



**UNITED STATES MARINE CORPS**  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

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Policy Letter 04-09

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: POLICY LETTER FOR 2D MAW TRANSPORTATION PROGRAM

Ref: (a) MCO 4610  
(b) NAVSO P-1000  
(c) MCO 3125.1B  
(d) CG II MEF ltr 4600  
(e) NAVSO P-3013-2  
(f) COMNAVAIRFORINST 7040.1  
(g) DOD 4500.9r Defense Transportation Regulations, (Part II, Cargo and Part III, Mobility)

Encl: (1) 2d MAW O&M TOT TACS  
(2) MALS/Aviation Supply Officer TAC Code Usage Format  
(3) 2d MAW O&M, N Authorized and Unauthorized TOP/TOT

1. Situation. Transportation costs within 2d Marine Aircraft Wing (MAW) represent a significant portion of the overall 2d MAW budget; therefore, accurately budgeting and accounting for transportation costs remain a high priority to the Commanding General. Transportation cost management is a challenge due to the large dollar amount, system interfaces that execute the funds, and the various appropriations or "pots of money" that can be used.

2. Mission. 2d MAW executes an effective and efficient transportation program with the appropriate internal management controls in place to accurately budget and account for all transportation costs.

3. Execution. Selection of an appropriate TAC code or LOA/SDN is critical to ensure costs are properly captured and comply with the references and HHQ's guidance.

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a. Commander's Intent and Conduct of Operations

(1) All 2d MAW funded transportation/shipment requests from 2d MAW units/sections for unit movements or shipments originating in CONUS (organic exercises and contingencies) will be routed through the 2d MAW G-4 Mobility for action. This includes all incoming/outgoing organic shipments/movements in support of unit moves (i.e. WTI, Enhanced Mojave Viper, or Deployments for Training). The MALS Aviation Supply Officer (ASO) will track all CONUS/OCONUS shipments of Aviation parts from the MALS PP&P/DSU.

(2) For CONUS requirements, the G-4 Mobility will validate and coordinate all transportation requirements with the requesting unit, the applicable TMO, and Comptroller as required. The G-4 Mobility will track all O&M,N and O&M,MC funded transportation requests submitted to a TMO or a commercial carrier through the G4-Mobility Run Roster Website.

(3) TMOs will process the transportation/shipping request. Transportation requirements processed by TMOs through transportation management systems interface with the U.S. Bank's Powertrack system. The Comptroller uses Powertrack to track and reconcile source documents. TMOs will not process 2d MAW funded transportation/shipment requirements without the applicable G-4 Mobility endorsement/signature. G-4 will provide this policy guidance to the applicable TMOs.

(4) The TMO or carriers will then execute the transportation requirement and the vendor will submit delivery status and invoice to Powertrack or to the TMO manually for payment. The TMO validates and approves the invoices for payment. U.S. Bank pays the carrier for Powertrack transactions or DFAS pays the carrier for manual transactions. For transportation requirements processed manually by the TMOs, normally bus requests, the G-4 Mobility will obtain appropriate billing/receipt documents from TMO for reconciliation with the initial transportation requests and as required to Comptroller. For Powertrack transactions, the TMO then monthly certifies a Powertrack summary invoice and submits it to DFAS for payment to U.S. Bank.

(5) Weekly, 2d MAW Comptroller will reconcile transportation and shipment source documents with G-4 Mobility/MALS Aviation Supply Officer (ASO) and against the Powertrack system records and other manual TMO provided billing/receipt documents. Reconciliation will be performed separately for O&M,N and O&M,MC requirements. The G-4 will maintain the G-4 Mobility Run Roster to ensure weekly updates are

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completed by COB every Monday for all funded transportation/shipment requirements. This reconciliation will ensure that only valid 2d MAW shipments are processed, with a valid 2d MAW TAC code or LOA and will prevent inaccurate TMO delivery approvals and carrier payments. G-4 Mobility and Comptroller will work discrepancies with the applicable TMO.

(6) MALS ASO will track all aviation parts being shipped by the MALS that require a TAC code/1149 (excluding ERMS shipments) and provide this report (Encl 2) to the Comptroller by COB every Monday. Reference (F) provides additional guidance for non-ready for issue (NRFI) shipments for east and west coast Depot Level Repairables (DLR). If there are questions or concerns about proper TAC code usage please contact 2DMAW Comptroller for guidance and or assistance.

b. Tasks

(1) Comptroller

(a) Coordinate funding requirements with HHQ.

(b) Manage O&MN transportation fund account with G-4 assistance.

(c) Review LOA and TAC assignment for aviation TOP and Teep'd events. All aviation transportation of personnel (TOP) and TEEP'd events requiring personnel and gear movement will be coordinated through 2DMAW G-4 and Comptroller to ensure the appropriate TAC codes and LOA's are assigned.

(d) Conduct weekly reconciliation. 2d MAW Comptroller will reconcile their transportation and shipment source documents with G-4 Mobility/MALS ASO against the Powertrack system records and other manual TMO provided billing/receipt documents separately for O&M,N and O&M,MC requirements. Selection of an appropriate TAC code or LOA/SDN is critical in ensuring costs are properly captured and comply with the references and HHQ's guidance.

(e) Capture costs and ensure compliance with the references and HHQ's guidance.

(2) G4 Mobility

(a) Validate and coordinate all transportation requirements with the requesting unit, the applicable TMO, and Comptroller as required.

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(b) Track separately all O&M,N and O&M,MC funded transportation requirements and requests submitted to a TMO or a commercial carrier.

(c) Ensure G-4 Mobility Run Roster is updated by COB every Monday of all funded transportation/shipment requirements. This reconciliation is to ensure that only valid 2d MAW shipments are processed, with only a valid 2d MAW TAC Code or LOA, and to prevent inaccurate TMO delivery approvals and carrier payments.

(d) Coordinate any discrepancies with the applicable TMO.

(e) Retain copies of all transportation source documents and spreadsheets for current fiscal year and previous five fiscal years.

(3) Subordinate Element Missions

(a) 2d MAW Units (CONUS originated transportation/shipments)- should submit all 2d MAW funded transportation requests for TOT and TOP requirements to the Wing G-4 Mobility for action. Units will not have any personnel or materials transported/shipped using 2d MAW funds (TACs) without prior Wing G-4 Mobility authorization/approval. This includes shipments to/from their units, or to/from other locations. 2d MAW units will follow the appropriate instructions within the WgO 4600.4D, as well as the DTR 4500.9R for any missing or incomplete shipments. For additional guidance units will contact Wing G-4 Mobility Section.

(b) 2d MAW Units will (OCONUS originated O&M,N shipments) - Maintain a copy of all transportation/shipping documents (i.e. DD 1149s, commercial shipping documents, Government Bills of Lading - GBLs) to provide to Wing Comptroller as requested/upon completion of the shipment.

(c) Wing units will not contact TMOs or any commercial Transportation Carriers (i.e. FEDEX) directly about 2d MAW funded transportation/shipment requirements that are in support of unit moves (i.e. WTI, Enhanced Mojave Viper, or Deployments for Training) and will address all such transportation issues to the Wing G-4 Mobility Section.

(d) MALS ASO with PP&P/DSU will track all aviation parts being shipped by the MALS that require a TAC code/1149 (excluding ERMS shipments) per (Encl 2) and provide this report to the Comptroller by COB every Monday.

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4. Administration and Logistics

a. Coordinating Instructions

(1) Enclosure (1) provides the FY10 (O&M, MC) and (O&M, N)-TAC codes for TOT requirements, and LOA/SDN structure for TOP requirements. Enclosure (4) delineates the authorized and unauthorized transportation categories for O&M, MC, and O&M, N funds.

(2) G-4 Mobility, MAG's, MALS and G-3 planners will identify 2d MAW Transportation/Shipping requirements and the costs associated during the Fiscal Year Budget Call and Mid-Year Reviews.

(3) G-4 Mobility will coordinate with the 2d MAW Comptroller for TAC code and LOA/SDN assignment for TOT/TOP requests. MALS ASO will coordinate with the Wing Comptroller for the appropriate FY TAC Code availability. Wing Comptroller will manually obligate funds for each personnel transportation request with the appropriate LOA/SDN and fiscal codes. Additionally, the Wing Comptroller will internally track TOP request as they are obligated in SABRS/STARS. Approved TOT requests will also be tracked to ensure sufficient funds are available.

(4) Wing Comptroller will ensure sufficient funds are available in the respective accounting system to cover TOT/TOP charges. POWERTRACK is a TRANSCOM sponsored system used to track and validate all TOT/TOP charges. TAC codes are used for TOT requirements and an LOA/SDN is used for TOP requirements.

(5) Wing Comptroller will monitor transactions weekly in PowerTrack to identify instances of misuse. Wing Comptroller will take the necessary steps to correct errors prior to making payment to the wrong account.

(6) Wing Comptroller will work all required financial reports as an Operating Target (OPTAR) funds holder of O&M,N funds per reference (e). Wing Comptroller will maintain files of all CONUS/OCONUS transportation requests, spreadsheets, and spreadsheets received from G-4 Mobility/MALS ASO for the current fiscal year and previous five fiscal years.

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5. Command & Signal

a. G4 Mobility: CW03 Cashman, Jonathon D./DSN 582-4849

b. Comptroller: 1stLt Baker, Isaac S./DSN 582-2735

  
J. F. FLOCK

DISTRIBUTION: A

2d MAW O&M TOT TACS

**2D MAW O&M, MC TOT TACS**

TAC	PURPOSE	BEA	BEA DESCRIPTION	BESA	BESA DESCRIPTION	DTC
MCF2	USED FOR MWSG, MACG, MWHS, AND THE GROUND SUPPORT EQUIPMENT OF THE AVIATION UNITS TOT DURING 2D MAW ORGANIC EXERCISES	TI	TRANSPORTAION OF THINGS	TI	TRANSPORTATION OF THINGS	CB
MH9W	USED FOR MWSG, MACG, MWHS, AND THE GROUND SUPPORT EQUIPMENT OF THE AVIATION UNITS OCO TOT REQUIREMENTS (INCLUDES ANY PTP EXERCISES SUCH AS THE ENHANCED MOHAVE VIPOR)	TI	TRANSPORTAION OF THINGS	DS	DEPLOYED SUPPORT	CB
MH9B	HQMC TEEP EXERCISE TAC (USED WHEN THE MAW IS THE OCE)	TI	TRANSPORTAION OF THINGS	TO	USMC EXERCISES	CB
MH9T	UNIT DEPLOYMENT PGM TAC	TI	TRANSPORTAION OF THINGS	UD	UNIT DEPLOYMENT PGM	CB
MHAV	TAVB PROGRAM	TI	TRANSPORTAION OF THINGS	??	TAVB	CB

**2DMAW O&M, MC TOP LOA/SDN MATRIX**

**LOA: AA 1701106.27A0 210 20133\_067443 2D M57080 08010TR#### (LAST 12 OF SDN)**

SDN	PURPOSE	BEA	BEA DESCRIPTION	BESA	BESA DESCRIPTION	DTC
M5708010TRTQ###	USED FOR NON AVIATION UNIT ORGANIC BUS REQUESTS	TQ	TRANSPORTATION OF PEOPLE	TQ	TRANSPORTATION OF THINGS	TR
M5708010TRDS###	USED FOR NON AVIATION UNIT OCO BUS REQUESTS (INCLUDES PTP, FOR EX. EMV)	TQ	TRANSPORTATION OF PEOPLE	DS	DEPLOYED SUPPORT	TR
M5708010TRTO###	HQMC TEEP EXERCISE BUS REQUESTS (USED WHEN THE MAW IS THE OCE)	TQ	TRANSPORTATION OF PEOPLE	TO	USMC EXERCISES	TR
M5708010TRUD###	USED FOR UDP BUS REQUESTS	TQ	TRANSPORTATION OF PEOPLE	UD	UNIT DEPLOYMENT PGM	TR
M5708010TR??###	USED FOR TAVB BUS REQUESTS	TQ	TRANSPORTATION OF PEOPLE	??	TAVB	TR

(COMPTRROLLER REPLACES THE ### WITH LOCALLY ASSIGNED THREE DIGITS FOR YOUR TRACKING PURPOSES)

**2D MAW O&M, N TOT TAC CODES AND TOP REQUEST**

TAC	PURPOSE	BEA	BEA DESCRIPTION	BESA	BESA DESCRIPTION	DTC
N75M	USED FOR ORGANIC CONUS SHIPMENTS IN SUPPORT OF 2DMAW AVIATION OPERATIONS					
NMCB	USED FOR OCONUS OIF (IRAQ) CONTINGENCY SHIPMENTS IN SUPPORT OF 2DMAW DEPLOYED AVIATION UNITS.					
NMDB	USED FOR OCONUS OEF (AFGAN) CONTINGENCY SHIPMENTS IN SUPPORT OF 2DMAW DEPLOYED AVIATION UNITS.					
N935	USED FOR NON-READY FOR ISSUE (NRFI) DEPOT LEVEL REPAIRABLES (DLR) TO THE EAST COST ADVANCED TRACEABILITY AND CONTROL (ATAC) HUB					
N929	USED FOR NON-READY FOR ISSUE (NRFI) DEPOT LEVEL REPAIRABLES (DLR) TO THE WEST COST ADVANCED TRACEABILITY AND CONTROL (ATAC) HUB					

2d MAW O&M TOT TACS

AVIATION TRANSPORTATION OF PERSONNEL (TOP)	*** AVIATION REQUEST FOR TRANSPORTATION OF PERSONNEL (TOP), WILL BE ROUTED THROUGH G-4 EMBARK. G-4 EMBARK WILL COORDINATE WITH COMPTROLLER FOR APPROPRIATE LO/SDN ASSIGNMENT.					
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2D MAW O&M, N AUTHORIZED AND UNAUTHORIZED TOP/TOT

Authorized

1) TOT includes costs of transportation of ready for issue (RFI) aviation parts, materials, and related things chargeable to aviation operating force funds. Trans-shipment of supply system parts via Government shipping channels to include Air Mobility Command (AMC), Military Sealift Command (MSC), or contract commercial sources (FedEx/UPS,DHL) as appropriate to meet delivery date requirements.

2) Costs are limited to transportation of organic (squadron owned) aviation material to include support equipment and maintenance tools in support of aviation operations and training.

3) The TYCOM establishes and funds Transportation Account Codes (TAC) for transportation and movement of TOT in support of specific operations and exercises. The TAC permits units to cite the appropriate TAC for billing of AMC, MSC, or commercial carriers' obligations. MARFOR TOT funds are withheld by the TYCOM to cover individual unit TAC obligations.

4) Packaging and preservation of materials and supplies used in processing authorized shipments of aviation parts and support equipment.

5) Lease/rental agreements for forklifts, flight line delivery vehicles and other materials handling equipment.

6) Transportation or vehicle lease/rental agreements other than aircraft handling/towing equipment used to support flight line operations, delivery, and movement of aircraft parts and supplies.

7) Standard Document Number/Line of Accounting (SDN/LOA) - Used for TOP in support of 2d MAW aviation units.

## Unauthorized

1) Shipment of NON-RFI components to depot level or commercial repair sites (CONUS or OCONUS) or to other Naval Supply System designated activities.

2) Transportation, packaging, or storage of personal effects, household goods, or privately owned vehicles. These charges should be referred to the appropriate Transportation Management Office (TMO) for proper entitlements and/or disposition.

3) Second Destination Transportation (SDT) costs for Navy Working Capital Fund (NWCF) material.

4) Movement of personnel and material in support of Unit Deployment Program (UDP). Strategic airlift for UDP is funded via the II MEF Comptroller.

5) Shipments of aircraft (A/C) engines.

6) Shipments of Beyond Capable Maintenance (BCM) material.

7) Commercial shipping agreement contracts or services (Fedex, UPS, or other commercial shippers) not specifically approved by MARFORs ALD and TYCOM.

## Authorized

1) Standard Document Number/Line of Accounting (SDN/LOA) - Used for bus requests in support of Marine Air Control Group (MACG), Marine Wing Support Group (MWSG) squadrons, and Marine Wing Headquarters.

2) Occasionally, the O&M,MC Standard Document Number/Line of Accounting (SDN/LOA) may be required for bus requests from the aviation units when they move personnel who are not in direct support of aviation operations and training.

3) O&M,MC TAC Codes - Used for TOT requests in support of MACG, MWSG, and MWHS squadron ground exercise support.

4) Occasionally, O&M,MC TACs may be used for TOT requests from the aviation units when they are moving equipment that is not in direct support of aviation operations and training.

#### Unauthorized

1) Strategic lift for transportation of 2d MAW ground units is funded via the II MEF Comptroller.

2) SDT transportation costs for item manager directed movement of assets.

3) Joint Chiefs of Staff (JCS) directed exercises. (MEF Comptroller will receive and issue all JCS TACs)

4) Shipment of ammunition and explosives (except for unit level training requirements).

5) Shipment of household goods (HHG) and personal effects, to include local moves.

6) Shipment of Military Assistance Program (MAP) material.

7) Deployment/redeployment or sustainment transportation costs for contingency operations other than Pre/Post Deployment exercises.

8) Material procured under the appropriation O&M,N.

9) Aviation-procured material and MARFOR aviation unit moves. (For example, aviation unit DFTs, aviation unit moves for exercises should be funded with O&M,N)

10) Shipment of urine samples.