

EMPLOYEE ACCOUNTING DATA - DEFENSE CIVILIAN PAY SYSTEM - BASE LEVEL

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AUTHORITY: Air Force Instruction 65-601 Volume 2, Chapter 9.

PURPOSE: Source document used to input or update a civilian employee's Defense Civilian Pay System (DCPS) line of accounting (LOA) data.

ROUTINE USE: 1a. New and permanent change of station employee lines of accounting. 1b. All other employees whose LOA is changing. 2. Forward to the Civilian Payroll Office prior to end of pay period affected by the change to avoid adverse impact to employee pay record. Additionally, form must be processed timely to ensure the correct LOA is used to pay civilian employee.

DISCLOSURE: Voluntary. However, failure to complete all fields and submit timely may result in delay of initial payment to employee and or incorrect LOA expensed.

SECTION I: TO BE COMPLETED BY EMPLOYEE'S ORGANIZATIONAL RESOURCE MANAGER (RM)

1. **EMPLOYEE'S NAME (Last, First, Middle Initial)**

2. **OFFICE SYMBOL EMPLOYEE WILL BE ASSIGNED TO**

3. **MANPOWER POSITION CONTROL NUMBER (MPCN)**

SECTION II: THIS DATA IS COMPLETED BY THE ORGANIZATIONAL BUDGET OFFICE OR RESOURCE MANAGER (RM) AND FORWARDED TO THE CIVILIAN PAYROLL OFFICE FOR INPUT INTO THE DCPS EMPLOYEE LEVEL ACCOUNTING CLASSIFICATION SCREEN.

4a. **EMPLOYEE ID (SSN)**
(No Dashes)

4b. Does the MPCN in section I and the Program Element Code (First 5 positions) in section II of this form match the Unit Manning Document? If not, contact the organizational budget office.

5. **DATE EFFECTIVE**

YES NA

6. DATE END

Must be last day of the FY. This field will auto populate after the DCPS record is saved.

7. DEPARTMENTAL REPORTER

Always Enter DFASDE

8. ACCOUNTING ACTIVITY

9. DEPT CODE/ AGENCY #

10. TRANSFER DEPARTMENT

11. FISCAL YEAR (One Digit)

12. BASIC SYMBOL/FUND

13. LIMITATION/SUBHEAD

14. FY R/O IDC
(Y or N)

15. FUND CODE/SUB STA

16. ASN/OBAN/BCN/HRS

17. PGM/BUDGET YEAR
(One Digit)

18. OAC/DUTY STA

19. MFP/BPAC/PROJ CD/SABOC

20. **PEC/AMT**

21. **RC/CC/FCP**

22. ESP

23. EEIC SHRED

Must Be Blank

ASSIGNED:

24. JOB ORDER

25. COST CENTER

26. PERF CODE

27a. **RM or LINE OF ACCOUNTING POC PRINTED NAME**

27b. **RM or LINE OF ACCOUNTING POC SIGNATURE**

28. **DATE SIGNED**

SECTION III: COMPLETED BY PERSON ENTERING ACCOUNTING CLASSIFICATION DATA INTO THE DEFENSE CIVILIAN PAYROLL SYSTEM

29a. PRINTED NAME

29b. SIGNATURE

30. DATE SIGNED

SECTION IV: FORM MAINTENANCE AND DISPOSITION

Maintenance: Form maintained for the duration the employee is part of the organization plus 2 years.

Disposition: In accordance with National Archives and Records Administration, AFMAN 33-363, and Air Force Records Disposition Schedule located in AFRIMS.