



Defense Health Agency

PROCEDURES MANUAL

NUMBER 6430.07

October 15, 2021

DAD-MEDLOG

SUBJECT: Freight Management

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Procedures Manual (DHA-PM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (h), establishes the Defense Health Agency's (DHA) procedures to prescribe policy and assign responsibilities for freight management to include DHA Transportation Account Code (TAC) management.
2. APPLICABILITY. This DHA-PM applies to the DHA, DHA components (activities under the authority, direction, and control of DHA), and all personnel to include: assigned or attached active duty and reserve members, members of the commissioned corps of the Public Health Service, federal civilians, contractors (when required by the terms of the applicable contract, and other personnel assigned temporary or permanent duties at DHA and DHA Components.
3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a) through (h), that this policy addresses the acquisition and management of freight shipments in DHA. For additional guidance, refer to Reference (f).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. PROPONENT AND WAIVERS. The proponent of this publication is Deputy Assistant Director (DAD), Medical Logistics (MEDLOG). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an

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analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the DAD-MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. **RELEASABILITY. Cleared for public release.** This DHA-PM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. **EFFECTIVE DATE.** This DHA-PM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. **FORMS**

a. DD Form 1149, Requisition and Invoice/Shipping Document, is available at: https://www.esd.whs.mil/Directives/forms/dd1000_1499.

b. DHA Form 148, Funds Verification and Use Authorization, is available at: https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx.

/S/
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Director

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) United States Code, Title 10, Section 1073c
- (e) DHA-Procedural Instruction 6430.02, "Defense Medical Logistics (MEDLOG) Enterprise Activity (EA)," September 27, 2018
- (f) Defense Transportation Regulation (DTR) 4500.9-R, Part II, "Cargo Movement," May 2014, as amended
- (g) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001, as amended
- (h) Defense Transportation Regulation (DTR) Part II, Appendix V, "Transportation Account Code (TAC) Procedures," November 6, 2020

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will assign responsibilities to the DAD, MEDLOG Directorate to implement this DHA-PM in accordance with Reference (b).

2. DHA FINANCIAL MANAGER/COMPTROLLER. The DHA Financial Manager/Comptroller must:

a. Provide a single Line of Accounting (LOA) to bill each transportation mode that is valid in the Transportation Global Edit Table (TGET); that is, at least one funding authorization citation for each TAC assigned to their cognizant components or elements. The same LOA may be used for more than one TAC. Some TACs, called stand-alone TACs, are exempt from this requirement. Stand-alone TACs require a bill-to mailing address and are only authorized when a customer does not have a LOA.

b. Provide the Defense Finance and Accounting Service with an Alternate LOA/funding authorization citation for DoD shipper Service's default.

c. Revalidate and update the LOA(s) for each TAC before the start of each new fiscal year (FY), no later than September 30th of each year or as soon as funding authority is granted.

d. Issue funding allocations to support required transportation services and the use of TACs.

e. Ensure funds control and certification procedures are followed in the use of TACs and their associated allotments and fund citations. Ensure sufficient funds are obligated at all times during the FY to cover transportation charges.

3. DAD-MEDLOG. The DAD-MEDLOG must:

a. Support oversight of the delivery of all MEDLOG services at MTFs in accordance with References (d) and (e).

b. Establish an Environmental Services Division to manage Transportation (Fleet and Freight).

c. Appoint Division Chiefs, as appropriate, for day-to-day management of division operations.

4. CHIEF, DHA ENVIRONMENTAL SERVICES DIVISION. The Chief, DHA Environmental Services must provide the guidance, policy, and oversight for MTF Transportation Management to include Fleet Management and Freight Management.

5. CHIEF, DHA TRANSPORTATION. The Chief, DHA Transportation must provide the guidance, policy, and oversight for the DHA Transportation program.

6. DHA FREIGHT MANAGER (FrM). The DHA FrM must:
 - a. Manage freight operations in accordance with Reference (f).

 - b. Serve as the DHA TAC Coordinator, publish applicable TAC policy, and oversee the Freight program.

 - c. Publish the annual TAC revalidation message.

 - d. Serve as the DHA representative on the TGET Functional Requirements Board.

 - e. Produce and disseminate reports to the DHA component's designated points of contact. These reports will be used to monitor erroneous billings, policy and training issues, and other critical variables necessary to provide a continuous, comprehensive evaluation of the Freight Program.

 - f. Establish and maintain TAC submission and reporting procedures for DHA.

 - g. Maintain active TGET user account to validate TACs and LOAs.

 - h. Ensure the MTF TACs have valid, current, and sufficiently funded LOAs.

 - i. Manage and process TAC requests and resolve TAC-related issues for all DHA components.

 - j. Provide TAC assistance to all DHA components, such as selecting TACs and processing requests for TACs.

 - k. Ensure each TAC is directly linked to at least one LOA, as supplied by the DHA Financial Manager/Comptroller(s).

 - l. Ensure all TACs are revalidated annually and updated in the TACs tables.

 - m. Develop and submit recommended change proposals to the Defense Transportation Regulation Administrator with justification and expected benefits and evaluate all suggested change proposals.

n. Aid with TAC assignments and ensure questionable, erroneous, or missing TAC applications are resolved within 5 working days of notification of TAC error.

7. MTF DIRECTOR. The MTF Director must:

a. Ensure MTF and assigned personnel complies with governing policies.

b. Appoint, in writing, MTF FrMs. The MTF FrM must be a Federal civilian employee or Military Service member.

8. MTF FINANCIAL MANAGER/COMPTROLLER. The MTF Financial Manager/Comptroller must:

a. Provide a single LOA to bill each transportation mode that is valid in the TGET; that is, at least one funding authorization citation for each TAC assigned to their cognizant components or elements. The same LOA may be used for more than one TAC. Some TACs, called stand-alone TACS, are exempt from this requirement. Stand-alone TACs require a bill-to mailing address and are only authorized when a customer does not have a LOA.

b. Revalidate and update the LOA(s) for each TAC before the start of each new FY, no later than September 30th of each year or as soon as funding authority is granted.

c. Issue funding allocations to support required transportation services and the use of TACs.

d. Ensure funds control and certification procedures are followed in the use of TACs and their associated allotments and fund citations.

e. Ensure sufficient funds are obligated at all times during the FY to cover transportation charges.

9. MTF CHIEF, MEDLOG OFFICER. The MTF Chief, MEDLOG Officer must:

a. Serve as the primary advisor to the MTF Director for Freight Management and implement policy changes and program oversight.

b. Nominate the MTF FrM for the MTF Director approval.

10. MTF FrM. The MTF FrM must:

a. Manage freight operations in accordance with this DHA-PM and References (f) and (ih).

b. Publish MTF Freight Policy for the DHA component detailing procedures outlined in this DHA-PM and References (f) and (h).

- c. Coordinate with the MTF Financial Manager/Comptroller to develop training and/or local instructions for MTF personnel.
- d. Coordinate with installation/base transportation freight office to establish agreements for services required above and beyond baseline/core support and coordinate with MTF Agreements Office.
- e. Manage the small parcel accounts for the MTF.
- f. Establish local procedures with resource management on obtaining and approving funding for shipments.
- g. Determine whether the use of a TAC is appropriate in accordance with Reference (g).
- h. Serve as the primary point of contact to the DHA FrM.
- i. Maintain active TGET user account to validate their TACs and LOAs.
- j. Review requests for new TACs and changes to existing TACs for completeness and accuracy, then forward those requests to the MTF Financial Manager/Comptroller for submission to the DHA FrM.
- k. Institute internal controls with the MTF Financial Manager/Comptroller to ensure funds allocated prior to requesting transportation services and total charges do not exceed obligations.

11. CONSIGNOR (SHIPPERS). The Consignors (Shippers) must:

- a. Ensure all cargo and personal property movements shipped within the Defense Transportation System have a valid TAC assigned.
- b. Timely respond to requests for verification of TACs for all shipments generated to prevent unnecessary frustration of cargo movements.
- c. Works with the MTF Freight Manager to ensure the shipment complies with the various packaging and labeling requirements in accordance with Reference (f).
- d. Ensure the completion of any documentation and certification, to include working with MTF Freight Manager, prior to shipment in accordance with Reference (f).

ENCLOSURE 3

PROCEDURES

1. TAC. All DHA components will obtain a TAC via the DHA FrM. TACs are renewed every FY.

a. The goals of the TAC program are to ensure that:

(1) The valid TACs, individually linked to a current funding authorization or LOA, is provided for each transportation shipment or mode moving within the Defense Transportation System.

(2) Funds allocation and control procedures established under the TAC program facilitate implementation of new or long-range financial processes or procedures for transportation services, or electronic data interchange technology, and are compatible with planned Automated Data Processing systems.

(3) TAC edit and correction procedures support the timely movement of cargo and elimination of frustrated cargo and associated costs.

b. Organizations doing business with DHA components must provide their own TAC with an authorization for use prior to shipment. DHA components will not use other organizations' TAC codes or small parcel shipper accounts without proper written authorization.

c. All DHA components will follow the policy outlined in Reference (h).

d. DHA FrM will track TAC expenditures and prevent misuse.

e. DHA FrM will obtain access to the Defense Finance and Accounting Service's TGET for validation of TACs prior to use in shipping.

f. DHA Form 148, Funds Verification and Use Authorization, is authorized by the MTF Financial Manager/Comptroller in accordance with Reference (h). Transportation forms are kept until no longer useful in Decision making or six years whichever is first.

2. ALL SHIPMENTS

a. DHA components must use the installation/base transportation office to process freight shipments using TAC codes to pay for the shipments.

b. Pickup and delivery of freight shipments must be coordinated with installation/base Logistics support elements.

c. DHA components must request shipments by completing a DD Form 1149, Requisition and Invoice/Shipping Document.

d. DHA components must fund all shipments via DHA TAC or DHA provided LOA must fund all shipments via DHA TAC or DHA provided LOA. DHA MTFs must fund all shipments via TAC.

e. Shipments must be reconciled in the tracking system (Trackerlite or Syncada).

(1) All shipments must first be authorized by the MTF Financial Manager/Comptroller on the DD 1149.

(2) Logistics must provide invoices from the shipping office to the MTF Financial Manager/Comptroller.

3. EMERGENCY SHIPMENTS

a. Emergency Shipments are shipments that cannot be processed through the installation/base Logistics support office to meet mission timelines.

b. For emergency small parcel shipments under 150 pounds, DHA components must use the Next Generation Delivery Services (NGDS) contract. To establish an account, follow the instructions posted on the NGDS contract website at:
<https://hallways.cap.gsa.gov/app/#/gateway/transportation-logistics-services>.

c. DHA components may use their Government Purchase Card as a payment method for these contracted services, if under the micro-purchase threshold.

d. Monthly reconciliation of charges utilizing the NGDS carrier's online software is required.

(1) Run reports showing actual charges against the DHA component's account.

(2) Reconcile reports against the actual invoices received and charged against your account.

(3) The NGDS contract does not provide or direct a specific payment process. Federal agencies can use existing payment processes. Government Purchase Cards and/or written task orders are acceptable forms of payment, in addition to the DoD's authorized Third Party Payment System, Syncada managed by U.S. Bank.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-PM	Defense Health Agency-Procedures Manual
FrM	Freight Manager
FY	Fiscal Year
LOA	Line of Accounting
MEDLOG	Medical Logistics
MTF	Military Medical Treatment Facility
NGDS	Next Generation Delivery Services
TAC	Transportation Account Code
TGET	Transportation Global Edit Table

PART II. DEFINITIONS

Consignor. The consignor, in a contract of carriage, is the person sending a shipment to be delivered whether by land, sea, or air. Some carriers, such as national postal entities, use the term “sender” or “shipper” but in the event of a legal dispute, the proper and technical term “consignor” will generally be used.

Stand Alone TACs. TACs that are only authorized when a customer does not have a LOA and require a bill-to mailing address.