# Electronic Transportation Acquisition (ETA)

# Coast Guard
# User and Training Guide

**For Coast Guard transportation personnel using:**

**Electronic Transportation Acquisition (ETA)/
Global Freight Management (GFM)**

**PowerTrack™**

**Commercial Transportation Approval
Payment System (CTAPS)**

**January 2002**

This training guide has been created to assist shippers of Coast Guard-owned freight in using the Military Traffic Management Command's web-based traffic management and billing system called Electronic Transportation Acquisition (ETA).

If you have questions or comments about the contents of this guide, contact:
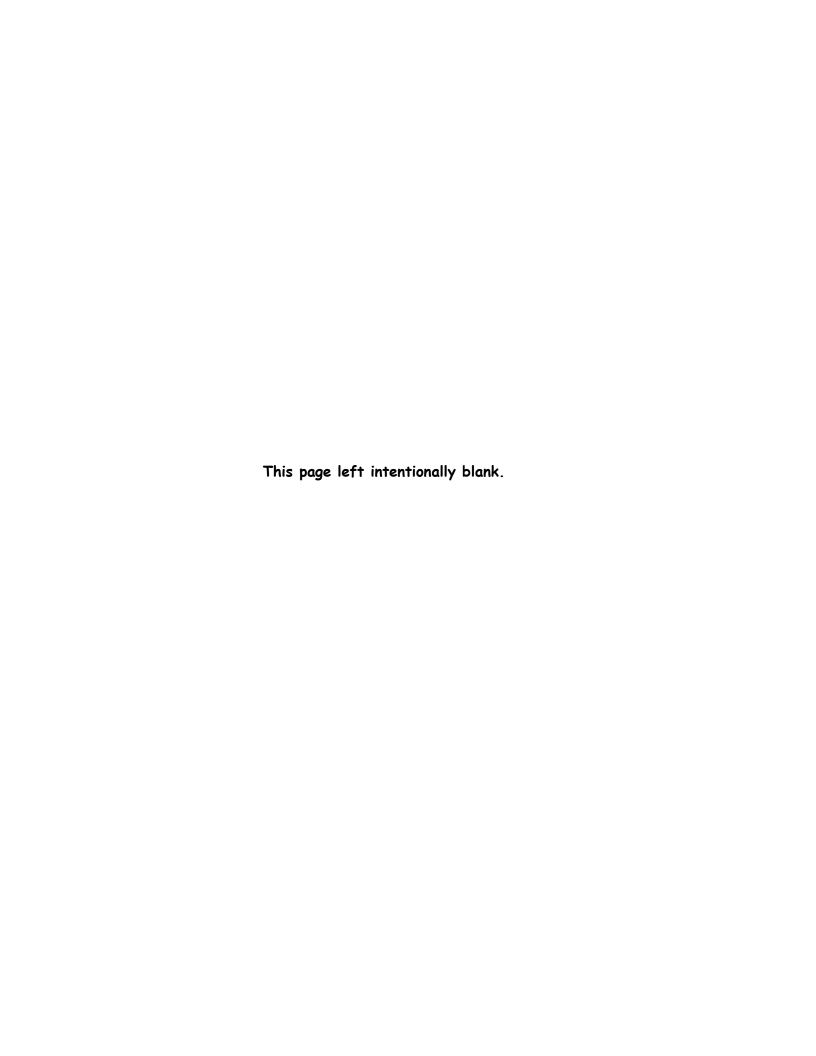
Robin D. Smithling
Traffic Management Specialist
USCG Finance Center Claims Section
757-523-6763

# TABLE OF CONTENTS

## Chapter 5 - Configuring GFM user site

## Chapter 6 - CG transportation management information

## Chapter 7 - CG fiscal information

## Chapter 8 – Using the Freight Acquisition Shipping Tool (FAST)

This page left intentionally blank.

# Chapter 1
# Electronic Transportation Acquisition

What is Electronic Transportation Acquisition (ETA)?  Management Reform Memorandum (MRM) #15 set out to completely reengineer the transportation documentation and financial business process.  This initiative focused on replacing the administratively costly Government Bill of Lading (GBL), SF 1103, with the use of electronic technology and best commercial practices.  Thus, ETA was developed to satisfy the MRM initiative.  ETA provides shippers with a paperless, integrated, web-based bill of lading transaction system.  This system will reduce billing errors and payment delays for carriers, will lower freight charges for CG shippers, and provide in-transit visibility of freight while in the possession of carriers.

1.  **ETA: A Coast Guard transportation management program enhancement**.  The General Services Administration (GSA) has been the CG's primary transportation management provider.  GSA does not offer an integrated traffic management system for creating the bill of lading, paying transportation charges electronically to the carrier, managing costs, etc.  ETA will satisfy the mandated retirement of the domestic GBL[1].  The ETA system gives the CG a comprehensive, integrated freight management program.

2.  **CG transition process to ETA**.  The MLC's, support commands, and selected high volume freight shippers were introduced to ETA during the summer of 2001.  Target dates were established for personnel training and registration with GFM and PowerTrack™, well in advance of the GBL retirement date, for ETA implementation.  These ETA user sites – CG "Centers of Excellence," will be tasked to support other units in their area of responsibility (AOR) to insure all CG freight shipment requirements are met.  By August 2001, both ICPs (ELC and AR&SC) transitioned to ETA usage.  Other "Centers of Excellence" will come online as the mandatory GFM tutorial program is completed by their personnel.

3.  **Maintaining GBL stock until further notice**.  Until ETA is fully implemented and available to support all CG domestic shippers, it will be necessary for CG shippers to maintain a supply of SF 1103's.  Although GBLs can be used for domestic freight shipments until the scheduled retirement date, CG "Centers of Excellence" should cease using GBLs for domestic shipments once trained, registered, and online with ETA.  GBLs can be used for international shipments; therefore, a small supply should be maintained for these situations by CG "Centers of Excellence."  *Do not destroy paper supplies of GBLs at this time.  Hqs, G-SLP will issue further guidance to dispose of excess GBL stock later.*

---

[1] GBL retirement date was originally set for September 30, 2001.  Current retirement date is now March 31, 2002.

This page left intentionally blank.

# Chapter 2
# Component systems of ETA

ETA consists of *Global Freight Management* - for ordering transportation services from commercial carriers; *PowerTrack*™ - to pay the carriers for provided service; and specifically for CG shippers, the *Commercial Transportation Approval Payment System* – a CG Finance Center (FINCEN) developed application for CG users to view, change, and approve PowerTrack™ transactions.  It is important that all GFM users understand the basic process for electronic acquisition of transportation services and the subsequent payment of these services.  The TO should ensure that all users and/or requestors in his/her area of responsibility (AOR) understand their specific roles and/or responsibilities.

**1.  Global Freight Management (GFM).**  GFM allows shippers/users to enter unique shipment data for a specific shipment to a web-based program.  This process will generate an electronic bill of lading formatted nearly identical to the obsolete GBL.[1]  Shipment data is fed to the Military Traffic Management Command's (MTMC) host database for rating and routing with approved carriers/tenders.  Once the bill of lading is completed (and given to the carrier for transport), GFM feeds electronic data to U.S. Bank's PowerTrack™ system.

   **a.  Support tools.**   GFM has several multi-media training tools available - the self-paced CD tutorial and/or web-based tutorial, the simulator, and live, interactive PlaceWare sessions.

   **b.  New terminology and processes.**   For CG shippers experienced only in shipping freight via GSA tenders, there will be new terminology and DOD unique processes to learn.

      **1) Regulation guidance.**  DOD shippers use transportation guidance found in the Defense Transportation Regulation (DTR), Part II, Cargo Movement, DOD 4500.9-R.[2] CG users will need to become familiar with and use this regulation.

      **2) Transportation Control Numbers (TCNs).**  DOD shippers use TCNs to identify and track each shipment.  The TCN is created new each time a shipment is released into the transportation pipeline.  This 17-character alphanumeric data element is generally a four-part number composed of the DOD Activity Address Code (DODAAC), Julian date, serial number, and suffix.  See the DTR, Appendix CC-1, for a detailed explanation of the various components of a TCN.

      **3) Carrier liability**.  Another major difference for CG shippers is carrier liability.  Most CG shippers are familiar with GSA's rules publication stating

---

[1]  The GBL retirement date is March 31, 2002.
[2]  To access the Adobe Acrobat (PDF) format of this regulation – http://public.transcom.mil/j4/j4lt/dtr.html.

full value carrier liability for motor or surface carriers.[3]  However, CG shippers using GFM will find that MTMC rules have different liability limitations.[4]  Carriers furnishing tenders under this program have limited liability to shippers in the event of loss or damage to the freight they transport.  In exchange, DOD shippers receive lower transportation rates from carriers moving freight under these rules.  This limited liability/lower transportation rate rule is called a "released rate" tender.  Refer to the DTR, Chapter 209, for guidance on increasing a shipment's valuation coverage.

2.  **PowerTrack™**.  U.S. Bank's PowerTrack™ system combines financial processing and electronic data warehousing capabilities into one comprehensive service.  It allows both shippers and carriers to see, in real-time, all the information regarding a transaction.  PowerTrack™ offers improved funds control for managers; eliminates paper from the payment process; eliminates manual posting to general ledger accounts; and, provides TOs with a powerful electronic pre-payment audit tool.  The TO (or delegated personnel) is responsible for approving the carrier invoice charges once the carrier submits a notice of delivery to PowerTrack™.  U.S. Bank bills the FINCEN electronically on a monthly basis.  FINCEN handles the payment transactions the same as the credit card transaction, billing, and payment process.  PowerTrack™ is a MetaFrame application accessed from FINCEN's intranet website.  PowerTrack™ requires the installation of executable files on a user's C drive, which is incompatible with CG-wide Standard Workstation III policy.

3.  **Commercial Transportation Approval Payment System (CTAPS)**.  The FINCEN developed application, CTAPS, allows CG users to view, change, and approve carrier payment transactions from PowerTrack™.  Accounting data input by CG shippers to GFM passes through PowerTrack™, and ultimately CTAPS, for posting to CG computer accounting systems without manual intervention.  Therefore, it is critical that accurate, standard lines of accounting are input to GFM by each CG user.  These actions will ensure that manual data processing efforts are minimized at FINCEN.  Accurate data flowing into accounting systems allows for quality analytical evaluations of the data at all management levels.  *Ensure that all ETA users review and follow the fiscal guidance given in Chapter 7.*

---

[3]  GSA's Standard Tender of Service (STOS) is located at – http://www.r6.gsa.gov/fss/fsstt/frt/stos.htm.

[4]  Item 130 of MTMC Freight Traffic Rules Publication No. 1B (MFTRP 1B) addresses the "Cargo Liability of Carrier."  Specifically, for any shipments weighing less than 15,000 lbs., the carrier's liability is limited to the actual value of the shipment but no more than $50,000.  For shipments over 15,000 lbs., the carrier's liability is limited to the actual value of the shipment, but no more than $150,000.

# Chapter 3
# ETA roles and responsibilities

**1. <u>Responsibilities of GFM user sites</u>.**  Each GFM user site will support all transportation of freight needs for those CG activities/units within their area of responsibility (AOR).  Hqs, G-SLP, maintains and publishes a list of GFM user sites for CG activities.[1]  Generally, the list is organized along geographic lines.  Consult this list for contacting the appropriate CG GFM user site that is available to support your activity.  This list will continue to evolve as Hqs, G-SLP, identifies other CG sites better suited to support various local units within their geographic area.  The number of non-ETA user sites in a GFM user sites' AOR will not necessarily translate into a proportionally increased workload, since most CG units do not require transportation of freight services on a regular basis.  For example, ELC and AR&SC are responsible for over half of the transportation of freight shipments made by the CG yearly, while many other CG activities may only make one or two shipments per year.

       **a. <u>Support CG activities within AOR</u>.**  GFM user sites will accept and process requests for transportation services from non-GFM users.

       **b. <u>Information and documentation needed</u>.**  Specific information that identifies the item being shipped and the desired transportation services must be furnished to the GFM user site by the requesting individual/activity.  Shipping information needed to acquire appropriate transportation services from commercial carriers includes the following:

       **1) Who is requesting transportation service?** Complete CG activity name, address, and phone number.  Be sure to include full name, address, and phone number of the individual making the shipment request.

       **2) Where is the freight?** Complete origin location address where the carrier will pickup the freight.

       **3) What is the freight?**  Full description of freight, including NSN, weight, type packaging used, dimensions of packaging, etc.  If possible, include a document that establishes the freight's monetary value (such as, DD Form 1348-1A, DD Form 1149, etc.).

       **4) Where is the freight going?**  Complete destination address, including name and phone number for point of contact.

       **5) Any carrier pickup/delivery information needed?**  Date/time the freight pickup service is requested from carrier and date/time the freight needs to be delivered by the carrier.  If possible, include an allowable date/time range in case the carrier cannot meet the request.

---

[1]  Refer to http://cgweb.uscg.mil/g-s/g-slp/dframe/directives/kbt/trans/tcp.htm.

**6) Is there any hazardous material (HAZMAT) in the shipment?**
Include complete identifying information for all HAZMAT items in shipment, if applicable. Be sure all hazardous materials packaging, marking, labeling, placarding, and certification requirements are met IAW with applicable regulations.

**7) Any other requirements?**  Furnish details on any special requirements or services needed, for example, inside delivery, crane services for loading and/or unloading, protective security or exclusive services, tarps needed, etc).

**8) Who is paying for the transportation charges?**  Furnish appropriate line of accounting to be used for payment of the transportation charges.[2]

c.  **Shipment request form**.  GFM user sites can, and should, create a local shipment request form for gathering pertinent information from the requesting individual/activity.  Figure 1 is an example of a form that addresses the above questions.  This form can be used "as is" or modified to fit the GFM user site's requirements.

d.  **Forward documentation to requestor**.  After completing the shipment process in GFM, the GFM user site must forward the completed shipment documentation (bill of lading, manifest, etc.) to the initiating requestor.  This transmission can be made in any format (e.g. e-mail, fax, or electronic copy) compatible to the user site and requesting activity.

e.  **Update GFM and PowerTrack™ systems**.  Throughout the shipping process, update information is entered in either GFM or PowerTrack™.  Once the carrier picks up the shipment, the shipper (requestor of transportation service) will return updated information to the GFM user site.  The GFM user site's TO (or delegated personnel) will check PowerTrack™ on a daily basis for carrier ("seller") invoice charges.  Within 72 hours (3 business days), the GFM user site must take the appropriate approval action, either approving, denying, or holding carrier payment.  GFM user site personnel should periodically inform the shipper/requestor of actions taken and, at a minimum, provide information on the completed transactions.

---

[2]  CG units requesting transportation services must ensure that the line of accounting is current and properly formatted.  Refer to Chapter 7 for a discussion on fiscal information.

# Request for Shipment

**From:** _____     **Date:** _____

**POC:** _____     **Phone:** _____

**To:** __[insert GFM user site name here]_____     **Fax:** __[insert fax number here]_____

## Request material be shipped

**From (shipper/consignor):**                     **To (consignee):**

_____          _____

_____          _____

_____          _____

**Date carrier needs to pick up material:**     **Date carrier needs to deliver material:**

_____          _____

Are any items being shipped HAZMAT?     Yes or No (circle one and identify below)
*All material needs to be packaged and labeled before shipping.*

| ITEM NO. | DESCRIPTION (Include Name, NSN/ Part number/Quantity) | PKG TYPE | QTY | TOTAL WEIGHT | PIECE DIMENSIONS LxWxH (INCHES) |
|----------|------------------------------------------------------|----------|-----|--------------|--------------------------------|
| 1 | EXAMPLE: Buoy lanterns, red, (NSN), 1000 each packed in 50 boxes on 2 pallets; 25 boxes per pallet | PT | 2 | 400 | 48X40X25 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Appropriation to be charged for transportation services:**

_____

**POC needed** (if problem exists with appropriation data furnished)
**Name:** _____     **Phone:** _____

**Figure 1**

**2.  Responsibilities of non-GFM user sites.**  To determine the appropriate GFM user site supporting CG activities, consult the list maintained and published by Hqs, G-SLP.  Any CG shipper requesting transportation services must gather and submit all necessary information and documentation necessary to ensure that GFM user site personnel can make the best transportation decision for the shipment.  Contact the GFM user site to see if they require a certain form/format for requesting transportation services.

　　　a.  **Preparing freight for shipment.**  The requesting activity is responsible for proper packaging, labeling, palletization, etc. of the shipment, unless prior arrangements have been made with the GFM user site.  DO NOT ASSUME someone else will handle these duties.  The requesting activity must ensure personnel are available at the scheduled time of pickup and that all documentation and cargo is ready for transport with the carrier.

　　　b.  **Certification of HAZMAT packaging.**  If the freight contains any HAZMAT items, the requesting activity must have the cargo certified by a properly trained employee or contractor.  If there is no HAZMAT certifier available, contact the GFM user site as soon as possible for guidance.  Once the freight is certified, fax the documentation to the GFM user site.  More information and guidance on HAZMAT training and related issues can be found on the Hqs, G-SLP, web site.[3]

　　　c.  **Provide information after carrier picks up freight.**  Information collected during pickup by the carrier must be forwarded to the GFM user site. This includes, but is not limited to:

　　　　1)  Copy of bill of lading with truck driver's signature;

　　　　2)  Carrier reference numbers (e.g. pro number, air waybill number, etc), if not previously provided at GFM site;

　　　　3)  Date and time of pickup;

　　　　4)  Trailer numbers and/or seal numbers, if applicable; and,

　　　　5)  Signed copies of security/control documentation (e.g. Signature and Tally Sheet, DD 1907, Cargo inspection forms), if applicable.

**3. Responsibilities of CG Payment Authorizing Officers (PAO).**  Due to multi-tasking of CG activities, most smaller units (even Groups) may not have the personnel available to designate both a TO and a PAO (along with their alternates). Financial regulations require checks and balances to ensure a requestor of services is acting in the government's best interest. This separation of responsibilities ensures both individual shipments and monthly bills are acted upon accurately, promptly, and legally.

---

[3]  Website URL is http://cgweb.uscg.mil/g-s/g-slp/dframe/directives/kbt/trans/tcp.htm.

a.  **PAO's distinctive role as monthly bill certifier**.  The roles of individuals who rate, route, and complete the bill of lading versus those individuals who may certify the monthly billing transaction statements, will determine PAO eligibility. *Remember that the individual who makes carrier selections and/or performs the daily billing approval actions is not eligible to become a PAO.*

1) **TO/Transportation Agent (TA) as PAO**.  Command-appointed TOs and TAs have the authority under transportation management duties outlined in COMDTINST 4610.5, Chapter 2, to obtain transportation of freight services using government negotiated rates (tenders/tariffs).  Freight shipping activities should have a designated TO that performs these duties.  Many shipper activities have TOs completing the bills of lading and performing the daily approval actions of PowerTrack™ transactions.  The TO requesting the transportation service <u>cannot</u> certify the monthly bill for payment (perform the PAO functions) in this case.  In those cases, the Comptroller (usually the TO's supervisor) will act as the PAO.  On the other hand, if the TO directs/delegates the TA to perform the bill of lading duties and daily PowerTrack™ approval actions, then the TO can be appointed as PAO.

2) **Comptroller/TO as PAO**.  Sometimes a command or activity will delegate multiple responsibilities and functions to personnel.  For example, the Comptroller also may serve as the designated TO.  When the "Comptroller/TO" does not complete bills of lading but directs the TAs (storekeepers, civilians) to perform those daily duties (i.e., issuing bills of lading and making the daily PowerTrack™ carrier billing approvals), then the Comptroller/TO may assume the responsibility of the PAO.

b.  **Using Commercial Transportation Approval Payment System (CTAPS)**. The FINCEN developed an Intranet application that allows PAOs to do online monitoring and certifying of monthly PowerTrack bills.  To register, access FINCEN's intranet site[4] and down scroll to "Commercial Transportation Approval Payment System (CTAPS)."  Click on the "Payment Authorizing Official (PAO) form." Complete and forward this form to FINCEN in accordance with the stated instructions.  Use the e-mail link to ask any questions regarding the use of the PAO information form.[5]

c.  **Monitor PowerTrack™ billing charges**.  The PAO (or delegated personnel) should request PowerTrack™ access to monitor the billing throughout the month.[6]  The training requirement for this function is minimal (a one-hour online session can get you started).  Periodic monitoring throughout the month by the PAO can ensure accounting lines are properly formatted before the monthly bill is

---

[4]  URL is http://cgweb.fincen.uscg.mil/metaframe.htm
[5]  Point of contact for CTAPS is Mr. William Zack, wzack@fincen.uscg.mil, 757-523-6720.
[6]  Contact Hqs, G-SLP, for this access.

posted (on or about the 15$^{th}$ of the month).  In addition, any questions or problems with individual bill charges can be resolved with the TO or delegated transportation personnel before the monthly bill needs payment certification.

# Chapter 4
# Transitioning to ETA

**1. <u>Complete the mandatory GFM tutorial program</u>.** All potential users of GFM must complete the mandatory MTMC training program. Viewing the material covered in the tutorial can be confusing and may be stressful for the first time user. Working through all tutorial modules, completing the simulator exercises, and attending one or more PlaceWare™ sessions, as needed, will relieve much of this anxiety and give "hands on" training. TOs must ensure transportation personnel are given enough time to complete the self-paced tutorial program and attend PlaceWare sessions, as needed. The average time needed to complete the tutorial modules is 16 hours, depending upon individual's previous training and experience.

**2. <u>Tutorial material</u>.** The self-paced tutorial is available in either a CD-ROM format[1] or a web-based format.[2] Modules (in either version of the tutorial) cover the four core shipping programs and other useful applications.

      **a.** Freight Acquisition Shipping Tool (FAST) - for creating bills of lading and awarding shipments to carriers.

      **b.** Spot Bid - for those shipments needing services or carrier equipment that falls outside the tender database availability in FAST.

      **c.** Small Package Express (SPE) – for shipping items with small package carriers (not used at this time by CG shippers, see Chapter 10).

      **d.** Transportation Discrepancy Reports (TDRs) - for reporting any transportation discrepancies to the claims office.

      **e.** Customer Added Value Suite (CAVS) - for viewing completed shipments, bills of lading, and tenders.

      **f.** Transportation Facility Guide (TFG) - for viewing other shipping and receiving facility's information.

**3. <u>Distance Learning Checklist</u>.** If using the tutorial CD-Rom version, *print a copy of the Distance Learning Checklist.* The web-based version of the tutorial does not contain this Checklist. Transportation personnel should use this Checklist (or similar tracking method) to document their progress and completion of the tutorial. TOs should refer to the Transportation Officer Notes on the CD-ROM tutorial for guidance in verifying user completion of the tutorial.

**4. <u>GFM Simulator</u>.** Be sure to work through the simulator practice exercises.[3] These exercises give users actual shipping scenarios to work through and hands-on

---

[1] To obtain a copy of the CD-ROM tutorial, contact Hqs, G-SLP.
[2] To access the GFM web-based tutorial, go to http://lennier.eta.army.mil:8081.

experience using the online GFM system.  The CD-ROM tutorial contains several practice shipment exercises.  Since these exercises use other Service's terminology and transportation situations, prospective CG GFM users are encouraged to use specific examples from past shipments at their own shipping location in the simulator.  This can enable prospective users to gain an immediate feel for how GFM will work with CG shipment situations.

**5.  GFM PlaceWare™ sessions**.  If additional one-on-one assistance is needed after completing the tutorial and simulator portions, then online and interactive GFM PlaceWare™ sessions can be scheduled.  Check the GFM Helpdesk website for a scheduled class topic or request your own specialized assistance session.

**6.  GFM Helpdesk assistance**.  The GFM Helpdesk provides users with support and guidance in several different formats.  Access their website[4] or by telephone at (800) 336-4906.  *Periodically check the Message of the Day feature at the Helpdesk website for late breaking news or feedback on system maintenance downtime or other problems.*  From the Helpdesk, access the PlaceWare™ session schedules and frequently asked questions (FAQs) which can be searched by keyword(s).  Helpdesk hours of operation are listed at the top of the page along with several other key points of contact.

**7.  Get users registered**.   Register each prospective GFM user upon completion of the training plan.  The TO electronically validates that training was completed for each prospective user and requests access to the GFM web-based system.[5]

**8.  Assign PAO responsibilities**.  Each GFM user site must designate an individual to be the PAO.  The PAO is the individual authorized to reconcile and certify the "Monthly Billing Statement" for FINCEN payment to U.S. Bank.  Refer to the discussion in Chapter 3 for guidance in selecting the PAO.

**9.  Complete PowerTrack™ PlaceWare training**.  Those individuals authorized to "approve, deny, or hold" the daily billing transactions from carriers must schedule a PowerTrack™ PlaceWare™ session.  This scheduling can be set up with Hqs, G-SLP, personnel at the same time that the TO registers his/her personnel with GFM.  Contact G-SLP for any possible PowerTrack™ PlaceWare™ training sessions already in place for CG users.

**10.    Contact Hqs, G-SLP**.  The TO must now contact Hqs, G-SLP, with information detailing the personnel registered at his/her location.  Be sure to furnish complete name and phone numbers of GFM users, authorized PowerTrack users (include their permission levels), and PAO.  G-SLP, will coordinate with MTMC to "turn on" PowerTrack™ for the user site at this time.

---

[3]  To access the GFM simulator, go to  http://lennier.eta.mtmc.army.mil:8081/.
[4]  To access the GFM Helpdesk website, go to https://hq40.eta.mtmc.army.mil/helpdesk.asp.
[5]  Website URL is https://144.101.36.222/ETATrainingValidation/Validate.asp.

# Chapter 5
# Configuring a GFM user site

1.  **Site configuration**.  Before using GFM the first time, the TO must complete the site configuration screen before using the various GFM modules (FAST, Spot Bid, SPE, etc.).  The information added here will pre-populate the Shipment Header screen in GFM instead of manually entering data each time a shipment is created.  The required fields in the site configuration screen are Government Bill of Lading Office Code (GBLOC),[1] both shipper and origin Department of Defense Activity Address Codes (DODAACs),[2] an emergency phone number, the shipper's initials, TO's name and title, and time zone for the user site.  If any information changes later, ensure that this configuration is updated at the time it changes.

2.  **Address configuration and maintenance**.  The address maintenance function is used to pre-populate consignor and/or consignee shipping and mailing addresses instead of manually entering each address for a shipment.  Once you add an address to the system, you can modify, delete, view, copy, and perform a search based upon these addresses for future shipments.  You should complete as many addresses as possible in this module before using FAST.  There is room for up to 100 addresses to be maintained at the local user site.  This will be a time saver and greatly reduce typographical errors in inputting this information for each shipment.

3.  **Appropriation configuration and maintenance**.  The appropriation configuration screen must be set up before using any of the GFM modules (FAST, Spot Bid, SPE).  Any user at a GFM user site/GBLOC location can then select appropriation data that had been pre-populated by users at the same site.  This will be a time saver and greatly reduce typographical errors in inputting this information for each shipment. **_All CG users must closely study and follow the guidance given in Chapter 7._**

---

[1]  GBLOC will become BLOC for Bill of Lading Office Code after GBL retirement.
[2]  DODAACs are 6-character data elements with CG addresses beginning with "Z."

This page left intentionally blank.

# Chapter 6
## CG transportation management information

**1.  Maintaining shipment request files and documentation.**  All CG shippers using GFM must maintain a file copy of the bill of lading and associated documentation supporting the shipment request.

**2.  Management reports.**  GFM users can generate detailed and summary management reports on shipments.  These reports are not limited to just "canned" reports.  GFM users can specify specific parameters when generating reports to customize a report to their requirements.  As a supplement to the shipment log, there are many "pre-formatted" reports available within GFM, such as:

   **a.**  Tonnage Report and/or Summary is a listing of completed shipments from the shipper to destination states,

   **b.**  Carrier Report and/or Summary is a listing of completed shipments awarded to carriers,

   **c.**  BL Log Short Form and/or Long Form is a listing of all bills of lading created by the GFM system (the Long Form gives a more detailed report),

   **d.**  Appropriation Detail Report is a listing of shipment data sorted by accounting line(s),

   **e.**  Contract Detail and/or Summary Report is a listing of shipment unit data sorted by contract,

   **f.**  Commodity Detail and/or Summary Report is a listing of shipment unit data sorted by commodity code, and

   **g.**  Billing Office Detail and/or Summary is a listing of shipment unit data sorted by billing office.

**3.  Compliance inspections.**  The same audit functions will continue to exist during compliance inspection visits.  During the compliance team visits, inspection personnel will review local supporting documentation files to ensure proper actions were taken when procuring transportation services.  If a supply of GBLs is maintained for international shipments, they still need to be secured in a locked and controlled environment.

**4.  Accountability of GFM issued bills of lading.**  When an electronic bill of lading is created, the GFM system assigns a unique, system-generated 13-character bill of lading number.[1]  If the shipment is a PowerTrack™ shipment (i.e., it passes through the PowerTrack™ bill paying system), a commercial bill of lading (CBL) is generated.

---

[1]  FAST bill of lading numbers consist of the user's site DODAAC and a seven-digit chronologically generated number, while Spot Bid begins with the user's site BLOC.

Any non-PowerTrack™ shipments will generate a Short Form Bill of Lading.  *None of these bills of lading are accountable documents*.

**5.  <u>Using and maintaining online Terminal Facility Guide (TFG)</u>.**  The TFG is an "electronic rolodex" for shipper information (shipping and mailing address, phone numbers, contact personnel, email addresses, receiving capabilities, etc.).  At all times, the TFG must reflect accurate information regarding each CG shipping and receiving facility to be effective.  As CG units begin using GFM, transportation personnel are strongly encouraged to make updates every 120 days to the TFG.  These updates are required in accordance with the DTR, Appendix R.

# Chapter 7
# CG fiscal information

1.  <u>**Specific guidance on appropriation/accounting lines**</u>.  One of the most important functions of appropriation maintenance at each GFM user site is the construction of the accounting data input to GFM.  Because GFM and PowerTrack™ are generic systems and have no rigid field structures (e.g. specific blocks for specific fields of information), the FINCEN and each PAO will depend on consistent, standardized, and accurate accounting lines input by transportation personnel to this free-form field.  The following information is provided to assist CG users to build a proper accounting line.  If you need specific guidance, refer to the FINCEN Standard Operating Procedures (SOP), Chapter 4, Accounting Line Data.

2.  <u>**Constructing appropriation/accounting lines**</u>.  In order for FINCEN to parse the electronic data received from PowerTrack™ correctly and with a minimum of human intervention, each field within the appropriation must be separated by a slash mark [/].

    **a.**  An example of a properly constructed accounting line looks like this:
**2/C/201/109/30/0/42/71109/2211**.   This type of accounting line will suffice for most of your shipping requirements.

    **b.**  The CG accounting line contains nine elements or fields and each field is separated by a slash mark "/."  Below is a quick recap of the <u>required</u> fields and formatting:

| 2/ | F/ | 001/ | 136/ | 30/ | 0/ | AB/ | 12345/ | 2673 |
|----|----|------|------|-----|-----|-----|--------|------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |

| | | |
|---|---|---|
| Field 1 is the | AGENCY CODE | The "2" in this field indicates the Coast Guard and will always be "2." |
| Field 2 is the | REGION/DISTRICT CODE | This field is normally constant for a particular unit and is one character in length. |
| Field 3 is the | APPROPRIATION CODE | This field is usually four characters in length. |
| Field 4 is the | APPROPRIATION LIMITATION CODE (ALC) | This field is usually three characters in length. |
| Field 5 is the | ALLOTMENT FUND CONTROL CODE (AFC) | Two characters in length, usually "30" for day-to-day CG operations. |
| Field 6 is the | ALLOTMENT LEVEL INDICATOR CODE (ALIC) | This field will always be a zero [0]. |
| Field 7 is the | PROGRAM ELEMENT (PE) | No more than six characters in length. |

| | | length. |
|---|---|---|
| Field 8 is the | COST CENTER | This field consists of the unit's OPFAC (or cost center for specific programs), and is usually six characters in length. |
| Field 9 is the | DOT STANDARD OBJECT CLASS | Generally, this field is six characters in length. |

**3.  Using reimbursable accounts.**  Additional data is required if a reimbursable account is being used.  If the appropriation code is FYA, FY\*, FY2, FY01, or 12 and the Accounting Code LIM is greater than 800, then an 11-character Reimbursable Agreement Number (RAN) is required.  The resulting accounting line would look like this:  **2/C/FY2/800/80/0/CE/71109/2211/P2675101.**

**4.  Using project number and task order accounts.**  If using an acquisition, construction, and improvement (AC&I) appropriation (e.g. 8E, 9F, etc.) and the Accounting Code LIM is greater than 500, then both a project number and task order number are required.  The Project Number and Task Order Number are each 15 characters in length and will follow the accounting line separated by a slash.  The resulting accounting line/string would look like this:  **2/C/8E/500/60/0/26534/ 71109/2211//2222222222222/22222222222.**   Note the two slashes [**//**] between the Object Class and Project number.  This signifies no data exists in the RAN field.  Any time there is a project number, a corresponding task number is needed.  Ensure this guidance is followed *exactly* when entering a project number.

**5.  ICP Region/District identifiers.**  Since the FINCEN centrally processes all PowerTrack™ payments for the CG, including the ICPs who do not use the DAFIS accounting system, the ICPs must be correctly identified within DAFIS.  Follow the guidance below for the Region/District identifier needed (Field 2 shown in paragraph 2b chart above).[1]

     **a.**  When citing an ELC Baltimore or Columbia Annex accounting line, GFM users must use "V" for the Region/District identifier.

     **b.**  When citing a CG Yard account, GFM users must use  "Y" for the Region/District identifier.

     **c.**  When citing an AR&SC accounting line, GFM users must use "N" for the Region/District identifier.

**6.  Using another activity's line of accounting to ship an item.**  If CG unit "A" ships an item using an accounting line belonging to unit "B," a written agreement authorizing such action should be in place between the two units.  Once the bill of

---

[1] If you have questions on this guidance, please contact Mr. William Zack at 757-523-6720, e-mail wzack@fincen.uscg.mil.

lading is finalized in GFM, the shipper transportation personnel should email or fax a copy of the finalized bill of lading to the appropriate funds manager at unit "B." This serves as an advance notification to unit "B" that their PES report will be hit with a direct expenditure for that freight charge. If a CG unit is not sure who charged the freight to their account, FINCEN can provide that information to the unit.

**7. GFM/PowerTrack™ transactions are direct expenditures.** Bills of lading processed through GFM *will not* require any obligation procedures in LUFS. Normally, the GFM bill of lading is paid quickly, usually within a 30-45 day billing cycle (from the date of shipment). Therefore, this relieves LUFS unit personnel from entering obligations of documents processed through GFM and PowerTrack. The payment process is very similar to the procurement card and Federal Express payment process. When FINCEN receives the electronic data file from PowerTrack, the CTAPS process will automatically generate a document number for each transaction. The transaction then moves into DAFIS and appears as a direct expenditure on the appropriate CG unit's PES report.

**8. Estimated obligations entered in LUFS.** All funds managers want their local ledgers to be up-to-date with all obligations and expenditures charged, or being charged, to their respective account(s). Managing funds at the local level can be handled by creating an estimated obligation in LUFS, but *under no circumstances should these obligations be transmitted to FINCEN*. If transmitted, the transactions will never match, clear, or liquidate within any of the FINCEN's computerized accounting systems.

      **a.** Here is a simple and quick process suggested by CWO Ken Longo[2] at the FINCEN LUFS section for handling this process:

          **1)** First, open "Simplified Acquisitions" in LUFS and create an *estimated miscellaneous obligation* for the GFM freight transaction. Use the bill of lading copy forwarded by the transportation personnel at your location. **Refer to the recommended numbering scheme illustrated below in paragraph 9.**

          **2)** Second, once the estimated miscellaneous obligation is created, toggle the "Transmit to Fincen" radio button to "No" so it will not transmit.

      **b.** If the two step process above is used for creating an estimated miscellaneous obligation and a document number is created based on the recommended numbering scheme in paragraph 9, then the estimated miscellaneous obligation transaction should be a perfect match in LUFS (as a CAT I).

      **c.** However, since these miscellaneous obligations are estimates and the actual charge can be different, there is a possibility that it may convert to CAT II.

---

[2] CWO Ken Longo, 757-523-6797, email klongo@fincen.uscg.mil.

**d.**  If the LUFS system cannot find the document, then it will convert the transaction to a CAT IV.  This will require research and manual intervention to resolve.

**e.**  Be aware that the document may reside in the unit's local ledger, but under a different number.  If so, then a "Doc Alias" should be created to link to the document number that appears on the PES report.

**9.  <u>Recommended FINCEN document numbering scheme for estimated obligations</u>.**  Assume that the unique bill of lading number created by the GFM system for a freight shipment is Z525000000058.  CTAPS will automatically create a 16-character document number of **15 01 525000058 001**  that will show up on your PES report as a direct expenditure.  This document number breaks down as follows:

| | |
|---|---|
| **15** | Document type |
| **01** | Fiscal year of the appropriation funding the shipment |
| **52500** | 2$^{nd}$ through 6$^{th}$ digits of the bill of lading number – the unit's OPFAC |
| **0058** | Last 4 digits of the bill of lading number |
| **001** | The suffix varies based upon the line number stated on the GFM generated bill of lading, but will usually be 001 |

# Chapter 8
## Using the Freight Acquisition Shipping Tool (FAST) module

**1.  What is FAST?**  GFM users spend most of their time in the FAST module – the "bread & butter" application.  Therefore, it is highly recommended that all CG personnel concentrate their training/tutorial energies in this module first.  There are many options available for creating shipments for all modes - using just one carrier on one bill of lading; or one carrier on multiple bills of lading; or many different carriers on multiple bills of lading.  GFM users can easily duplicate equipment and/or unit shipment information, or save it as a template for future shipments (see Free Lists and Incomplete Shipments).  Many fields are pre-populated from site configuration data or previous screen information.  There are extensive search capabilities for many field data entries.  All these greatly reduce the shipment processing time for the average GFM user.  Begin using FAST by entering shipment component information in four separate areas, displayed in a tree or outline format.

 **a.  Shipment Header screen.**   General shipment information is entered on the Shipment Header screen.  Many fields are pre-filled based on the site configuration data for the GFM user's location.  In this area, specify the shipper and consignee addresses, any stop-offs needed, requestor information, services needed, assign units/containers to the shipment, and customs information for Canadian shipments.

 **b.  Equipment Entry screen.**  This section is completed after entering the Shipment Header information in the General Shipment screen.

 **1)**  In this screen, specify what type of carrier equipment is needed to move the freight, e.g. van, flatbed trailer, drop deck trailer, etc.

 **2)**  The units or containers added in the next module will be automatically assigned to this equipment.  *If you reverse the order of this process, then you must manually assign the units/containers to the equipment.*

 **3)**  Be sure to select equipment services needed for the shipment; such as, chains, exclusive use, protective service, overdimensional, satellite monitoring, stop-offs, etc.

 **c.  Unit Entry screen.**   Not every field is applicable or needed for a particular shipment.  Be aware that some are mandatory fields.  If a mandatory field is not completed (or not completed properly), you will get an error message.  GFM will not allow you to advance beyond this screen until the error is corrected.

**1)**  Origin and destination fields are pre-populated from Shipment Header screen.  At this screen, select the shipment priority, security risk, commodity, the fiscal office, and project codes.

**2)**  Other information consists of the requisition number; whether it's hazardous material; the TCN; the Standard Document Number (SDN); the DODIC (DOD Identifier Code); the National Stock Number (NSN); the contract number and date; the FOB point; the appropriation type and accounting line; any remarks needed; the Customs dollar value for OCONUS shipments; and, whether more than 15 small arms weapons are being shipped.

**3)**  Be sure to enter detailed information for each unit, such as, package count, type, description, quantity, length, width, and height.

**4)**  Note that as you enter the length, width, and height of an item, GFM will automatically calculate the cubic feet measurement.

**5)**  Any entries you make in the "Remarks to/from DSC" field will automatically transmit the shipment to the MTMC Operations Center for rating and routing.  Refer to the tutorial guide under "DSC Shipments" for specific circumstances where they would rate, rank, and award a shipment to the carrier.

d.  **Hazardous Materials Entry screen**.  If a unit is hazardous material (HAZMAT), use this screen.

**1)**  A search for specific HAZMAT entry can be made based on the UN/NA identification number, the proper shipping name, the packaging group, the UN class, the reportable quantity, or by using a wildcard search.

**2)**  Once you find the entry needed, select it and complete the remaining fields:  total HM quantity, unit of measure, DODIC, the net explosive weight (N.E.W.), inhalation hazard, round count, certifier's name, and any remarks.

**3)**  Be sure to check any additional hazards under Limited quantity, Dangerous when wet, Heated molten state (HOT), Poisonous, Reportable quantity, and Residue indicator fields.

2.  **Free List**.  Use the Free List as a central repository of all unassigned containers and units that have not yet been consolidated into an actual shipment.  If specific items are shipped on a regular basis, most pertinent shipment details can be saved as a template entry in the Free List for future shipments.  Properly used, this area of GFM can save time and effort for the user.

3.  **Rating, Ranking, and Awarding shipments to carriers**.  Be sure to write down or retain the shipment number – you will need this number in order to reference the request later.

**a.** Print a copy of the draft bill of lading. Thoroughly review the draft bill of lading to ensure all errors are corrected before submitting to MTMC's host computer. The host computer will select a list of carriers who can transport the specific shipment request, based upon the tenders residing in the database.

**b.** This carrier list is either returned immediately to the requesting GFM user or forwarded to the MTMC Operations Center for further processing. The carrier list received will include the specific equipment name, carrier's name, rate qualifier, total cost, tender number, supplement, expiration date, and whether the carrier is PowerTrack™ enabled. By clicking on the carrier details buttons, the GFM user can see detailed tender costing information. Review this section carefully before selecting your choice of carrier.

**c.** If the tender costing is based on per mile or per vehicle cost - more units can be added to the shipment after awarding it to the carrier, if needed. However, if the tender costing is based on weight, GFM will evaluate and ensure that any added weight does not exceed weight listed for costing. If GFM determines that any items added exceed the weight basis, the system will require that the shipment be rated and ranked again.

**d.** Once an appropriate carrier is selected, click the button to the left of the carrier's name.

**4. Completing a shipment.** After awarding to a shipment to a carrier, enter any Routing Instruction Notes (RINS) and other information on the draft bill of lading.

**a.** RINS identify conditions and stipulations the carrier must follow while transporting the freight. Mandatory RINS are returned from the host computer and cannot be removed from the bill of lading by the user. Any optional RINS will follow the mandatory RINS list. If plus (+) sign exists to the left of a RIN, additional information must be input on the screen.

**b.** Some information cannot be added until carrier arrives to pick up shipment, e.g. equipment tractor number, equipment serial number, etc. Make any edit entries for these on the Equipment Entry screen. Edit any additional details at the Shipment Navigation Screen before shipment is completed. *If edits are allowed, based upon tender costing rate qualifiers, a shipment can be modified. If edits exceed the limitations, the shipment must be rated and ranked again.*

**c.** Once all shipment details are completed and reviewed for accuracy, a final bill of lading will be generated.

**1)** To complete the shipment, reaccess the bill of lading. A waybill number is now displayed on the draft bill of lading.

**2)** Click on "complete shipment" button to finalize the bill of lading. If any errors exist, they will be shown here and must be corrected to continue.

**3)** The shipment now moves to the Assigned Shipment status. The final bill of lading is viewable (bill of lading number is on the right side of screen) and can be printed now.

**5.** <u>**Converting FAST shipments to Spot Bid**</u>. When a rated and ranked list is returned that displays "no tender found for shipment request," the shipment can be converted to the Spot Bid process.

**a.** Be sure to record shipment ID to identify the shipment to be converted.

**b.** Click on the Convert button to transfer to the Spot Bid application. At this time, the shipment returns to an Incomplete Status.

**c.** Follow the steps in paragraph 4 to complete the shipment process.

**6.** <u>**Bill of Lading Correction Notice**</u>. If changes must be made to the bill of lading after the carrier picked up and receipted for the shipment, the Bill of Lading Correction Notice accomplishes this action.

**a.** Once the Correction Notice is accessed the TO shipper information is pre-populated from user configuration data.

**b.** Make any edits needed to the bill of lading. Note that it changes back to Draft Status during this process.

**c.** Complete all fields: Authority for Correction(s), Remarks, Information copy, and, Addressee block.

**d.** Once the Correction Notice is submitted to the host computer, the bill of lading returns to Final Status.

# Chapter 9
## Using the Spot Bid module

1.  **What is Spot Bid?**  Spot Bid is used primarily to obtain carrier services to transport oversized cargo (over-weight and/or over-dimensional), "one-time only," expedited, or airfreight shipments.  Some examples of Spot Bid use for CG shipping activities might involve shipping large aircraft parts, boat engines, or other larger items that can not be shipped with existing LTL or TL tenders.  In addition, Spot Bid can be used to obtain more cost favorable rates and services than those found in the FAST database.

2.  **How to use Spot Bid.**   Print a draft copy of the bill of lading.  If no errors exist on the bill of lading, then the shipment is ready for carrier bidding.

      **a.**  Open the shipment for bids.  The spot bid request on the Open Shipments List.

      **b.**  Any data returned in the Spot Bid process includes the carrier's SCAC; shipment origin and destination; appropriation; quantity/unit of measure; unit description; how quantity was rated; and, the dollar amount of the carrier's bid to transport the item.

      **c.**  Once the shipment is awarded to a carrier, the shipment moves to the Awarded Shipments List.  Only the shipment ID and unit ID can be edited at this time.  Be sure to enter the TCN, waybill and equipment information, seal information, etc. on other screens before completing shipment.

      **d.**  Once all required information is entered, finalize the shipment by clicking the Complete Shipment button.

3.  **Spot Bid time frames.**  Carriers are only required to submit a bid based upon the requestor's stated bid "open" and "close" date(s) and/or time(s).  If carriers submit no bids, possibly more time is needed to allow carriers to bid on the shipment.  Therefore, do not create too narrow of a time period for the carriers to respond to the request.  If needed, submit another request using the FAST application or contact the SRO Division at MTMC Operations Center.

4.  **No tender number will be listed.**  When a response is received, no tender number is listed nor will there be a breakdown of shipment charges.  Instead, the words **Spot Bid** will show in the tender number block.

5.  **"Best Value" option.**   The "best value" part of this application is not currently available.  When it is available, the GFM system will retrieve information from the carrier tender database and compare the historical rates against current bids.  Current carrier performance can be reviewed by clicking the Carrier Performance button.  Be sure to use non-use codes if the low cost carrier is not selected.

This page left intentionally blank.

# Chapter 10
## Using the Small Package Express (SPE) module

CG shippers are currently <u>not</u> authorized to use this module.  Further guidance will be issued from Hqs, G-SLP when it is available for CG shippers.  This guide will be updated, as necessary at that time.

This page left intentionally blank.

# Chapter 11
# Using the Transportation Discrepancy Reporting (TDR) module

The TDR module within GFM is not fully functional at the time of this guide's publication.

For CG specific TDR issues and TDR preparation guidance contact the FINCEN Claims Section for help or refer to http://www.fincen.uscg.mil/freight.htm.[1]

---

[1] Robin D. Smithling, Traffic Management Specialist, Claims Section (OGC), FINCEN, 757-523-6763, email: rsmithling@fincen.uscg.mil.

This page left intentionally blank.

# Points of contact

❖ CG freight transportation policy issues, GFM and PowerTrack™ implementation issues, etc.:

Mr. Jim Christ
Transportation Program Manager – Freight
Hqs, G-SLP (System, Logistics & Policy)
202-267-0640
email: jchrist@comdt.uscg.mil

Mr. Henry Herzberg
Vehicle Program Manager and Transportation Freight (Support)
Hqs, G-SLP (System, Logistics & Policy)
202-267-6462
email: hherzberg@comdt.uscg.mil

❖ **Specific questions on GFM tutorial, Training Guide contents, TDR submissions and/or freight claims:**

Ms. Robin Smithling
Traffic Management Specialist
FINCEN Claims Section (OGC)
757-523-6763
email: rsmithling@fincen.uscg.mil

Mrs. Susan Hubbard
Chief, FINCEN Claims Section (OGC)
757-523-6947
email: shubbard@fincen.uscg.mil

❖ **Specific questions on LUFS-NT:**

CWO Ken Longo
Chief, FINCEN LUFS-NT Support Section
757-523-6797
email: klongo@fincen.uscg.mil

❖ **Specific questions on CTAPS:**

Mr. William Zack
FINCEN Project Manager
757-523-6720
email: wzack@fincen.uscg.mil