

**Subject: Update 2- Defense Personal Property Program (DP3) PPSO Instructions for PCS Orders**

The DP3 program requires the Personal Property Shipping Offices (PPSO's) to enter the TAC into the local TOPS and/or DPS system. **As of October 20, 2004, TAC codes should now appear on all Coast Guard PCS orders . In situations where a TAC was not placed on the orders, the below instructions will assist the PPSO in entering data into TOPS and/or DPS. PPSO sites shall enter the TAC as described below. Additionally, the PPSO shall continue to enter the entire LOA and Travel Order Number as they appear on the orders.**

**Part 1: Active Duty Military, Dependents, Reserves, Retirees, and Separated Personnel**

1. Orders No.: In this field, the PPSO shall put in the Coast Guard TONO. This information is extremely critical and can be located in the DOCUMENT IDENTIFICATION NUMBER portion of section on the CG-5131. The PPSO can enter this number *with or without slash marks* – it is only important to have the correct alphanumeric sequence.

USCG TONO numbers never use the letters "I", "O", or "S" because they resemble "1", "0" (zero), & "5" too closely. The only time "S" appears in a TONO is in the identifier 1210G80PSR510, never in the last 3 digits.

The following is an example of a TONO.

**12 / 10/ G83PRA2B5 / 000**

(1) TYPE: Document type which is always 12
(2) FY: Denotes fiscal year (last two digits of year funds were appropriated)
(3) NUMBER: Unique number assigned to each document (alpha numeric)
(4) SUFFIX: Not for field use

2. TAC: As of October 20, 2004, TAC codes should appear on all Coast Guard PCS orders. However, if a set of orders arrives with no TAC included, utilize the table below and correlate the LOA with the appropriate TAC code.

### TAC LOA Description

ZASC	2/P/001/299/21/0/AS/78040/2221	HHG MIL ACCESSION CONUS
ZASO	2/P/001/299/21/0/AS/78045/2221	HHG MIL ACCESSION OCONUS
ZRAC	2/P/001/299/21/0/RA/78040/2221	HHG REASSIGN MIL CONUS
ZRAO	2/P/001/299/21/0/RA/78045/2221	HHG REASSIGN MIL OCONUS
ZSRC	2/P/001/299/21/0/SR/78040/2221	HHG MIL SEPARATION CONUS
ZSRO	2/P/001/299/21/0/SR/78045/2221	HHG MIL SEPARATION OCONUS
ZTGC	2/P/001/299/21/0/TG/78040/2221	HHG MIL TNG CONUS
ZTGO	2/P/001/299/21/0/TG/78045/2221	HHG MIL TNG OCONUS
ZVAC	2/P/001/299/21/0/AS/78040/2222	POV MIL ACCESSIONS CONUS
ZVAO	2/P/001/299/21/0/AS/78045/2222	POV MIL ACCESSIONS OCONUS
ZVRC	2/P/001/299/21/0/RA/78040/2222	POV REASSIGNMENTS CONUS
ZVRO	2/P/001/299/21/0/RA/78045/2222	POV REASSIGNMENTS OCONUS
ZVSC	2/P/001/299/21/0/SR/78040/2222	POV CONUS SEPARATIONS & RETIREMENTS
ZVSO	2/P/001/299/21/0/SR/78045/2222	POV OCONUS SEPARATIONS & RETIREMENTS
ZVTC	2/P/001/299/21/0/TG/78040/2222	PSC POV TRAINING CONUS
ZVTO	2/P/001/299/21/0/TG/78045/2222	TRAINING OCONUS

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the entire text LOA, which is located in section 7 of the CG-5131. The PPSO can enter this number *with or without slash marks* – it is only important to have the correct alphanumeric sequence. The following is an example of a Coast Guard LOA.

**2 / P / 001 / 299 / 21 / 0 / RA / 78040 / 2104 /**

(1) AGENCY: Always 2 = Coast Guard
(2) DISTRICT: Always P = USCG Headquarters, Human Resources (G-1)
(3) APPN. CODE: First digit represents last digit of fiscal year. 01 represents Operating Expenses.
(4) LIM CODE: Always 299
(5) ALLOT FUND: Always 21 = Coast Guard Military PCS Transfer Account
(6) ALLOT LEVEL: Always 0
(7) PROGRAM ELEMENT: Either RA, TG, SR, or AS
(8) COST CENTER: 78040 Conus, 78045 Oconus
(9) OBJECT CLASS: 2104 Conus PCS, 2114 Oconus PCS

12/31/2009

# US COAST GUARD

## Part 2: Coast Guard Civilian Employees

1. Orders No.: In this field, the PPSO shall enter the Coast Guard TONO. This information can be located in Section 2 of Form DOT 1500.4 (Rev. 1-89). The following is an example of a TONO.

**1210G81PSC128**

2. TAC: As of October 20, 2004, TAC codes should appear on all Coast Guard PCS orders. However, if a set of orders arrives with no TAC Code – ZZHG should be used for all Coast Guard civilian employees.

**ZZHG 2/P/001/299/08/0/SC/78040/2221 All USCG Civilian HHG Shipments**

**ZVCG 2/K/001/299/08/0/SC/70802/2222 POV CIV ONLY**

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the LOA, which is located in section 23 of the Travel Orders. Each element of the Coast Guard LOA is identified on the orders. The following is an example of a LOA. The last portion of the LOA – the 2221 – is the Object Class, which is normally 2221.

2/P/501/299/08/0/SC/78040/2221

## Part 3: Point of Contact

Questions: Any questions shall be directed to the following personnel.

202-475-5393;  
757-523-6022;  
757-413-7350;  
202-267-5064;