must have a signed agreement with U.S. Bank prior to handling shipments. Seller Agreement packages will go out in July 2003 to all SDDC-identified TSPs and existing Full Service Moving Project (FSMP) TSPs. TSP agreements and PowerTrack accounts will be required at the time when the TSP begins participating in Phase I, whether that occurs during the Evaluation Period or when the remainder of Phase I is rolled out. The priority on setting up new Seller Agreements will be dependent on the TSP's Phase I entry point.

**Is there more information for TSPs concerning invoice submission to PowerTrack?**

Submitting an EDI invoice electronically will require the following:

- PowerTrack agreement signed and PowerTrack account established
- Three successful invoice transmissions via HTTPS, including returned EDI 997 and EDI 824 processing

Any deviation from these standards will require a signed interface agreement and possibly a contract revision.

The EDI 859 Specification is posted under this section of the web site, and will be in Seller packages sent out in July 2003.

In addition to electronic submission, there is the option to create an invoice via the PowerTrack user interface. Creating an invoice manually will require the following:

- PowerTrack agreement signed and PowerTrack account established
- This is a viable option if the TSP is processing low transaction volume

**What are the system requirements for Phase I?**

The system requirements for using PowerTrack and CWA are:

- Windows ME, Windows NT 4.0, Windows 2000, or Windows XP (Windows NT 4.0 will only be supported by PowerTrack until 31 December 2003. PowerTrack's support policy is consistent with Microsoft Operating System Support.)
- Pentium 200 MHz, 64 MB RAM (or as required for operating system requirements)
- 30 MB free space on hard drive (used for temporary Internet files)
- Internet connectivity by modem (minimum 56K), DSL or T1 network connection preferred
- Monitor supporting 1024 x 768 resolution, 256 colors
- Laser printer (for printing reports)

CWA:

- Internet Explorer 5.0 or higher
- Netscape 6.0
- Monitor supporting 800 x 600 resolution, 256 colors

PowerTrack

- Internet Explorer 6.0 (Netscape will not work)
- Service Pack 1 and XML Parser # 4 for IE 6.0
- Monitor supporting 800 x 600 resolution, 256 colors

**How do I become certified to transmit EDI invoices in PowerTrack?**

To receive PowerTrack certification, you must successfully process 3 EDI invoices in PowerTrack. The EDI specifications and certification criteria are on the home page of the PowerTrack website when you log in.

<https://www.powertrack.usbank.com/powertrack/>

**How can I find out more about becoming a TSP for SDDC or where can I find those SCACs that are currently approved by SDDC?**

The location of the carrier list for SDDC is on the SDDC website at

- <http://www.sddc.army.mil/>
- Click on Personal Property/POV (upper right corner)
- Under "Carrier Qualifications / Performance" (left side of page), click on Approved Carriers

For those carriers not on the total SDDC list, they can find out about certification from SDDC. SDDC currently has a moratorium in effect for TSPs to apply for DOD carrier approval. Once the moratorium is lifted for 2004, SDDC will post the open time period to accept the submissions. The time period will be posted on the web site at [www.sddc.army.mil](http://www.sddc.army.mil), Personal Property/POV, under Qualification/Performance click "More" in the body.