



**U.S. Marine Corps
PowerTrack[®]
Standard Operating Procedures
Commercial Freight**

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PURPOSE

This document describes the business rules that govern the commercial carrier payment process. The rules relate to the timing of transactions, confirmation/validation requirements, exception handling, and other issues that may arise during shipment and payment of commercial carrier cargo.

SCOPE

The business rules contained herein are applicable to the United States Marine Corps. These business rules address carrier payments and the associated accounting requirements. The commercial payment process enables the carriers to be paid directly by U.S. Bank. The Defense Finance and Accounting Service (DFAS) reimburses U.S. Bank for cargo movement payment services. This process also enables DFAS to establish and liquidate the obligation for the shipper customer. The commercial payment process is applicable to carriers, brokers and Third Party Logistics (3PL) providers categorized as Less Than Truckload (LTL), Truck Load (TL), Express, Munitions, and Air Freight. Where the carrier is referenced in this document, it is understood to include 3PL providers.

NOTE: Defense Transportation Regulation (DTR), DoD 4500.9R, Part II, Cargo Movement, Chapter 212, PowerTrack[®] Procedures, is applicable to all services and includes business rules for surface, sealift, and airlift. The Defense Transportation Regulation may be obtained at the following web site:

<http://www.transcom.mil/j5/pt/dtr.html>

This document duplicates DTR guidance; however, Marine Corps-specific information has been incorporated.

I. STAKEHOLDERS, ROLES & RESPONSIBILITIES

Below are the key organizations (stakeholders) involved and a description of their roles and responsibilities.

TRANSPORTATION MANAGEMENT OFFICER (TMO)

The TMO (or other designated person) is responsible for maintaining Line of Accounting (LOA) Authorization letters, receiving and processing shipment requests. The TMO generates a manifest pickup report that accompanies the shipment. The TMO is also responsible for approving payment to carriers for shipments meeting contractual guidelines. The TMO is called the “Buyer” in PowerTrack[®].

CARRIER

As the vendor, the carrier picks up the cargo, delivers it to its ultimate destination, and updates the delivery status of the shipment in PowerTrack[®]. The carrier can update PowerTrack[®] using the web-interface, or it has the option of using EDI transaction sets to submit only delivery status or

both delivery status and price confirmation. The carrier receives payment from U.S. Bank and, as needed, works with the TMO to process any credit adjustments (E-bills used) via PowerTrack®. The Carrier is called the “Seller” in PowerTrack®.

U.S. BANK

U.S. Bank is responsible for issuing payment to carriers based on the charges authorized in PowerTrack® by TMOs. U.S. Bank also generates a PowerTrack® Summary Invoice (PSI) that is provided to the Certifying Officer for approval and certification, and subsequently receives payment from Defense Finance and Accounting Service (DFAS).

CERTIFYING OFFICER (CO)

The Certifying Officer (CO) is responsible for PowerTrack® Summary Invoice (PSI) certification (to include verifying valid LOA, Standard Document Numbers (SDNs) and Transportation Account Codes (TAC)). This representative, who may be the TMO that is appointed by the Commanding Officer, will act as the Certifying Officer. The certifying officer receives the PowerTrack® Summary Invoice (PSI) from U.S. Bank, certifies the charges, signs the statement and submits the certified statement to DFAS within five business days after the PSI is made available in the PowerTrack® system.

TRANSPORTATION ACCOUNT CODE (TAC) COORDINATOR

The TAC Coordinator is responsible for maintaining the Marine Corps’s TAC database. This database contains all valid TAC and their associated Standard Document Numbers (SDN)/Lines of Accounting (LOA). The TAC Coordinator ensures the information populated in the database is valid and correct to the best of his knowledge based upon information provided by Financial Managers.

FINANCIAL MANAGERS (FMs)

Financial Managers are responsible for ensuring the funding data given to the TMO to fund shipments is valid, an obligation has been timely and accurately posted in the accounting system, and a system of positive funds control is maintained. Financial Managers are responsible for providing accurate, appropriate and funded Transportation Account Codes (TAC)/Lines of Accounting (LOA) for shipping customers to use when requesting transportation services. FMs coordinate with the TAC administrator to ensure TAC data used by shipping customers and TOs is valid and accurate. FMs review information in PowerTrack® regularly to ensure financial data is accurate since obligations and expenditures are recorded in the respective accounting systems using PowerTrack® data. FMs assist TMOs by reviewing incorrect financial data in PowerTrack® daily and coordinating with other FMs to provide correct financial information before the PowerTrack Summary Invoice is generated. Any required changes will be coordinated with the FM and the TMO PowerTrack® account holder.

TRANSPORTATION VOUCHER CERTIFICATION DIVISION (TVCD)

TVCD is responsible for certifying Government Bills of Lading (GBLs), non-PowerTrack[®] Commercial Bills of Lading (CBLs), and Transportation Component Command monthly billings.

HEADQUARTERS MARINE CORPS, CODE LPD-2 (HQMC LPD-2)

HQMC LPD-2 is responsible for overall program management and direction, including developing business rules, coordinating user training and implementation of PowerTrack[®]; publishing Marine Corps Line of Accounting, Standard Document Number and Transportation Account Code information, coordinating all contract issues between Marine Corps PowerTrack[®] users and U.S. Bank; and assisting TMOs in gaining access to PowerTrack[®].

HEADQUARTERS MARINE CORPS, CODE RF (HQMC RF)

HQMC RF is responsible for coordinating fiscal direction for PowerTrack[®] with HQMC LPD-2 by providing financial direction and information to all fund holders, providing the alternate LOA to DFAS, collaborating with DFAS on developing automated feeds from PowerTrack[®] to the accounting system, and conducting problem resolution as appropriate.

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

As the disbursement agency, DFAS receives the PowerTrack[®] Summary Invoice (PSI) from the Marine Corps Certifying Officer and processes the payments to U.S. Bank within 15 days after the date the statement is made available to the TMO. DFAS will work unmatched disbursements, record obligation increases as appropriate, record the initial obligation as appropriate, or use the HQMC established alternate LOA in instances where the appropriate LOA cannot be determined.

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC)

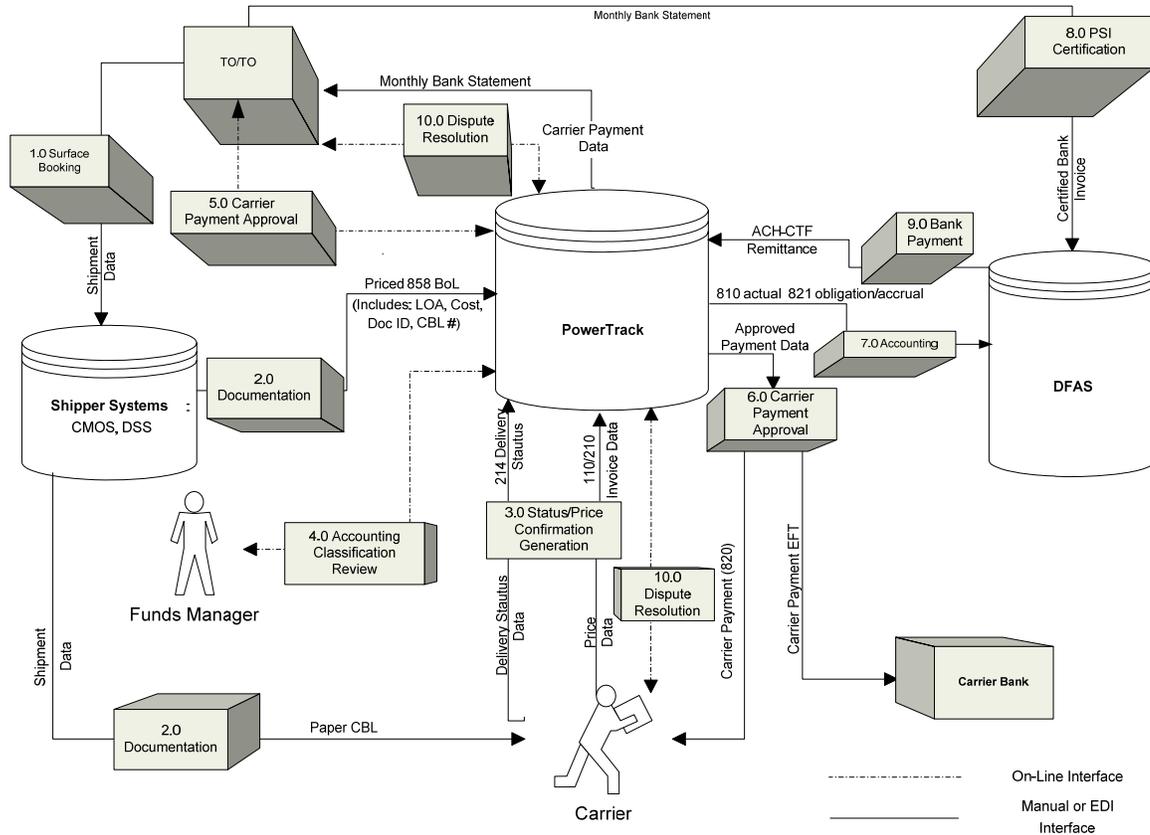
SDDC is responsible for negotiating rates; providing program policy, regulatory, and statutory support; and costing shipments using rates maintained in Global Freight Management (GFM) Host. SDDC will also serve as the primary arbitrator of disputed charges between shippers and carriers.

DESTINATION/CONSIGNEE

The Destination/Consignee is responsible for receiving the cargo and signing for its receipt.

II. COMMERCIAL FREIGHT PAYMENT PROCESS

The Department of Defense (DoD) has reengineered its transportation documentation and financial processes by employing a third-party payment tool--U.S. Bank's PowerTrack®. The PowerTrack system provides the capability for an improved commercial freight payment process. Because of this reengineering, DoD now has a single, commercial freight payment process for all modes of transportation. This process embraces the latest e-commerce technology, eliminates government-unique documentation, and reduces both costs and infrastructure for DoD and its commercial partners.



The commercial payment process flow diagram shown above presents a general representation of the business rules. The numbers in the process flow diagram correspond to the business rule numbers that are described in the following section.

III. COMMERCIAL FREIGHT PAYMENT BUSINESS RULES

The commercial payment process business rules relate to the 10 primary functions in the payment process.

1. Shipment Booking
2. Documentation
3. Status/Price Confirmation Generation
4. Accounting Classification Review
5. Carrier Payment Approval
6. Carrier Payment
7. Accounting
8. Summary Invoice (PSI) Certification
9. Bank Payment
10. Dispute Resolution

SHIPMENT BOOKING

Shipment request is made at the TMO. The TMO receives a shipment request to initiate a cargo movement.

a. All locally funded shipment requests must be supported by a Line of Accounting Authorization letter. This letter, contained in Section VIII, is to be signed by shippers using recurring funding data and provides authority for the entire fiscal year. Also in Section VIII is the One Time Use Only Line of Accounting Authorization letter used for one time only shipments. One copy must be kept on file by the TMO and the original sent to: DFAS Kansas City Center, Code KV, 1500 E. 95th Street, Kansas City, MO 64197-0001. LOA Authorization letters must be printed on letterhead. (Marine Corps Air Stations: LOA letters are not required by DFAS Norfolk. However, it is recommended that LOA letters/signatures be obtained for Marine Corps funded shipments, and kept on file for audit purposes.)

b. TMOs will not accept a Marine Corps sponsored shipment without a valid TAC. The TAC must be entered in the shipper system in the appropriate field. (CMOS users: The TAC must also be entered in the Advice field.) TMOs may verify this information by accessing the DoD Master TAC Reference Table at the following website: <https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>. (Type in TAC to get LOA/SDN information) or call the Marine Corps TAC Coordinator, at DSN 225-7930, commercial (703) 695-7930 or email: roderick.callewaert@usmc.mil

(Marine Corps Air Stations see Section VI for Navy TAC point of contact).

c. The TMO will enter shipment data into CMOS for all shipments that can be processed by that system. If the shipper system is unavailable (i.e. system is down), see Section XI for instructions.

Note: For sites not using a shipper system, commercial bills of lading may be obtained from the carrier. Shipment information should be input directly into PowerTrack®. Contact the PowerTrack® Help Desk (POC information in Section XI) for assistance.

d. CMOS users: the “Bill To DoDAAC” field must contain “USBANK” to identify PowerTrack® shipments. (USBANK should be added to the CMOS DoDAAC table prior to releasing any shipments to PowerTrack®. Refer to CMOS SAN 01-24).

- If a carrier that does *not* use PowerTrack® receives a CBL with “USBANK” in the "Bill To" field, the carrier should contact the TMO to alert them of the error. The TMO should cancel the CBL and provide the carrier with a corrected CBL.

e. The TMO will use the shipping site’s Department of Defense Activity Address Code (DoDAAC) or issuing office Bill of Lading Office Code (BLOC) to identify the site on the CBL. If the wrong identifier is used, the shipment will not be assigned to the correct PowerTrack® account. Contact the Military Surface Deployment and Distribution Command (SDDC) Global Freight Management (GFM) Help Desk (800) 336-4906, or the PowerTrack® Help Desk, (800) 417-1844 for assistance.

NOTE: For CMOS users, the "Bill to" DoDAAC and the shipper DoDAAC trigger the routing of CBL data to PowerTrack®.

f. If a carrier’s proprietary system is used to create the CBL or air waybill, the TMO must inform the carrier which account will be used. PowerTrack® will assign the transaction to a PowerTrack® account based on the carrier account code. If the TMO gives the carrier the wrong account information, the transaction will be assigned to the wrong PowerTrack® account.

g. The TMO will enter the Standard Carrier Alpha Code (SCAC) of the carrier to which the shipment is tendered. This SCAC will be used by PowerTrack® to identify the carrier moving the shipment. Contact SDDC’s GFM Help Desk (800) 336-4906 or the PowerTrack® Help Desk (800) 417-1844 for assistance if the SCAC is unknown.

The Shipment is rated. The shipment is priced/rated either manually or through an interface between CMOS and GFM Host.

Business Rules for Booking	
Condition	Rule
Shipper system available for booking	TMO enters data into shipper system, which feeds PowerTrack®.
Shipper system unavailable for booking	TMO manually generates CBLs and enters data directly into PowerTrack®. The TMO will immediately call the system Help Desk for instructions.
TMO enters shipper DoDAAC or issuing office BLOC on the CBL	If given the incorrect DoDAAC or BLOC, PowerTrack® will assign an incorrect PowerTrack® account. Therefore, the TMO must ensure the correct code is used. Contact SDDC's

	GFM Help Desk or the PowerTrack [®] Help Desk for assistance.
TMO entering shipment data	The TMO shall not accept a shipment without a valid TAC. The TMO should ensure Line of Accounting Authorization Letters are signed and a copy filed.
	CMOS users: TMO will ensure "USBANK" is in the "Bill to" field to identify PowerTrack [®] shipments

DOCUMENTATION

CMOS generates a priced electronic bill of lading, which is sent electronically to PowerTrack[®] and also prints a paper CBL that is given to the Carrier. After pick-up occurs, CMOS transmits an 858 transaction set to PowerTrack[®]. This transaction set contains line item detail, including the Transportation Control Number (TCN), CBL #, PRO Number or air waybill number, LOA, SDN and TAC, origin, destination, carrier SCAC, pieces, weight, cube, and price.

- a. The TMO will print a minimum of two hard copies of the CBL; one to file and one to give the carrier at shipment pickup.
- b. The electronic shipment data must be sent from CMOS to PowerTrack[®] no later than 24 hours after pickup. This will release the electronic CBL data into PowerTrack[®].

STATUS/PRICE CONFIRMATION GENERATION

Carrier inputs delivery status into PowerTrack[®] and submits price confirmation. The carrier will submit delivery status to PowerTrack[®] via Electronic Data Interchange (EDI) 214 transaction set (preferred), via the PowerTrack[®] web interface, or by telephone. If the carrier submits price data to PowerTrack[®], it will be via EDI 110/210 transaction sets. The carrier will perform services according to the shipping instructions as specified in the CBL and applicable contract or tender. The carrier must report notification of delivery of the shipment to PowerTrack[®] before the payment can be made.

(Note: The rail industry standard commercial business practice of payment upon "pickup" or "pull" of the train has been accepted and adopted by DOD. Notification of delivery is required; however, it is not a prerequisite for carrier payment. TMOs must approve payment or take appropriate action in PowerTrack[®] within three Government Business Days (GBDs) after notification of rail pickup.)

ACCOUNTING CLASSIFICATION REVIEW

Financial Managers perform Problem Resolution.

- a. Financial Managers will examine the PowerTrack[®] Expense Distribution Monitor (EDM) to confirm whether the LOA, SDNs and TAC they manage are being used properly, and to confirm a proper obligation exists. If they determine the TAC must be changed, they should contact the TMO

responsible for the shipment, who then must check with whoever requested the shipment to obtain the appropriate TAC. Only the TMO who entered the shipment in the shipper system has the authority to make changes to the data.

b. Action by the TMO to correct the invalid data must be taken within three GBDs of being contacted by the Financial Manager. Any errors should be corrected in the PowerTrack® shipment record if possible, and documented using the Notes functionality. It is recommended that errors identified after the PSI has been created and cannot be changed in the PowerTrack® shipment record, must be manually corrected on the PSI and documented in PowerTrack® using the Notes functionality. TMO shall include the name and phone number of the Financial Manager requesting the changes.

c. If the requestor cannot be contacted, the information can be obtained from the DoD Master TAC Table at the following website: <https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>. As a last resort, the shipper can contact the Marine Corps TAC Coordinator, at DSN 225-7930, commercial 703-695-7930 or email: roderick.callewaert@usmc.mil.

(Marine Corps Air Stations see Section VI for Navy TAC point of contact).

d. The TMO and Financial Manager will respond within three GBDs to DFAS payment office inquiries. They will provide necessary data so the payment office can complete the disbursement process to U.S. Bank.

Business Rules for Accounting Classification Review		
Condition	Rule	
TMO receives a shipment document with a LOA, SDN and TAC, if applicable.		TMO processes shipment request.
Financial Manager determines that an LOA, SDN or TAC is being used improperly.	Financial Manager contacts the responsible TMO.	TMO contacts customer that requested shipment, obtains correct LOA, SDN or TAC, documents change in PowerTrack® using the Notes function within three GBDs of being contacted by the FM.

(See Section VII for more information on Financial Manager actions in PowerTrack®.)

CARRIER PAYMENT APPROVAL

TMO approves payment to the Carrier. The approval of shipments can be handled automatically by PowerTrack® with TMOs only having to process exceptions manually.

There are three PowerTrack® business process models. The fundamentals of all three models include:

- Carrier submitting shipment status data
- TMO approving Carrier payment

- CO approving payment to the Bank

The models differ as follows:

- a. Self/Government-Invoicing Model. Shipper generates and submits the priced CBL data to PowerTrack[®]. Carrier does not submit any priced data outside of the E-bill process.
- b. Automated Carrier Invoicing Model. Shipper does not submit any CBL data to PowerTrack[®]. Carrier prices the CBL instead of the Shipper. Shipper still approves payment to carrier.

NOTE: Even though the carrier generates the original record in PowerTrack[®], the shipper has the right to change the price/data prior to approval of payment.

- c. Matching Model. Both Shipper and Carrier submit shipment price data to PowerTrack[®]. If the data matches, thresholds and tolerances may be established that allow automatic approval. Otherwise, the shipper must manually approve payment.

PAYMENT REQUIREMENTS

- a. The TMO shall establish maximum dollar amounts for carrier payment approval. HQMC, I&L, LPD-2, upon the request/recommendation from the TMO, will change each individual PowerTrack[®] users account within an office to a different maximum dollar amount for carrier payment approval. If the CBL price on a shipment exceeds a user's maximum, that user will not be able to approve carrier payment. Ensure primary and alternate individuals are designated for various thresholds.
- b. The TMO will approve payment for the amount that is determined as the government's responsibility to pay. The amount the government is responsible to pay includes the rate for the shipment and any authorized accessorial charges as specified in the contract. Accessorial charges may include but are not limited to weekend pickup and delivery, increased liability, address corrections, or extended area of coverage.
- c. The carrier payment process cannot begin until there is confirmation in PowerTrack[®] that services have been performed. The event to confirm that services have been performed will be the receipt of the carrier's notification of delivery (except rail shipments whereby carrier payment is approved upon pick-up/pull of railcar(s)). Actual carrier payment will be based on the services provided under the CBL.

AUTOMATIC APPROVAL OF PAYMENT

- a. HQMC (LPD-2) has established a maximum automatic approval price threshold (dollar level below which all shipments will be automatically approved) and set the parameters for automatic approval. TMOs may assign a lower maximum automatic approval dollar amount based upon workload and carrier characteristics within HQMC (LPD-2) approval.
 - A tolerance of \$1.00 will be used for the matching invoice model.
 - For government and carrier invoice models, any transaction that falls under the established threshold in that category (e.g., Air Freight is \$2000 for government model and \$1000 for

carrier model), will be auto approved once notification of service is provided in PowerTrack[®].

- For the matching model, if the transaction falls under the threshold, (e.g., Air Freight is \$1000), it will be auto approved if the shipper and carrier shipment costs match within the tolerance of \$1.00. (For example, if a shipper puts a \$980 shipment in PowerTrack[®] and the Air Freight carrier bills \$980.05, PowerTrack[®] will auto approve the shipment. It is considered a match because it is within the \$1 tolerance and under the threshold of \$1000).

b. If a shipment meets the automatic approval price parameters, it will be approved for payment without the TMO needing to review. If a shipment does not meet the parameters, the TMO will need to review the shipment data and follow Manual Approval of Payment rules.

c. TMOs will review Approval Monitor Reports to identify late shipments that were automatically approved for payment. If payment for a late shipment was automatically approved, the TMO will submit an E-bill to request an adjustment in price as appropriate.

d. TMO will review the Expense Distribution Monitor or Data Analysis Report to determine potential overpayments. TMO will prepare E-bills once a month to recover all overpayments that were within the Auto Approval parameters.

e. Requests for threshold changes should be sent via email to roderick.callewaert@usmc.mil. The TMO should document the reason for the requested changes as well as the desired duration for the change.

f. SDDC will have the authority to remove a carrier from auto approval for all DoD shippers.

Business Rules for Automatic Approval of Payment		
Condition		Rule
Matching Model (Shipper and Carrier submit a price)	Price difference <u>is not more than</u> the maximum established by the TMO	PowerTrack [®] automatically approves and executes payment to the carrier within three GBDs of receiving notification of delivery.
	Price difference <u>is more than</u> the maximum established by the TMO	PowerTrack [®] places the shipment on Hold for manual approval.
	A shipment is delivered after the Required Delivery Date (RDD) and the price is contingent on timely delivery.	TMO will adjust price in PowerTrack [®] prior to approval or review reports to identify late shipments that were automatically approved, and will adjust using the E-bill process.
Government Invoicing Model Or Carrier Invoicing Model	Price is <u>below</u> the maximum ceiling established by the TMO	PowerTrack [®] automatically approves and executes payment to the carrier within three GBDs of receiving notification of delivery.
	Price is <u>above</u> the maximum ceiling established by the TMO	PowerTrack [®] places the shipment on Hold for manual approval.

	A shipment is delivered after the Required Delivery Date (RDD) and the price is contingent on timely delivery.	TMO will adjust price in PowerTrack [®] prior to approval or review reports to identify late shipments that were automatically approved, and will adjust using the E-bill process.
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DoD Size Group Thresholds					
Mode	Invoice Model	Small	Medium	Large	XL
Air Freight	Carrier	\$1,000	\$2,100	\$1,300	\$1,200
Air Freight	Government	2,000	1,300	1,500	1,700
Air Freight	Matching	2,100	800	900	900
WWX	Carrier	180	110	170	90
Small Pkg	Carrier	50	50	50	50
Small Pkg	Matching	40	40	60	50
LTL	Government	1,600	1,600	1,000	800
LTL	Matching	1,000	1,000	500	200
TL	Government	2,400	3,100	4,200	4,200
TL	Matching	4,999	4,700	4,700	4,700

NOTE: All Marine Corps' shippers are considered to be Small shippers.

MANUAL APPROVAL OF PAYMENT

a. Any transactions that are not automatically approved must be approved manually. Wherever possible, internal controls should be implemented (i.e., the person who approves carrier payment should be different from the person who created the CBL) to best manage these transactions.

b. The TMO must approve for payment the amount they determine the government is responsible to pay. Overpayments will be resolved using the E-bill process. Any adjustments in the original payment estimate must be documented using the Notes function of PowerTrack[®] for the purposes of invoice certification and post payment examination. Notes can be used prior to payment settlement; E-bills are used after payment settlement.

c. For shipments that do not meet the auto approval criteria and therefore must be approved manually, the TMO must take one of the following actions within three Government Business Days (GBDs) after notification of delivery.

- Approve the payment.
- Adjust the price, approve the payment, and record the reason for the adjustment in a PowerTrack[®] Note.
- Place on hold and request additional information from carrier.
- Deny payment and record reason in a PowerTrack[®] Note.

d. Once a response from a carrier is received on a hold, the TMO that placed the hold has three GBDs to approve or deny the transaction.

e. If a shipment is delivered after the Required Delivery Date (RDD), and the price paid is contingent on timely delivery, the TMO will adjust the price in PowerTrack® prior to approval.

f. The TMO can update a transaction in PowerTrack® before U.S. Bank remits payment to the carrier. In those situations where transactions are updated, the TMO that approved the change should attach a Note to the transaction in PowerTrack® explaining why the change was made. The following rules apply when updating shipment data prior carrier payment.

- All changes affecting cost must be recorded in PowerTrack® either directly or as an update from the shipper system. (Note: PowerTrack® currently does not accept updates from shipper systems.)
- After U.S. Bank has paid the carrier, any changes to price or shipment data must be entered into PowerTrack® via the E-bill process.

g. For LTL/TL and Express moves, collect shipments will not be submitted to PowerTrack®.

Business Rules for Manual Approval of Payment		
Condition	Rule	
Shipment must be manually approved	TMO must take one of the following actions within three GBDs, and document relevant details in PowerTrack®	Approve government or carrier submitted price
		Adjust government price, approve, and record reason
		Place shipment payment on Hold and request additional information from the carrier
		Deny payment and record reason
Shipment is placed on Hold and Carrier is sent information request	Carrier payment shall not be made until resolved and approved.	
TMO receives response to information request	TMO must approve or deny payment within three GBDs.	
A shipment is delivered after the Required Delivery Date (RDD) and the price is contingent on timely delivery.	TMO will adjust price in PowerTrack® prior to approval or review reports to identify late shipments and will adjust using the E-bill process.	

CARRIER PAYMENT

U.S. Bank pays the Carrier by submitting an EDI 820 remittance to the Carrier system, and an Electronic Financial Transfer (EFT) to the Carrier bank. U.S. Bank will not pay the carrier until notification of delivery (notification of pick-up for rail) and TMO approval are received. U.S. Bank will pay the carrier after the TMO approves the transaction for payment (or transaction is automatically approved), removes a transaction from hold status, or resolves an E-bill. The carrier payment approval process outlines the actions that TMOs should use to approve transactions.

SUMMARY INVOICE (PSI) CERTIFICATION

PROCEDURES FOR CERTIFICATION

Procedures for the Certifying Officer Legislation apply. The responsibilities for certifying officers, accountable officials, and reviewing officials are contained in Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 5, Chapter 33, Accountable Officials and Certifying Officers. (http://www.dod.mil/comptroller/fmr/05/05_33.pdf)

- To be a Certifying Officer, the TMO (or other representative appointed by the Commanding Officer) must have a new DD Form 577 on file at DFAS. (DD 577 may be found under DoD Forms Program at, <http://www.dtic.mil/whs/directives/infomgt/imd.htm>. The certifying officer must have completed an authorization letter to the official appointing them as the Certifying Officer. It is recommended that at least two personnel (per base) have certifying officer authority. The original DD Form 577 must be mailed to Defense Finance & Accounting Service, 8899 E. 56th St., Indianapolis, IN 46249, attn: Michael Lacey or faxed to either Janet Ellyson or Jyl Morrison at 317-510-7652.

(Marine Corps Air Stations see Section VI.)

MANUAL AND ELECTRONIC CERTIFICATION

Marine Corps PowerTrack account holder PSI's are processed both manually and electronically. Each PSI includes both a "Manual" and "Electronic" portion. The service/agency determines in which portion the LOA and associated charges will reside. Currently, Marine Corps and DLA segmented LOA will be included in the electronic portion of the statement, while text LOA from the other services/agencies will reside in the manual portion. LOA in the electronic portion can be certified and approved online in the system. LOA in the manual portion are processed manually. (See below for the manual certification process.) As the other services migrate to the Automated Commercial Payment and Accounting Process environment PSI certification will be fully automated (with all charges being listed in the electronic portion of the PSI) to allow for a simplified, straightforward approval process.

The PSI must be accessed through the PowerTrack[®] website (no hard copy will be mailed to the Certifying Officer.) For charges listed in the manual portion of the statement, the designated certifying officer must print the PSI two government business days after the 15th of the month or two government business days following the date when U.S. Bank generates the PSI, whichever occurs later. **The Certifying Officer must then stamp the availability date on the PSI.** For charges in the electronic portion, certification is done online in PowerTrack[®].

The certifying officer will review the PSI from U.S. Bank to ensure that it reflects the actual carrier payments. The certifying officer will accomplish a prepayment review as required by the DoDFMR 7000-14-R, Volume 5, Chapter 33.

- The Certifying Officer will also review sampled TAC and LOA to ensure they are appropriate based on supporting automated documentation. The DoD TAC Table web page can be used in this process. (<https://www.daas.dla.mil/daasingq/dodaac.asp?cu=d>.)
- If the PSI is missing the shipper's appropriation or the appropriation is apparently incorrect, the Certifying Officer will contact the shipment requestor or Financial Manager to resolve the discrepancy. When notified, the TMO will prepare a Note in PowerTrack[®] documenting the actions taken to establish the correct appropriation, and the Certifying Officer will make the necessary corrections to the PSI.

For charges listed in the manual portion of the statement, the Certifying Officer will type or stamp the following statement on the bottom of the front page of the hardcopy PSI. If there is no room on the front page, a separate sheet containing the statement must be attached.

MANUAL PSI CERTIFICATION STATEMENT

"I certify that the supply/services billed herein have been received/rendered in accordance with the terms set forth in the contract/order and charges deemed proper for payment."

Signature of Certifying Officer

The Certifying Officer certifies the PSI as correct and proper for payment. For manual portion certification, the Certifying Officer must ensure the amount certified on the PSI is equal to the amount on the DFAS-Columbus SDN spreadsheet (or Navy Prompt Payment Certification and Deduction form for DFAS-Norfolk). The Certifying Officer must also ensure the PSI lists the appropriate payment from DFAS for the preceding month's PSI. If this value does not match the preceding month's PSI total charges, the Certifying Officer must notify the local comptroller's office or Managerial Accounting Office (MAO) as soon as possible.

Additionally, if for any reason the PSI cannot be certified and sent to DFAS in the prescribed time limit, the Certifying Officer must contact HQMC LPD-2 within three GBDs and notify of the issues preventing the timely certification.

(NOTE: Ensure a copy of the PSI and supporting documents are filed for audit purposes. It is recommended to maintain records of the date PSIs are available and when faxed/express shipped to DFAS.)

(Marine Corps Air Stations see Section VI for DFAS Norfolk mailing address).

The PSI must be certified by the certifying officer (with manual corrections made to the LOA and associated Notes entry made by the TMO in PowerTrack®) and received by DFAS by the 5th government business day (GBD) following the date the PSI is available. This is to ensure that DFAS has sufficient time to pre-validate the amount owed to U.S. Bank and receive a refund for early payment. DoD has 15 days from the date PSI is available to reimburse U.S. Bank before interest is charged.

Business Rules for PSI Certification	
Condition	Rule
U.S. Bank makes the PSI available, for printing by the certifying officer, in PowerTrack®.	Certifying Officer prints and stamps availability date on PSI.
The Certifying Officer uses the Expense Distribution Monitor to work ahead researching PSI entries in advance to speed up the certification process.	Run a cumulative query throughout the month to "build" the PSI ahead of time and allow certification reviews to be made daily. This will spread out the certification workload throughout the month. This would also allow E-bill adjustments to be made in a timely manner.
Certifying Officer performs prepayment review	Certifying Officer will accomplish a prepayment review as required by DoDFMR 7000.14R, Volume 5, Chapter 33.
Certifying Officer discovers overpayment	Certifying Officer effects price adjustment using the E-bill process and the TMO makes appropriate Notes in PowerTrack®.
Certifying Officer determines the PSI to be correct and proper	Certifying Officer signs PSI and submits it along with required documents to DFAS. The PSI must be certified by the Certifying Officer and received by DFAS by the fifth GBD following the date the PSI is available.

BANK PAYMENT

DFAS receives the certified PSI, pre-validates each LOA/SDN and remits payment to U.S. Bank.

a. The PSI is provided at the summary and detail level in PowerTrack[®]. The Summary PSI provides an overview of account activity and transaction billing information summarized at the LOA level. The Detail PSI lists all the transactions that were paid during the statement cycle and show the carrier, bill of lading (BL) number, date, shipment origin, destination and freight cost.

b. If the DFAS payment office receives a certified PSI with an LOA that fails edit in the entitlement system because of insufficient obligations, DFAS (when authorized) will increase the obligation to the billed value. If the LOA fails the edit because of no obligation, DFAS will notify the appropriate Financial Manager to establish an obligation for the specified amount. If the Financial Manager is unable to comply within three GBDs, then an obligation will be placed against the alternate LOA. (See Section VI for alternate LOA information.) If the LOA fails the edit because of validity, DFAS will attempt to identify the correct LOA. DFAS will notify the appropriate Financial Manager of the situation and allow them three GBDs to provide a corrected LOA. If unsuccessful, DFAS will assign the alternate LOA. DFAS will then process the payment to U.S. Bank. The DFAS payment office will notify HQMC RFL of any obligation increase, the establishment of any obligation, or the use of the alternate LOA. This action will be in accordance with established DFAS interim manual operating procedures.

c. When Financial Managers obligate in bulk, pre-validation of the PSI by DFAS is greatly simplified and accomplished rapidly. When possible, FMs should establish bulk obligations for transportation services so that the accounting will be easier and the likelihood of the DOD receiving a refund for rapid payment of PSI to U.S. Bank will be increased.

d. Prompt Payment Act interest begins to accrue 15 days after the date the PSI is made available to Certifying Officials. Therefore, it is imperative Certifying Officials complete their review and certification of the PSI promptly. Additionally, there is a contractual incentive that provides the DoD with a rebate when payments are made within 30 days. The faster that payments are made to U.S. Bank, the more refund dollars DoD will realize. DFAS will track and distribute appropriation refunds to DoD via this process.

Business Rules for Bank Payment	
Condition	Rule
Line of Accounting fails edit in the entitlement system because of insufficient obligation	When authorized, DFAS will increase obligation to billed value and notify HQMC RF monthly.
Line of Accounting fails edit in the entitlement system because of no obligation	DFAS notifies the appropriate FM to establish an obligation for the specified amount. If the Financial Manager is unable to comply within three GBDs, then an obligation will be placed against the alternate LOA, and payment will be made from it to U.S. Bank. DFAS will notify HQMC RFL monthly of actions taken.
Line of Accounting fails edit in the entitlement system because of validity	DFAS will attempt to identify the correct LOA. They will notify the appropriate Financial Manager of the situation and allow them three GBDs to provide a corrected LOA. If unsuccessful, DFAS will assign

	the alternate LOA.
DFAS receives certified PSI	Once the certified PSI entries have been prevalidated, DFAS will make payment to U.S. Bank. DFAS will track and distribute appropriation refunds returned to DOD when payments are made in less than 30 days.

DISPUTE RESOLUTION (E-BILLS)

E-bill generation is used for introducing price/account adjustments into the process. The TMOs or Carriers can initiate E-bills at any time. The intention is to have accurate transportation and financial data entered initially, and therefore minimize the use of E-bills.

a. The following guidelines will be followed regarding the creation of E-bills for resolving under/overpayments:

Business Rules for Dispute Resolution	
Condition	Rule
Carrier makes additional claim before carrier payment is approved	<ul style="list-style-type: none"> Carrier can request a price adjustment using the Notes function in PowerTrack®. <p>NOTE: Marine Corps and DLA TMOs will also accept phone call requests for price adjustment.</p>
Carrier makes additional claim after carrier payment is approved	<ul style="list-style-type: none"> Submit E-bill up to 16 months after payment. After 16 months, submit price change request to SDDC/Deployment Support Command (DSC).
TMO detects overpayment before carrier payment is approved.	<ul style="list-style-type: none"> TMO modifies government submitted price in PowerTrack® and documents reason for price adjustment using Notes function in PowerTrack®.
TMO detects overpayment after carrier payment is approved.	<ul style="list-style-type: none"> TMO submits E-bill within 60 days. After 60 days, submit price change request to SDDC/DSC.

b. A carrier may request a price adjustment before payment is approved by using the Notes functionality of PowerTrack®. The carrier also has the option to go through SDDC/Deployment Support Command (DSC) to request a price adjustment. If the carrier payment has already been approved, the carrier may submit an E-bill up to 16 months after payment. A billing dispute must first go through the E-bill process before requesting a price adjustment from SDDC. At a minimum, the request to SDDC/DSC must include: POC information (name, phone number, electronic mail (e-mail) address), origin, BLOC, BL number, Shipment Routing identification (ID) (from applicable service shipper system), and statement of the problem or issue. The request may be e-mailed to CostQuestions@SDDC.army.mil, or mailed to: HQ SDDC Operations Command, MTDC-OPCA, 661 Sheppard Place, Ft Eustis VA 23604-5000,

DSN 927-7481: Commercial 757-878-7481. If this action fails to resolve the dispute, it may be forwarded to the Deputy Chief of Staff for Operations, SDDC, 200 Stovall Street, Alexandria VA 22332-5000. If not resolved at that level, the final level of dispute adjudication will be the General Services Administration (GSA), Washington, DC.

- I. Either the TMO or the carrier can submit an E-bill. After the E-bill is submitted to PowerTrack[®], the other party will have three government business days to respond.
 - The TMO must take one of the following actions within three government business days of receiving an E-bill from the carrier:
 - (1) Approve payment
 - (2) Deny payment (remarks documented in a PowerTrack[®] Note required indicating why payment was denied)
 - (3) Hold payment (remarks required requesting clarification or more information)
 - The carrier must take one of the following actions within three government business days of receiving an E-bill from the TMO:
 - (1) Approve for credit
 - (2) Deny credit (remarks using the Notes function to indicate why credit was denied)
 - (3) Hold credit (remarks using the Notes function required requesting clarification or more information)

- d. When the TMO or carrier creates an E-bill, they will reference the CBL (or carrier shipment) number or the user will append sequential letters to the CBL (or carrier shipment) number for each E-bill created. For example, if the CBL (or carrier shipment) # is MC9912345, the first E-bill will be assigned the identifier of MC9912345A, the second E-bill will be assigned the identifier of MC9912345B, etc.

- e. Price disputes that cannot be resolved between the TMO and the carrier after 60 days will be forwarded to SDDC/DSC for resolution. Follow procedures in paragraph b. above.

- f. Any adjustments in the original payment estimate must be documented in a PowerTrack[®] Note for the purposes of invoice certification and post payment examination.

Business Rules for E-bills		
Condition	Rule	
TMO receives an E-bill	TMO must take one of the following actions within three GBDs:	Approve payment
		Deny payment
		Hold payment

Carrier receives an E-bill	Carrier must take one of the following actions within three GBDs:	Approve credit
		Deny credit
		Hold credit

PROCESSING REFUND CHECKS

When the processing of credits is unavailable in PowerTrack, based on carrier limitations, is not available the carrier submits checks to the TMOs office. The TMO, upon receipt of the refund check from the carrier, must mail the check to DFAS-Kansas City for processing. To ensure these refund checks are processed and credited to the correct Line of Accounting (LOA) and Transportation Accounting Code (TAC) the following steps should be followed by the TMO

- TMO downloads and completes the NAVCOMPT FORM 2277
- TMO includes the appropriate TAC on the NAVCOMPT FORM 2277 that should be credited for the refund
- TMO mails the completed NAVCOMPT FORM 2277 and the check to Defense Finance and Accounting Service
 - Defense Finance and Accounting Service
 Kansas City Center/ATKL
 1500 E. 95th Street
 Kansas City, Missouri 64197-0001

IV. AUTOMATED COMMERCIAL PAYMENT AND ACCOUNTING PROCESS CONOPS

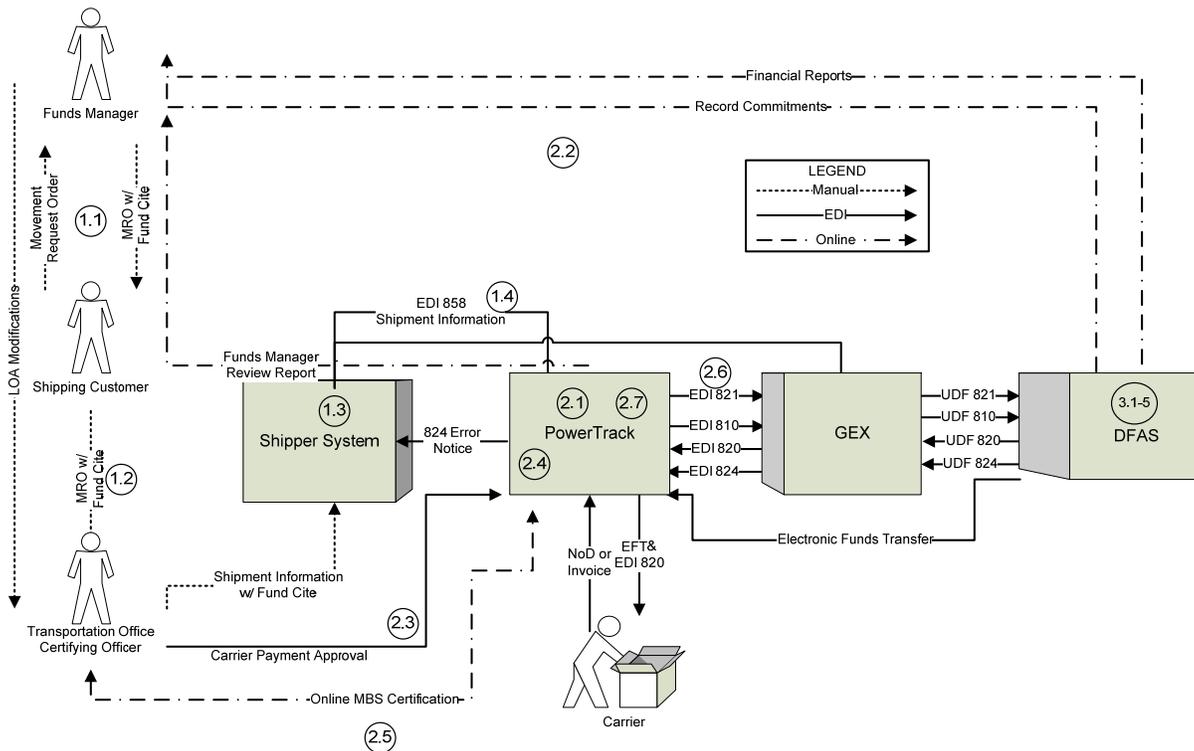
The Automated Commercial Payment and Accounting Process Initiative integrates the PowerTrack payment process with DoD’s finance and accounting processes. Under this initiative the DoD features include:

- Improving Financial control in the transportation freight payment process
- Up-front editing through the Transportation Global Edit Table (TGET) of Lines of Accounting (LOA) to eliminate erroneous financial data
- Commitments/obligations recorded in accordance with statutory/regulatory requirements
- Significant reduction in unmatched disbursements and negative unliquidated obligations
- Reduction in post-payment rework and use of Alternate LOA
- Elimination of manual/paper processing of invoices through the use of e-commerce
- Reduction in interest paid to U.S. Bank
- Opportunity to earn prompt payment refunds
- Availability of accurate, timely management information and visibility of funds usage
- Workload reduction in the Defense Finance and Accounting Service (DFAS)

- Compliance with the Federal Financial Management Improvement Act and other statutory and regulatory requirements.

This initiative implements segmented, pre-edited LOA and automates the accounting and finance processes using Electronic Data Interchange (EDI). The initiative includes automating the obligation process and the monthly U.S. Bank invoice certification and payment process. Financial control begins with the Financial Manager (FM) who provides the shipping customer written or electronic verification that the cited LOA is valid, appropriate, and funded. The Transportation Office ensures further funds control by validating the LOA in the shipper system using the TGET. Transactions that do not pass the TGET edit will be rejected until the shipping customer provides the Transportation Office with a corrected LOA that passes the TGET edit. If the FM subsequently determines the LOA needs revision, the revised LOA also must pass the TGET edit. The DFAS further ensures funds control by performing an invoice “pre-validation” prior to paying the monthly U.S. Bank invoice.

The following is a process flow diagram with a high level summary of the Automated Commercial Payment and Accounting Process:



- Shipping customer coordinates with FM who provides written or electronic approval of valid, appropriate, funded LOA (Process 1.1)
- Shipping customer provides Transportation Office shipping documentation including FM approval (Process 1.2)
- Transportation Office enters shipment data into shipper system, which validates LOA using the TGET (via Tracker) and electronically sends shipment Bill of Lading (BoL) data to PowerTrack®. Similarly, corrections/changes to the LOA are validated using the TGET (Process 1.3)
- Transportation Office electronically sends BoL data to appropriate DFAS accounting system via a translator called Government Electronic Exchange (GEX). DFAS accounting systems electronically record obligation estimate (Process 1.4)

(See below for Navy Certification/Authorization letter and Signature Card examples.)

4. PowerTrack® Summary Invoices and Prompt Payment Certification and Deduction statements (see below) are signed and faxed to (757) 443-4572, Attn: Gloria Harris.

- The PSI must be sent via overnight traceable means to DFAS Norfolk. After the PSI is sent, an email must be sent to Keith Boylan (see POC info above) with the following information:
 - SUBJECT: Shipper Site's GBLOC, Date of PSI
 - Content:
 - Shipper Site's GBLOC
 - Date of PSI
 - Carrier used to send the PSI (e.g. FedEx)
 - Date PSI was sent
 - Tracking Number
 - PowerTrack® Account Number

5. Defense Finance and Accounting Office (DFAS) Norfolk, Point of Contact:

Gloria Harris
FAX: (757) 443-4572
DSN: 646-4783

MCAS CERTIFICATION/AUTHORIZATION LETTER (SAMPLE)

APPROPRIATE LETTERHEAD

MEMORANDUM FOR JOHN J. DOE, CDR, USN

SUBJECT: Appointment as Certifying Officer

You presently occupy a position wherein your duties include the functions of a PowerTrack® Certifying Officer. This memorandum is formal notification that you are hereby appointed as a PowerTrack® Certifying Officer to: Defense Finance and Accounting Service, Norfolk Operating Location, Attn: Karen Still (Code FVPBA), 9712 Virginia Avenue, Norfolk, VA 23511-3297.

As a PowerTrack® Certifying Officer you will be responsible for certifying payment vouchers and documents for the following types of payments: PowerTrack® Billing Statements covering purchases and services obtained with the PowerTrack® System.

You must become thoroughly familiar with your responsibilities and accountability. You must acknowledge this appointment and that you have read and understand your responsibilities and accountability by signing below. In addition, you must complete a DD Form 577, Signature Card for each Vendor Payment Office(s) identified above. After completion, a signed copy of this appointment and the completed DD Form 577 must be returned to me for approval and forwarding to the Vendor Payment Office(s) noted above. For all documents you certify under this appointment, your signature must be in the same form that you signed in block 5 of the DD Form 577.

Michael Q Public
Commanding Officer

ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a Certifying Officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor).

John J Doe
Commander USN

MCAS PROMPT PAYMENT CERTIFICATION AND DEDUCTION STATEMENT

PROMPT PAYMENT CERTIFICATION AND DEDUCTION

(DATES MUST BE IN YY-MM-DD FORMAT)

INVOICE DATE: _____

DATE INVOICE RECEIVED BY CERTIFYING ACTIVITY: _____

DATE FORWARDED FOR PAYMENT: _____

GROSS AMOUNT OF INVOICE: _____

AMOUNT CERTIFIED FOR PAYMENT: _____

CERTIFYING ACTIVITY'S UIC/DODAAC: _____

DEDUCTION AMOUNT: _____

REASON FOR DEDUCTION: _____

CONTRACT NUMBER (PIIN): N00189-99-C-069 _____

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ACCOUNTING DATA PROVIDED IS ACCURATE, AND THE ATTACHED INVOICE IS CORRECT AND PROPER FOR PAYMENT.

(SIGNATURE) (DATE)

(PRINTED NAME AND TITLE)

(ACTIVITY)

VII. FINANCIAL ADMINISTRATION

Financial Managers play an important role in ensuring that transportation bills are paid quickly and accurately. The responsibility of Financial Managers (FMs) for payment of transportation bills is the same as for payment of any financial obligation relative to their command/activity: to ensure that sufficient Financial are obligated under the correct Standard Document Number (SDN) and appropriation or fund to cover monthly transportation charges, thereby allowing DFAS to process payments within the guidelines established in the Prompt Pay Act and the Department of the Navy PowerTrack[®] Contract N00189-99-C-0069 (15 days).

Under the Automated Conops, accounting systems receive obligation data electronically from PowerTrack[®], eliminating the requirement for FMs to record obligations manually. For those sites that do not have this capability, FMs must ensure that financial data provided to customers on shipping requests is valid, appropriate and sufficiently funded in the accounting system. PowerTrack[®] contains tools to assist FMs in carrying out these responsibilities.

Prior to implementation of PowerTrack[®], FMs did not have the capability to validate financial

information. PowerTrack[®] enables FMs to review transaction activity against their Financial on a daily basis before bills are submitted for payment. The tool in PowerTrack[®] that allows FMs to manage their funds is Data Analysis.

FINANCIAL MANAGER (FM) PROCEDURES

The Marine Corps TAC Coordinator maintains a centralized database of all Marine Corps Transportation Account Codes (TAC) and their associated SDNs/LOA used to pay for transportation services. At the beginning of each fiscal year Financial Managers (FMs) revalidate the information in the TAC database by updating SDN/LOA associated with a valid TAC and canceling an unnecessary TAC. When FMs submit information to be included in the database they are confirming that each TAC can be used to order transportation services and that charges will be paid from the LOA/SDN assigned to the TAC.

In addition to validating all information at the beginning of the fiscal year, FMs should periodically review their TAC on the Master TAC Reference Table to ensure accuracy. If a TAC/SDN/LOA cannot be validated against the Master TAC Reference Table, the TMO should not continue processing the transportation transaction until the appropriate financial information is determined.

(The Master TAC Reference Table is available at <https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>)

Appropriateness of an LOA cannot be determined in an automated environment at this time. If an FM has established one or more TAC with specific purposes it is incumbent upon that FM to inform the shipping customers of the purposes for which the TAC can be used. The FM will monitor transactions in PowerTrack[®] to identify instances of misuse and will take the necessary steps to correct them. PowerTrack[®] provides the capability to search for all uses of a particular TAC, so an FM can determine instances in which a TAC is being used for the wrong purposes. If an FM finds that a TAC has been used inappropriately or incorrectly, the FM should contact the TMO who processed the shipment. The TMO should then contact the shipping customer who provided the incorrect TAC, obtain a correct TAC and update the PowerTrack[®] record before any payments are made from the wrong account. Shipping customers are expected to make every effort to determine whether the fund cite they are using is appropriate for the shipment by coordinating closely with the cognizant FM prior to submitting a shipment request.

The final responsibility of the FM community is to ensure that sufficient Financial are available to pay for all transportation services requested. Since TMOs do not have access to financial systems, they are unable to determine whether Financial are available in a particular account prior to accepting an item for shipment. It is absolutely essential that the transportation and financial communities work together in this area to ensure that Financial are used properly and wisely. When an FM establishes a TAC with a corresponding LOA and SDN there is an understanding that when the TAC is used, funding will be available to pay the charges. Similarly, when a TMO uses a TAC, he must be aware that he is obligating the TAC to expend funds.

DATA ANALYSIS

Data Analysis is a tool in PowerTrack[®] that allows Financial Managers to review documentation of transportation costs charged against their TAC/SDN/LOA. This report contains the shipment data

fed into PowerTrack[®] from the shipper systems, which means that Financial Managers have visibility of the same data as TMOs in nearly the same timeframe. Transactions entered into shipper systems each day are available in the data analysis tool on the following day. Data Analysis is updated daily, so multiple data searches on a particular day should yield the same results.

Data Analysis allows Financial Managers to search for data in an Accounting Code. They can search for a particular TAC or SDN located within an Accounting code. They can view data for shipments that are in-transit as well as completed shipments. The search capability also allows Financial Managers to search for portions of fund citations to check for errors and misuse of SDN/LOA/TAC. Data Analysis displays information in a summary format.

DATA ANALYSIS REPORTS

The canned reports in the Data Analysis tool allow the user to perform a query on a part of the accounting code. The results are matched with each transaction that uses the accounting code and populates these results into an excel spreadsheet format. The canned report contains some or all of the following: bill of lading number (called Buyer Doc ID); total billed amount; Transportation Control Number (TCN); the date the transaction was created; estimated ship date; seller paid date; last modified date; city, state and country of origin; and city, state and country of destination. For more specific reports, customized queries can be created and saved under one user id. Most elements that are included on the CBL can be queried in Data Analysis and used by the Financial Manager.

The Data Analysis tool should contain sufficient data for Financial Managers to determine whether SDN/LOA/TAC are being used properly. If there is not sufficient information to verify that funds are being used properly, the Financial Manager can contact the TMO for more information or a copy of the bill of lading. Data from these queries can be downloaded into a spreadsheet for further analysis. A screen shot of the data elements of a canned report is listed below.

Accounting Code Paid Detail Report													
BOIs and eBills Paid From 04/01/2006 Through Before 04/14/2006 - Run Date 04/14/06													
Accounting Code	Buyer Doc	Seller Doc ID	eBill Number	Carrier Code	Doc Type	Seller Paid Date	Line Item	Exp Ship	Billed Weigh	Exp Total	Billed Total	Buyer Name	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			3-416-86516	FDE	EBILL	04/10/2006		.0	.0	347.55	347.55	MC Base Quantico	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			3-421-69095	FDE	EBILL	04/06/2006		.0	.0	20.58	20.58	MC Air Station Yuma	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			3-429-66327	FDE	EBILL	04/10/2006		.0	.0	1,034.99	1,034.99	MC Base Quantico	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			339753002	FDE	EBILL	04/11/2006		.0	.0	1,052.34	1,052.34	MARFORRES New Orleans	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			341024471	FDE	EBILL	04/11/2006		.0	.0	1,136.75	1,136.75	MARFORRES New Orleans	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			342303941	FDE	EBILL	04/11/2006		.0	.0	535.51	535.51	MARFORRES New Orleans	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			343614794	FDE	EBILL	04/11/2006		.0	.0	1,270.98	1,270.98	MARFORRES New Orleans	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M			8-296-45303	FDE	EBILL	04/10/2006		.0	.0	433.89	433.89	MC Base Quantico	
17**20062006*1106*27T0***00027*M 00027*PF005PF0MGR3***000000*4** ***2200****M		m-7335	LIMIT600342 A	MGNC	EBILL	04/12/2006		.0	.0	928.53	928.53	MC Twenty Nine palms	

TAC/SDN/LOA are screened for validity before data is sent to PowerTrack®; however, it is possible that an erroneous or improper fund cite may have been used for a shipment. If an FM determines that a TAC/SDN/LOA is invalid, improperly formatted, incorrect, or just not the right one to use for the shipment, he should notify the TMO immediately. The name, phone number and e-mail address of the TMO who initiated the shipment is available under “Business Partners” on the menu. The TMO will work with the shipping customer and the FM to determine the correct financial data and update the PowerTrack® record.

When an error is identified, the Financial Manager should contact the TMO who will make the necessary changes to the PowerTrack® record, and the correct accounting data will appear in PowerTrack® and on the PowerTrack Summary Invoice. Financial Managers should also review PowerTrack Summary Invoices to ensure financial data is accurate. If a Financial Manager identifies a problem with the accounting data after the PowerTrack Summary Invoice the FM should notify the TMO of the problem to correct the information and prevent the same error from occurring again.

ALTERNATE LINES OF ACCOUNTING (ALOA)

When DFAS receives the PowerTrack Summary Invoice for payment, each transaction is pre-validated to ensure sufficient Financial are obligated against the LOA/SDN to issue a payment. If sufficient funds are not obligated, DFAS is required to pay the transaction against the default Alternate Line of Accounting (ALOA). FMs should make every effort to ensure obligations are sufficient to avoid uses of the ALOA.

The alternate line of accounting (ALOA) is an LOA for each appropriation that is used to pay transportation charges on the PowerTrack Summary Invoice (PSI) for which correct financial data is not provided or obligations are insufficient. The purpose of the ALOA is to facilitate processing of the PSI so payments to U.S. Bank are not delayed beyond the contractual timeframe. However, researching and correcting ALOA payments is a very time-consuming and labor-intensive process. In the event the ALOA is used to make payment to US Bank, a manual expenditure reversal will be processed to the originally cited LOA/SDN. Every effort should be made to ensure financial data on the PSI is complete and accurate to prevent charges against the ALOA.

Specific procedures for DFAS sites have been issued by DFAS Arlington, and in general require all DFAS activities that have problems with USMC LOA or pre-validation issues to contact HQMC RF for assistance. Requests must be in writing and HQMC will research and respond within three GBDs. If not resolved, alternate LOA can then be applied.

VIII. AUTHORIZATION FORMS, LETTERS AND SIGNATURE CARDS

LINE OF ACCOUNTING AUTHORIZATION LETTER

LINE OF ACCOUNTING AUTHORIZATION LETTER FOR FY__

Unit DoDAAC:
Point of Contact:
Phone Number:
Email:
Office Code:

The following Line of Accounting (LOA) _____ may be used by the traffic management office for all FY _____ shipment requests offered by the following authorized personnel:

I, _____ certify
(Financial Manager Name, Rank or Grade and Title)

sufficient Financial have been received and obligated in the accounting system under the following Standard Document Number (SDN) _____ to cover all transportation expenditures resulting from these shipments.

Financial Manager's Signature

ONE TIME ONLY LINE OF ACCOUNTING AUTHORIZATION LETTER

Unit DoDAAC:
Point of Contact:

Phone Number:

Email:

Office Code:

The following Line of Accounting (LOA) _____ may be used by the traffic management office for this shipment request offered by the following authorized personnel:

I, _____ (Financial Manager Name, Rank or Grade and Title) certify that sufficient Financial have been received and obligated in the accounting system under the following Standard Document Number (SDN) _____ to cover all transportation expenditures resulting from these shipments.

Financial Manager's Signature

SIGNATURE CARD

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X one)</i>		
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input type="checkbox"/> OTHER <i>(Specify)</i>		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, JAN 2004

PREVIOUS EDITIONS ARE OBSOLETE.

DFAS Authorization letter/Signature Card POCs:

Michael Lacey

Janet Ellison

Jyl Morrison

Phone: 317-510-7619

Fax: 317-510-7652

Defense Finance & Accounting Service

8899 E. 56th St.

Indianapolis, IN 46249

IX. SYSTEM ADMINISTRATOR GUIDANCE

NEW ACCOUNT CREATION

PASSWORD REQUEST FORM

Marine Corps PowerTrack® Password Request

To establish a PowerTrack® password, please send the following information to your local PowerTrack® System Administrator or HQMC PowerTrack® via email at roderick.callewaert@usmc.mil.

Temporary password will be established within 2 business days after receipt of request. DoD access requests require additional processing time.

USER ID: _____

(Use last name and first initial; if ID already exists in PowerTrack®, a number will be added to the end of the last name.)

LAST NAME: _____

FIRST NAME: _____

OFFICE SYMBOL: _____

ADDRESS: _____

PHONE # DSN: _____ **COML:** _____

FAX # DSN: _____ **COML:** _____

EMAIL ADDRESS: _____

LEVEL OF ACCESS: (Select one)

- BASE LEVEL
- DoD LEVEL (view only)

OPERATION FILTER: (Select one)

- View & Report – Access limited to viewing information and running reports
- Operator – Additional access to add, modify or delete
- System Administrator – Unlimited access, may establish user accounts and reset passwords

APPROVAL LEVEL: _____

(Dollar amount allowed for user to approve individual transaction, i.e., 0, 10k, 25k, etc.)

VERIFICATION NAME: _____

4 Digit Pin Number – this number will be used as verification to reset your password.

SIGNATURE

DATE

RESETTING PASSWORDS

Requests for resetting of passwords can be directed to the local PowerTrack® System Administrator for resolution. Resetting of a DoD access password must be done by the PowerTrack® Helpdesk (800) 417-1844.

INCREASING/DECREASING AUTHORIZATION LIMITS

Requests for changes in authorization limits must be coordinated with LPD-2, I&L, HQMC (703) 695-7930, DSN 225-7930. Justification will be required.

MISSING POWERTRACK® TRANSACTIONS

When it is suspected by the TMO that transactions are missing in PowerTrack®, the following steps must be accomplished by the local PowerTrack® System Administrator:

1. Verify that a valid BoL has been issued by your office.
2. Identify date/time the BoL passed outgoing messages to DAASC in CMOS.
3. Go to <https://tracker.wpafb.af.mil/>
4. Insert BoL number into Logistics Data Query screen (No frames).

View display results: (example)

CBL Number:	BGMT300147
TCN:	M304003080FE01XXX
Date/Time Received:	Apr 29 16:39 (in Tracker)
Date/Time Passed:	Apr 30 14:15 (to PowerTrack® from Tracker)
DAAS File Name:	XWP0161484.119.1.20030429142002
ICC Number:	002574279
TAC:	Local Funds
Bill To DODAAC:	M93025

5. For entries in the date/time received and passed fields and the DAAS filename
 - Tracker has received, processed and transmitted the BoL to PowerTrack® on the date/time indicated using the DAAS filename
 - Contact US Bank Helpdesk to obtain confirmation of upload into PowerTrack® database by providing them the Interchange Control Number(s) (ICC#) of the file(s) that these CBLs were in, the date the file was sent, and whether or not you received an EDI 997 (rejection notice) acknowledgement from PowerTrack®
6. If there are no entries in the date/time passed and DAAS filename fields, Tracker has received the transaction, but not yet transmitted the BoL
 - Contact Tracker at number shown on website to report problem
7. If there are no entries in the date/time received and passed and DAAS filename fields, then Tracker has not received the BoL
 - Contact the CMOS Field Assistance Branch (FAB) to report a missing transaction

If the above procedures do not resolve the missing transaction issue, contact LPD-2, I&L, HQMC 703-695-7930, DSN 225-7930, for assistance.

X. INSTRUCTIONS IF CMOS IS UNAVAILABLE

If CMOS is unavailable, waybills can be obtained from the carrier (either blank or the carrier may fill it out). The waybill should be annotated with the next CBL number taken from CMOS' numbering sequence. The shipper information as well as the carrier information should both reference the CMOS CBL number and the carrier PRO #. (Per the PowerTrack® Help Desk, the CBL numbers are required so PowerTrack® can match up shipper and carrier shipment information).

If CMOS is down for a few days, hold the bill and when CMOS is available, enter the bill information. (The carrier will take a few days to deliver the shipment and input their information in PowerTrack®). Shipment information should be released from CMOS and processed as normal through PowerTrack®.

If CMOS is down for a long time period, the waybill information will need to be manually input in PowerTrack®. The Help Desk can provide guidance on creating a "New Buyer Document." When CMOS is available, the information should still be input in CMOS for tracking purposes, however, the information should not be released to PowerTrack® or a duplicate transaction will be created. If the shipment information is accidentally released from CMOS, PowerTrack® will catch the duplicate and it can be canceled.

XI. POINTS OF CONTACT

SYSTEMS

For systems issues, these Help Desks are available:

U.S. Bank PowerTrack®

800-417-1844
customer.support@powertrack.com

Cargo Movement Operations System (CMOS) Field Assistance Branch (FAB)

877-596-5771

SDDC Global Freight Management (GFM)

800-336-4906

HEADQUARTERS, MARINE CORPS LPD-2 & RF

HQMC LPD-2:

DSN 225-7930/8129
Commercial (703) 695-7930/8129

Business Rules

Roderick Callewaert roderick.callewaert@usmc.mil

Line of Accounting/Transportation Accounting Codes

Roderick Callewaert roderick.callewaert@usmc.mil

Systems Functional Advocate

Richard Morrow richard.j.morrow@usmc.mil

HQMC PowerTrack® Support

HQMC PowerTrack® roderick.callewaert@usmc.mil

HQMC RF:

DSN 225-2640/2577/9823
Commercial (703) 695-2640/2577 or (703) 693-9823

Financial Issues

CWO-3 Steve Lawhorn LawnhornSF@hqmc.usmc.mil

DFAS:

DFAS Columbus

Customer Service (800) 756-4571

Marine Corps Vendor Pay (800) 756-4571
Option 2, Option 4

DFAS Kansas City

Finance Systems DSN 465-5268
Commercial (816) 926-5268

Accounting Prevalidation DSN 465-5140/2411
Commercial (816) 926-5140/2411

WEBSITES

U.S. Bank PowerTrack®

<https://www.PowerTrack@.usbank.com/PowerTrack@/Client/PTFrame.htm>

DoD Master TAC Reference Table

<https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>

XII. ACRONYMS

3PL	Third Party Logistics
AAA	Authorization Accounting Activity
AAC	Activity Address Code
AAFES	Army and Air Force Exchange Service
ACH	Automated Clearing House
ACRN	Accounting Classification Reference Number
ADP	Automated Data Processing
AMC	Air Mobility Command
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APPN SYM	Appropriation Symbol
ASIFICS	Airlift Services Industrial Fund Integrated Computer System
BAC	Budget Activity Code
BCN	Bureau Control Number
BLOC	Bill of Lading Office Code

CAC	Cost Account Code
CBL	Commercial Bill of Lading
CC	Cost Code
CMOS	Cargo Movement Operations System
CONUS	Continental United States
CSE	Combat Support Equipment
CSLE	Combat Support Logistics Equipment
CTF	Commercial Transaction Format
DAAS	Defense Automated Addressing System
DBOF	Defense Business Operations Fund
DDA	Designated Disposition Authority
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDAAC	DoD Activity Address Code
DODFMR	Department of Defense Financial Management Regulation
DTC	Document Type Code
DTR	Defense Transportation Regulation
DTS	Defense Travel System
E-BILL	Electronic Bill of Lading
EDI	Electronic Data Interchange
EFT	Electronic Financial Transfer

ETA	Electronic Transportation Acquisitions
FACTS	Financial and Air Clearance Transportation System
FDT	First Destination Transportation
FMR	Financial Management Regulation
FOB	Free on Board
FY	Fiscal Year
GBD	Government Business Days
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Code
GFM	Global Freight Management
GSA	Government Services Administration
GTN	Global Transportation Network
IDB	Interdepartmental Billing
IMM	Integrated Material Management
IROAN	Inspect, Repair Only As Necessary
IT	Inland Transportation
ITGBL	International Government Bill of Lading
ITO	Installation Transportation Office
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulation
LOA	Line of Accounting
LTL	Less Than Truckload

MAP	Military Assistance Program
MCSS	Military Clothing Sales Stores
MCX	Marine Corps Exchange
MEF	Marine Expeditionary Force
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MPMC	Military Personnel, Marine Corps
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NAF	Nonappropriated Fund
NWCF	Navy Working Capital Fund
O&M	Operations and Maintenance
O&M, MC	Operations and Maintenance, Marine Corps
O&M, MCR	Operations and Maintenance, Marine Corps Reserve
OC	Object Class
OCONUS	Outside the Continental United States
OPLOC	Operating Location
OSD	Office of the Secretary of Defense
PAA	Property Accounting Activity
PANMC	Procurement Ammunition Navy and Marine Corps
PH	Port Handling
PMC	Procurement, Marine Corps

PSI	PowerTrack [®] Summary Invoice
RDD	Required Delivery Date
RPMC	Reserve Personnel, Marine Corps
SA	Suballotment Number
SAAM	Special Assignment Airlift Mission
SABRS	Standard Accounting, Budgeting and Reporting System
SAC	Stores Account Code
SCAC	Standard Carrier Alpha Code
SDDC	Military Traffic Management Command
SDN	Standard Document Number
SDT	Second Destination Transportation
SH	Subhead
SLEP	Service Life Extension Program
TA	Transportation Authority
TAC	Transportation Account Code
TAMCN	Table of Authorized Material Control Number
TBD	To Be Determined
TCC	Transportation Component Command
TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
TL	Truckload
TMO	Traffic Management Office / Transportation Management Office
TMS	Transportation Management System
TO	Transportation Office (Officer)
TOPS	Transportation Operations Personal Property System
TOT	Transportation of Things
TPFDD	Time-Phased Force Deployment Data
TTC	Transaction Type Code

TVCD	Transportation Voucher Certification Division
TWCF	Transportation Working Capital Fund
USTRANSCOM	U.S. Transportation Command
WCF	Working Capital Fund