



Management Reform Memorandum (MRM #15) / PowerTrack

**Marine Corps
Standard Operating Procedures**

May 2001

Version 3.0

Transportation Officer & Funds Manager PowerTrack Standard Operating Procedures

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 are applicable to the military services and defense agencies. The 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 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, Appendix bb, MRM #15 Business Processes and Procedures, is applicable to all services and includes business rules for surface, sealift, airlift and Transportation Working Capital Fund (TWCF) shipments.

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

The Defense Transportation Regulation may be obtained at the following web site:
<http://public.transcom.mil/j4/j4lt/dtr.html>

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A. 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. For initial implementation, the TMO will print a paper Commercial Bill of Lading (CBL) for the carrier.
 - For Express shipments, the TMO will generate express shipping documentation by using carrier proprietary systems or Cargo Movement Operations System's (CMOS) I2P module.
 - For LTL/TL movements, paper CBLs will be generated by using CMOS and Electronic Transportation Acquisitions (ETA). CMOS/ETA will generate intra-government 858 EDI transaction sets and forward it to U.S. Bank PowerTrack.
 - TMO is responsible for approving payment to carriers for shipments completed.
- **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 via 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 Monthly Billing Statement (MBS) that is provided to the Certifying Officer for approval and certification, and subsequently receives payment from Defense Finance and Accounting Service (DFAS).
- **Certifying Officer:** The certifying officer is responsible for MBS certification (to include verifying valid LOA, Standard Document Numbers (SDNs) and Transportation Account Codes (TACs) are used). The representative appointed by the Commanding Officer will act as the certifying officer. (This person may be the TMO or someone appointed with Transportation Authority (TA) for Transportation Office (TO) authority). The certifying officer ensures the MBS is generated from PowerTrack. After reviewing and signing the statement, the certifying officer submits the certified MBS to DFAS for payment.
- **Funds Managers:** Funds Managers are responsible for reviewing LOAs and other data obtained from PowerTrack to determine if their funds were used appropriately; and that sufficient obligations are recorded in the Standard Accounting, Budgeting and Reporting System (SABRS). Any required changes will be made by contacting the TMO/PowerTrack account holder.

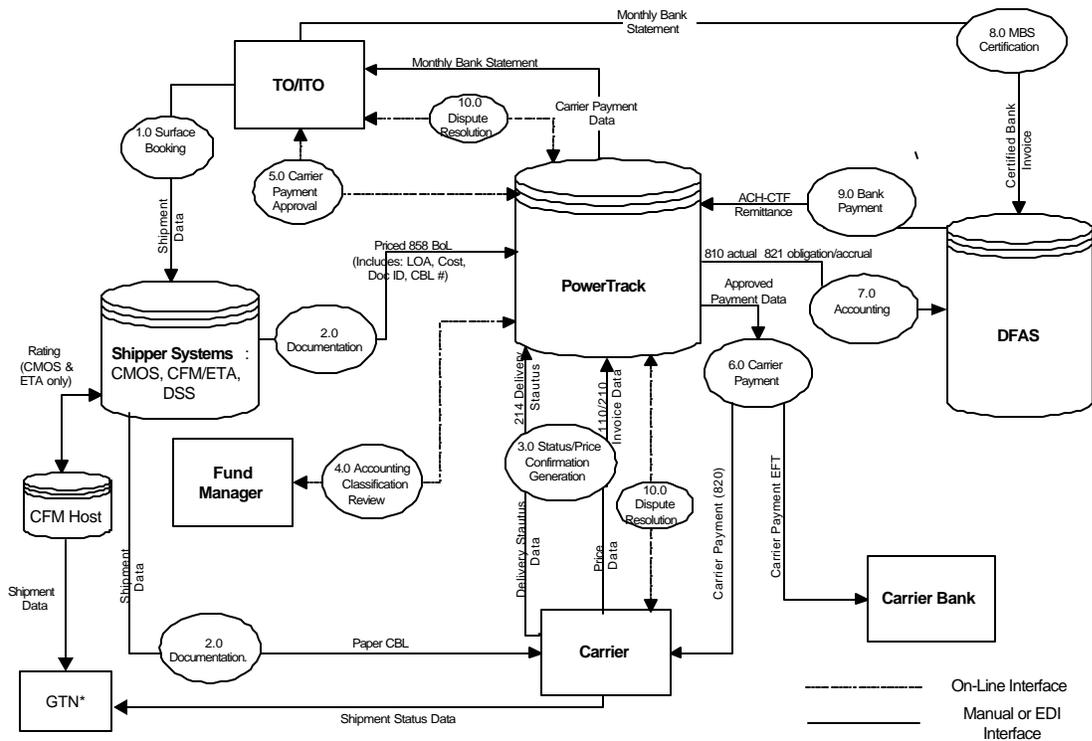
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- **Accountable Official:** Accountable Official is responsible and pecuniary liable for ensuring the funding data given to the TMO to fund shipments is valid, an obligation has been timely and accurately posted in the accounting system, and a system of positive funds control is maintained.
- **Transportation Voucher Certification Branch (TVCB):** TVCB is responsible for certifying Government Bills of Lading (GBLs) and non-PowerTrack CBLs; and will monitor Second Destination Transportation (SDT) Transportation of Things (TOT) execution in PowerTrack.
- **Headquarters Marine Corps, Code LFT (HQMC LFT):** HQMC LFT is responsible for overall program management and direction, including developing business rules, coordinating user training and implementation of CMOS/ETA and PowerTrack; publishing Marine Corps LOA, SDN and TAC information, coordinating all contract issues between Marine Corps PowerTrack users and U.S. Bank; and assisting TMOs in gaining access to PowerTrack.
- **Defense Finance and Accounting Service (DFAS):** As the disbursement agency, DFAS receives the MBS from the Marine Corps certifying officer and processes the payments to U.S. Bank. DFAS will work unmatched disbursements, record obligation increases as appropriate, record the initial obligation as appropriate, or use the HQMC established alternate LOAs.
- **Military Traffic Management Command (MTMC):** Responsible for negotiating rates, providing program policy, regulatory, and statutory support; and costing shipments using rates maintained in CONUS Freight Management (CFM) Host. MTMC will also serve as the primary arbitrator of disputed charges.
- **Destination/Consignee:** Responsible for receiving the cargo and signing for its receipt.

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B. Commercial Payment Process Flow Diagram

The commercial payment process flow diagram shown below 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 following paragraphs.



Surface Commercial Payment Process Flow Diagram

* GTN receives in-transit visibility data from shipper systems, carriers, and other sources involved in the Defense Transportation System (DTS). All GTN interfaces are not reflected in this diagram.

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C. 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. Monthly Billing Statement (MBS) Certification
9. Bank Payment
10. Dispute Resolution

1. Shipment Booking

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

a. TMOs will not accept a shipment without a valid LOA, SDN and TAC (unless TAC is not required, i.e. commercial transportation using local funds). The LOA, SDN and TAC must all be entered in the shipper system in the appropriate fields. **(CMOS users: The TAC must also be entered in the Advice field.)** TMOs may verify this information by accessing the DoD TAC Table database at the following website: http://www.daas.dla.mil/tac_inq/tac_menu.html. (Type in TAC to get LOA/SDN information) or call the Marine Corps TAC Coordinator, Torre Peterson at DSN 225-7930, commercial (703) 695-7930 or email: petersonta@hqmc.usmc.mil. **(Marine Corps Air Stations see Section H)**

b. On shipments funded by other than Commandant of the Marine Corps centrally funded SDT, the TMO must ensure they have a Line of Accounting Authorization letter on file covering the funds and a copy sent to DFAS Kansas City. Figure C-1 is to be signed by frequent shippers and provides authority for the entire fiscal year. One copy must be kept on file and the original sent to: DFAS Kansas City Center, Code KV (Attn: Steven Gilchrist), 1500 E. 95th Street, Kansas City, MO 64197-0001. Figure C-2 is to be signed by a one time only shipper. One copy must be filed and the original attached to the MBS. **LOA Authorization letters must be printed on letterhead. (Marine Corps Air Shippers: LOA letters are not required by DFAS Norfolk. However, recommend obtaining LOA letters/signatures, for Marine Corps**

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funded shipments, and keeping them on file. This will provide an audit trail for DFAS if the accounting data is questioned.)

c. The TMO will enter shipment data into CMOS/ETA (or express carrier system) for all shipments that can be processed by that system. If the shipper system is unavailable (i.e. system is down), immediately call the system Help Desk for instructions.

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).** ETA users: the "Bill To" field will contain "US_Bank_PowerTrack" to identify PowerTrack shipments.

- 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 to the error. The TMO should cancel the CBL and provide the carrier with a corrected CBL or GBL.

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 Traffic Management Command's (MTMC) Global Freight Management (GFM) Help Desk (1-800-336-4906) or the PowerTrack Help Desk (1-800-417-1844) for assistance.

NOTE: CMOS users: The "Bill to DoDAAC" and the shipper DoDAAC trigger the routing of CBL data to PowerTrack. ETA users: If a CBL is created, it is automatically routed to PowerTrack.

f. If a carrier 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, 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 MTMC's GFM Help Desk (1-800-336-4906) or the PowerTrack Help Desk (1-800-417-1844) for assistance if the SCAC is unknown.

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

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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 MTMC'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 LOA, SDN and TAC if necessary. 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. ETA users: TMO will ensure "US_Bank_PowerTrack" is in the "Bill to" field.

2. Documentation

CMOS/ETA 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/ETA transmits an 858 transaction set to PowerTrack. This transaction set contains line item detail, including the Transportation Control Number (TCN), CBL #, pro number or airway bill 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/ETA to PowerTrack no later than 24 hours after pickup. This will release the electronic CBL data to PowerTrack.

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3. Status/Price Confirmation Generation

Carrier inputs delivery status into PowerTrack and submits price confirmation.

a. 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 contracts, tenders, and Guaranteed Traffic agreements. 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. DOD TMOs must approve payment or take appropriate action within three GBDs after Notification of Rail Pickup in PowerTrack.

b. For locally paid services, they will be handled under normal non-PowerTrack procedures.

4. Accounting Classification Review

Funds Manager performs Problem Resolution.

a. Shipper Funds Managers will examine the PowerTrack Funds Manager Review to confirm whether the LOAs, SDNs and TACs they manage are being used properly, and to confirm a proper obligation exists. If they determine an LOA, SDN or TAC must be changed, they should contact the TMO responsible for the shipment, who, in turn, must check with whomever requested the shipment to obtain a valid LOA, SDN or TAC. Only the TMO/PowerTrack account holder 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 Funds Manager. Any errors should be corrected in the PowerTrack shipment record if possible, and documented using the Notes functionality. Errors identified after the MBS has been created and cannot be changed in the PowerTrack shipment record, must be manually corrected on the MBS and documented in PowerTrack using the Notes functionality.

c. If the requestor cannot be contacted, the information can be obtained from the DoD TAC Table at the following website: http://www.daas.dla.mil/tac_inq/tac_menu.html. As a last resort, the shipper can contact the Marine Corps TAC Coordinator, Torre Peterson, at DSN 225-7930, commercial (703) 695-7930 or email: petersonta@hqmc.usmc.mil. **(Marine Corps Air Stations see Section H).**

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d. The TMO and Funds Manager will respond within three GBDs to DFAS payment office inquiries. They will provide necessary data to these offices 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.
Funds Manager determines that an LOA, SDN or TAC is being used improperly.	Funds 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.

5. Carrier Payment Approval

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

- There are three PowerTrack business process models. The fundamentals of all three models include:
 - Carrier submitting shipment status data
 - TMO approving Carrier payment
 - TMO approving payment to the Bank

The models differ as follows:

1. **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.
2. **Automated Carrier Invoicing Model:** Shipper does not submit any CBL data to PowerTrack. Carrier prices the CBL instead of Shipper. Shipper still approves payment to carrier.

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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.

3. **Matching Model:** Both Shipper and Carrier submit shipment price data to PowerTrack. If the data matches, limits may be established that allows automatic payment. Otherwise, the shipper must manually approve payment.

I. Payment Requirements

a. The TMO shall establish maximum dollar amounts for carrier payment approval. TMOs can assign each individual PowerTrack user within an office 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.

II. Automatic Approval of Payment

a. HQMC (LFT) 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 (LFT) 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 autoapproved once notification of service is provided in PowerTrack.

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- For the matching model, if the transaction falls under the threshold, (e.g. Air Freight is \$1000), it will be autoapproved 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 autoapprove 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 appropriate adjustment in price, when appropriate.

- d. TMO will review the Funds Manager Report or Approval Monitor Report to determine potential overpayments. TMO will prepare E-Bills once a month to recover all overpayments that were within the AutoApproval parameters.

- e. Requests for threshold changes should be sent via email to Lynn Ju (julm@hqmc.usmc.mil). The TMO should document the reason for the requested changes as well as the desired duration for the change.

- f. MTMC and AMC will have the authority to remove a carrier from AutoApproval for all DoD shippers.

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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 Pckg.	Carrier	50	50	50	50
Small Pckg.	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: Marine Corps' shippers are all considered to be Small shippers.

III. 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).

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.

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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 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 government business days to approve or deny.

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 *attach a Note* 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.

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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.	

6. Carrier Payment

U.S. Bank pays the Carrier by submitting an EDI 820 remittance to the Carrier system, and an Electronic Funds 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.

7. Accounting

[Note: There are plans for automatic feeds to DFAS for the creation of obligations and the MBS). Until the EDI 821/810 is developed and tested for all Services, Funds Managers will manually adjust or post obligations based on data from the Funds Manager Review in PowerTrack.]

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8. Monthly Billing Statement (MBS) Certification

a. 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.

➤ To be a certifying officer, the TMO (or other representative appointed by the Commanding Officer), must have a Certification / Authorization Letter (Figure C-3) from their Commanding Officer and a Signature Card on file at DFAS Kansas City (Figures C-4 and C-5). The certifying officer must have completed an authorization letter to the official appointing them as the certifying officer. Recommend at least two personnel, per base, have certifying officer authority. The original Certification / Authorization Letter and original Signature Card must be mailed to: DFAS Kansas City Center, Code KV, 1500 E. 95th Street, Kansas City, MO 64197-0001. **(Marine Corps Air Stations see Section H.3).**

b. The MBS must be accessed through the PowerTrack website (no hard copy will be mailed to the Certifying Officer.) The designated certifying officer will print the MBS two government business days after the 15th of the month or two government business days following the date when U.S. Bank generates the MBS, whichever occurs later. **The certifying officer will stamp the availability date on the MBS.**

c. The certifying officer should utilize the Funds Manager Review to "work ahead" and start researching MBS entries in advance to speed up the certification process. The Funds Manager Review can be accessed daily to build next month's MBS.

- The day following the date of last month's MBS (typically the 16th or 17th of the month), run a Funds Manager Review for all carrier payments for the specified TMO. The result will be in effect that day's entries for next month's MBS. Whenever the Funds Manager Review is run, ensure that the day following last month's MBS date is the start point and that the report always is for carrier payments which are the basis for MBS entries.
- Continuing to run a cumulative query throughout the month will "build" the MBS data ahead of time and allow certification reviews to be made daily. This will spread out the certification workload throughout the month. Errors discovered to accounting classifications can be corrected in the shipment record directly in PowerTrack (by the TMO/PowerTrack account holder) up to the date of MBS production. Running a cumulative query will also allow e-Bill adjustments to be submitted in a more timely manner.

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- Any LOA, SDN or TAC errors must be corrected in the PowerTrack shipment record if possible, and documented, using the Notes function. Errors identified after the MBS is created cannot be changed in the PowerTrack shipment record but must be manually corrected on the MBS, and documented in PowerTrack with a Note.
- When the next month's MBS is accessed through the PowerTrack website and printed, it should be compared to the annotated Funds Manager Review to ensure that the appropriate MBS detail transactions were previously reviewed.

d. The certifying officer will review the MBS 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 TACs and LOAs to ensure they are appropriate based on supporting automated documentation. The DoD TAC Table web page can be used in this process
http://www.daas.dla.mil/tac_inq/tac_menu.html.
- If the MBS is missing the shipper's appropriation or the appropriation is apparently incorrect; the Certifying Officer will contact the shipment requestor or Funds 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 manual corrections to the MBS.

e. The certifying officer will type or stamp the following statement on the bottom of the front page of the MBS. If there is no room on the front page, attach a paper with the statement on it. **(This statement is not required for Marine Corps Air Stations).**

"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 MBS as correct and proper for payment.

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f. After signing the MBS, add a Point of Contact and phone number next to the site's address on the MBS. Ensure the following documentation is attached:

- NAVCOMPT Form 2035, Summary of Accounting Data. Under the paper invoice process, this form allows TMOs to correct any errors on the MBS (i.e. incorrect or missing LOAs and SDNs) and roll-up charges under valid LOAs. It is extremely important that the NAVCOMPT Form 2035 correct MBS missing/incorrect LOAs and SDNs since these are required by DFAS to prevalidate USMC funds. The 2035 information is also used a basis to pay U.S.Bank if there is insufficient space on the MBS to make modifications to the LOAs/SDNs
- One Time Only LOA Authorization letter, if applicable
- Copy of Funds Manager Review covering the same time period as the MBS.

(These documents are not required for Marine Corps Air Stations. See Section H for DFAS Norfolk requirements).

g. MBS and attached documentation must be sent via overnight traceable mode or faxed to:

DFAS Kansas City Center
Code KV
1500 E 95th Street
Kansas City, MO 64197-0001

If mailed, attach a cover sheet with "PowerTrack MBS clearly written or stamped on it.

Fax number is: DSN 465-1609 or commercial (816) 926-1609.

Fax cover should be annotated Attn: Vendor Pay-PowerTrack MBS. Recommend phone call follow-up to DSN 465-1269/6956; commercial (816) 926-1269/6956 to ensure the MBS was received.

NOTE: Ensure a copy of the MBS and supporting documents are filed for audit purposes.

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

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

h. The MBS 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 days following the date the MBS is available. This is to ensure that DFAS has sufficient time to prevalidate the amount owed to U.S. Bank and receive a refund for early payment. DoD has 15 days from the date MBS is available to reimburse U.S. Bank before interest is charged.

Business Rules for MBS Certification	
Condition	Rule
U.S. Bank makes the MBS available, for printing by the certifying officer, in PowerTrack.	Certifying officer prints and stamps availability date on MBS.
The certifying officer uses the Funds Manager Review to work ahead researching MBS entries in advance to speed up the certification process.	Run a cumulative query throughout the month to "build" the MBS 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 more 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 MBS to be correct and proper	Certifying Officer signs MBS and submits it along with required documents to DFAS. The MBS must be certified by the Certifying Officer and received by DFAS by the fifth GBD following the date the MBS is available.

9. Bank Payment

DFAS remits payment to U.S. Bank. DFAS receives the certified MBS, prevalidates each LOA/SDN and remits payment to U.S. Bank.

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

a. The MBS is provided at the summary and detail level in PowerTrack. The Summary MBS provides an overview of account activity and transaction billing information summarized at the LOA level. The Detail MBS 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 MBS 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 Funds Manager to establish an obligation for the specified amount. If the Funds Manager is unable to comply within three GBDs, then an obligation will be placed against the alternate LOA. If the LOA fails the edit because of validity, DFAS will attempt to identify the correct LOA. DFAS will notify the appropriated Funds 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 Funds Managers obligate in bulk, prevalidation of the MBS 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 MBS to U.S. Bank will be increased.

d. Prompt Payment Act interest begins to accrue 15 days after the date the MBS is made available to Certifying Officials. Therefore, it is imperative Certifying Officials complete their review and certification of the MBS 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.

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

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 RFL 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 Funds 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 Funds 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 MBS	Once the certified MBS 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.

10. Dispute Resolution (E-Bills)

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

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

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

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 MTMC/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 MTMC/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 MTMC/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 MTMC. At a minimum, the request to MTMC/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@mtmc.army.mil or mailed to: HQ MTMC Deployment Support 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, Military Traffic Management Command, 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.

c. 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.

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

- 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 MTMC/DSC for resolution. Follow procedures in paragraph 10.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

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

D. Carrier Business Rules

- Carrier must report delivery of shipment to PowerTrack before carrier can be paid (except rail which is upon pick-up).
- If a carrier is using PowerTrack for a particular shipper, all pre-paid domestic freight shipments (and air freight and express where no contract restrictions exist) moved for that shipper by that carrier will be PowerTrack shipments.
- PowerTrack shipments will fall under GSA post-payment audit responsibility.
- Carriers will not submit separate invoices to DFAS for shipments that are paid using PowerTrack.

E. TMO Report Review

Reserved for future use.

**LINE OF ACCOUNTING AUTHORIZATION LETTER
FOR FY__**

Unit DoDAAC:

Point of Contact:

Phone Number:

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, _____

(Accountable Official and Title)

certify that sufficient funds 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.

Accountable Official's Signature

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

**ONE TIME ONLY LINE OF ACCOUNTING AUTHORIZATION
LETTER**

Unit DoDAAC:

Point of Contact:

Phone Number:

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, _____

(Accountable Official and Title)

certify that sufficient funds 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.

Accountable Official's Signature

Figure C-2 : One Time Only Line of Accounting Authorization Letter

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR JOHN J. DOE

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 Center, Kansas City Center, Code KV, 1500 E. 95th Street, Kansas City, MO 64197-0001.

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 the general policies and responsibilities outlined in the Department of Defense Financial Management Regulation (DODFMR), Volume 5, Chapter 33, Accountable Official and Certifying Officers, that is available through the Defense Finance and Accounting Center Reference Library at www.dfas.mil.

Officials who certify PowerTrack invoices are responsible for ensuring transportation services are ordered and documentation is prepared in accordance with applicable regulations. The certifying officer is also responsible for ensuring that the Transportation Account Code (TAC) or Line of Accounting (LOA) supporting the shipment is appropriate based on the information provided by the customer and the type of material to be shipped.

You must become thoroughly familiar with your responsibilities and accountability as outlined above. 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
Colonel, USMC

Figure C-3: Certification/Authorization Letter (Sample)

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

1. Name (Type or Print) Doe, John J.	2. Pay Grade GS-09	3. Date 1 Jan 2000
4. Official Address ATTN: RMCAP-PAY 8899 West 65th Street Ourtown, NY 12900-1789 (803) 555-0549, ext. 0516 Account No. 1234-5678-9102-3456		
5. Signature		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED PowerTrack Billing Statements		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME AND GRADE OF COMMANDING OFFICER Michael Q. Public 1901 Broad Street Ourtown, NY 12900-1709 (803) 555-1146, ext. 1129	8. PAY GRADE COL, USMC	
9. SIGNATURE OF COMMANDING OFFICER		

DD FORM 577

SIGNATURE CARD

Figure C-4: Signature Card (Sample)

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

1. Name (Type or Print)	2. Pay Grade	3. Date
4. Official Address		
5. Signature		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED PowerTrack Billing Statements		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME AND GRADE OF COMMANDING OFFICER	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD FORM 577

SIGNATURE CARD

Figure C-5: Signature Card (Blank)

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

F. Points of Contact

For MRM #15 systems issues, these Help Desks are available:

Cargo Movement Operations System (CMOS) Field Assistance Branch (FAB)
(877) 596-5771

Military Traffic Management Command's Global Freight Management
(800) 336-4906

U.S. Bank PowerTrack (800) 417-1844
0700-1900 Central Time

Headquarters Marine Corps (LFT):

MRM#15/Business Rules
DSN 225-7930/8129
Commercial (703) 695-7930/8129

Fred Schutz schutzfm@hqmc.usmc.mil

Lynn Ju julm@hqmc.usmc.mil

CMOS/ETA Functional Advocate
DSN 225-7930/8129
Commercial (703) 695-7930/8129

Heidi Daverede daveredehm@hqmc.usmc.mil

Defense Finance and Accounting Office (DFAS) Kansas City:

Finance and Vendor Pay Vicki Kilgore DSN 465-7786
Commercial (816) 926-7786

Finance Systems Mary Beth Kullberg DSN 465-5268
Commercial (816) 926-5268

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

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

Web Sites

MRM#15

<http://www.mrm15.com>

U.S. Bank PowerTrack
(info)

<http://www.usbank.com/powertrack>

U.S. Bank PowerTrack
(web site to log into PowerTrack)

<https://www.powertrack.usbank.com/powertrack>

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

G. Acronyms

3PL	Third Party Logistics
ACH	Automated Clearing House
BLOC	Bill of Lading Office Code
CBL	Commercial Bill of Lading
CMOS	Cargo Movement Operations System
CTF	Commercial Transaction Format
DAAS	Defense Automated Addressing System
DFAS	Defense Finance and Accounting Service
DTR	Defense Transportation Regulation
DODAAC	Department of Defense Activity Address Code
DODFMR	Department of Defense Financial Management Regulation
E-BILL	Electronic Bill of Lading
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
ETA	Electronic Transportation Acquisitions
FACTS	Financial and Air Clearance Transportation System
GBD	Government Business Days
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Code
GSA	General Services Administration
GFM	Global Freight Management

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

GTN	Global Transportation Network
LTL	Less Than Truckload
LOA	Line of Accounting
MBS	Monthly Billing Statement
MTMC	Military Traffic Management Command
RDD	Required Delivery Date
SABRS	Standard Accounting, Budgeting and Reporting System
SCAC	Standard Carrier Alpha Code
SDN	Standard Document Number
SDT	Second Destination Transportation
TA	Transportation Authority
TAC	Transportation Account Code
TBD	To Be Determined
TCN	Transportation Control Number
TL	Truckload
TMO	Transportation Management Office
TO	Transportation Office
TOT	Transportation of Things
TWCF	Transportation Working Capital Fund
TVCB	Transportation Voucher Certification Branch

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

H. Marine Corps Air Stations

1. Navy PowerTrack POC:

Richard Morrow richard_j_morrow@navtrans.navy.mil
DSN 646-5485
(757) 443-5485

Phil Harman (after 13 July 2001) philip_e_harman@navtrans.navy.mil
DSN 646-5410
(757) 443-5410

2. Navy TAC Coordinator:

Orlando Conda orlando_m_conda@navtrans.navy.mil
DSN 646-5322
(757) 443-5322

3. Certification/ Authorization Letter and DD Form 557s (Signature Cards) (**originals**) are sent to the below address:

DFAS, Norfolk Operating Location
Attn: Karen Still (Code FVPBA)
9712 Virginia Avenue
Norfolk, VA 23511-3297

See Figure H-1 for a copy of the Navy Certification/Authorization letter. See Figures C-4 and C-5 for copies of the Signature Cards.

4. Monthly Billing Statements are signed and sent to the below address with the contract number (N00189-99-C-069) annotated on it:

DFAS, Norfolk Operating Location
Attn: Karen Still (Code FVPBA)
9712 Virginia Avenue
Norfolk, VA 23511-3297

Prompt Payment Certification and Deduction, Figure H-2, is attached to the MBS. This form is used to document any errors on the MBS (i.e. incorrect or missing LOAs and SDNs).

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

(USE 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

Figure H-1: Certification/Authorization Letter (Sample)

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

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.

**Transportation Officer & Funds Manager
PowerTrack Standard Operating Procedures**

(SIGNATURE)

(DATE)

(PRINTED NAME AND TITLE)

(ACTIVITY)

Figure H-2: Prompt Payment Certification and Deduction