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EMPLOYEE ACCOUNTING DATA - DEFENSE CIVILIAN PAY SYSTEM - BASE LEVEL

INSTRUCTIONS

This form is to be completed for:

- a. All new and permanent change of station employees. Forward to the Civilian Payroll Office prior to the end of the employee's first pay period so that the employee can be paid.*
- b. All employees changing accounting classification. Forward to the Civilian Payroll Office prior to the end of the pay period affected by the change, or the employee will be charged to the wrong funds.*

SECTION A - TO BE COMPLETED BY SUPERVISOR AND FORWARDED TO RESOURCE MANAGER

1. EMPLOYEE'S SOCIAL SECURITY NUMBER		2. EFFECTIVE DATE EMPLOYEE WILL BE CHARGED TO ACCOUNTING CLASSIFICATION	(YYYYMMDD)
3. EMPLOYEE'S NAME (Last, First, Middle Initial)		4. OFFICE SYMBOL EMPLOYEE WILL BE ASSIGNED TO	
5. SUPERVISOR'S SIGNATURE		6. DATE SIGNED	

INSTRUCTIONS FOR RESOURCE MANAGER

- 1. Complete SECTION B for employees funded by the Air Force, assigned to the base, and charged to the base.*
- 2. Complete SECTION C for employees funded by other than the Air Force, such as employees charged to the Army, Navy, NAF, etc. Also use for Air Force employees detailed from another base.*

ELEMENT CODE

AADSN	Accountable Accounting & Disbursement Station Number	BPAC/PROJ	Budget Project Activity Code
OAC	Operating Agency Code	RCCC	Responsibility Center/Cost Center
OBAN/ASN	Operating Budget Account Number/Allotment Serial Number	PEC	Program Element Code
FC	Fund Code	ESP	Emergency Special Project
MFP	Major Force Program	EEIC/SHRED	Element of Expense Investment Code
		SPEC STATUS	Special Status

SECTION B - TO BE COMPLETED BY RESOURCE MANAGER AND FORWARDED TO CIVILIAN PAYROLL

Section B requires only minimum elements. The elements not contained in this section, that are needed to complete the accounting classification, will be filled in by a computer program. Items 1, 2, 3, & 4 must always be entered; items 5, 6, 7, & 8 will be entered only when applicable.

1. AADSN		2. OAC		3. OBAN/ASN		4. RCCC	
5. PEC		6. ESP		7. EEIC/SHRED		8. SPEC STATUS	
9. RESOURCE MANAGER'S SIGNATURE						10. DATE SIGNED	

SECTION C - TO BE COMPLETED BY RESOURCE MANAGER AND FORWARDED TO CIVILIAN PAYROLL

Section C requires all elements be completed. Elements not completed will not be filled in by a computer program. FISCAL YEAR requires an entry in the first space, either alpha or numeric. The second space is to be left blank (it may be used in the future).

1. AADSN		2. OAC		3. OBAN/ASN		4. FC	
5. MPP		6. BPAC/PROJ		7. RCCC			
8. PEC		9. ESP		10. EEIC/SHRED		11. SPEC STATUS	

12. APPROPRIATION							
a. DEPARTMENT		b. TRANSFER DEPARTMENT		c. FISCAL YEAR		d. SYMBOL	
13. RESOURCE MANAGER'S SIGNATURE						14. DATE SIGNED	