

## **Army's Process for posting financial data into TOPS for the Phase I roll out**

1. When the Service Member's orders reflect only a Movement Designator Code (MDC):

1a. The PPSO/counseling office will input the assigned TAC into TOPS the block for TAC based on crosswalk table provided, in advance, by Army DCS G-4. The assigned TAC will be pre-loaded into the transportation global edit table (TGET) by the Army DCS G-4 TGET/TAC administrator (Ed Suckfiel, 703-614-4016, DSN 224). In the account code block, they should also insert the Four-digit code shown on the orders as MDC. Do not type MDC in this block only the four-digit code it-self.

1b. As a measure to ensure that the TAC is valid for use, the PPSO/PPPO should check the PowerTrack Chart of Accounts (COA) to confirm the presence of the TAC prior to finalizing shipment. If the TAC is not present, then the PPSO/PPPO should contact the Army DCS G-4 TGET/TAC administrator (Ed Suckfiel, 703-614-4016, DSN 224).

1c. Matching TAC with Line of Accounting (LOA): After the TAC is processed through TOPS/CWA and into PowerTrack, the DFAS Transportation Payment Office Indianapolis (ITPO) will use the TGET to match the TAC with the MDC and corresponding LOA to be applied in posting the PowerTrack payment. The DLA TAC Table will only be used as the situation dictates or as a last resort to match TACs with LOAs.

2. When PCS orders reflect a full LOA and/or a TAC in the funding authorization: Note, this process will apply to Army Reserve, National Guard, and civilian PCS moves.

2a. The PPSO/PPPO will input the assigned TAC as reflected on the orders into TOPS in the TAC block-in the long account code block.

2b. If the orders do not reflect the assigned TAC and only show a LOA in the funding authorization the PPSO will:

1. Input the full LOA into TOPS in the long account code block as reflected on the orders, or contact the Army DCS G-4 TGET/TAC administrator (Ed Suckfiel, 703-614-4016, DSN 224) to obtain the associated TAC applying to the LOA.

2. Rational is that although the Army will issue policy requiring the assigned TAC to be applied to the orders, in addition to the full LOA, there is a probability that some orders may not have the TAC denoted.

2c. As a measure to ensure that the LOA is valid for use, the PPSO/PPPO should check the PowerTrack Chart of Accounts (COA) to confirm the presence of the LOA prior to finalizing the shipment. If the LOA is not present, then the PPSO/PPPO should contact the Army DSC G-4 TGET/TAC administrator (Ed Suckfiel, 703-614-4016, DSN 224).

2d. DFAS IND will use TGET to validate LOA data, if required, and make payment applying normal business processes.

2e. DFAS IND will follow prescribed pre-validation guidelines for matching LOAs with obligations. DFAS IND will match TACs/MDC codes with LOAs in the TGET. If LOAs are not in the TGET DFAS IND will inform Army DCS G-4 TGET/TAC administrator (Ed Suckfiel, 703-614-4016, DSN 224). The DLA TAC Table will only be used as the situation dictates or as a last resort to define associated LOAs related to Army TACs.

Additional information:

1. For the Phase I Evaluation, the LOA to select from TGET will be an LOA matching the TAC that is for the direct shipment of goods with an Element of Resource (EOR) = to 22NL (All commercial transportation air land or ship) and EOR 2578 (transportation for temp storage).
2. Non-temp storage and POV shipments are excluded from Phase I process relative to PowerTrack billing and payment. Only releases from Non-temporary for shipment and delivery via BOL will be included.
3. For transportation working capital fund (TWCF) household goods (HHG) shipments, an LOA with 22N9 (MTMC Ocean Liner), 22N8 (MTMC Global POV), 22N2 (Military Airlift), or 22N4 (for MTMC Cargo Port Handling) will process under the current program, but are excluded from Phase 1 process relative to PowerTrack billing and payment. TWCF HHG moves may not have a different TAC assigned compared to commercial moves, however, the EOR within the LOA will indicate the source of the move (i.e., commercial transportation provided or via a US Military carrier by airlift or sealift).
4. Shipments in Advance of Orders: When PPSO/PPPO customer (Service Member/civilian) has a scheduled appointment and arrives without orders. In this case, orders are pending and customer wishes to ship in advance of orders. The PPSO/PPPO will process shipment IAW JTFR (U5330G) authorizing shipment in advance of orders. **PPSO/PPPO will ensure that the customer provides written authority from order issuing authority, denoting advance shipment pending orders is authorized. This written notification must also reflect funding source to be applied.**
5. Orders prepared but not available at time of counseling appointment. In this case, PPSO/PPPO and customer (Service Member/civilian) have a scheduled appointment but arrive without orders. PPSO/PPPO may start processing the shipment, **however, must ensure TOPS is updated with the proper documentation showing source of funding.**

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