

## LETTER OF INSTRUCTIONS

SUBJECT: Eliminating Alternate Unit Identification Codes (UICs) in the Defense Civilian Pay System (DCPS) Process

This Letter of Instructions is for the attention of the installation Directorate of Resource Management (DRM). For information purposes, this message should also be distributed to the Defense Civilian Pay System (DCPS) Customer Service Representative (CSR), and Army budget offices.

This change is effective July 19, 1998. All changes will be processed to the DCPS databases in Denver, Pensacola and Charleston. These changes to the data base include:

- a. The removal of all alternate UICs. All employees will revert back to their primary UICs. (Personnel Function)
- b. Build all UIC Organization Records under the primary UIC. (DFAS-IN Function)
- c. Assign a valid accounting classification to all Organization Records. (DFAS-IN Function)
- d. Provide a valid line of accounting (to include APC if applicable) for all additions to the Organization tables. (Budget Activities)
- e. Send table update data directly to the servicing DCPS Payroll Office. (DCPS CSRs)

Currently, CSRs load accounting data in DCPS at the employee level for each Army employee. When an employee is newly hired or reassigned to a different position, DCPS generates an 'end date' in the employee level accounting record. If the CSR does not create a new employee accounting record before payroll processes, the disbursement is charged to default appropriation shown in the Employing Activity Tables. For activities processing accounting using STANFINS, the default accounting data rejects at the accounting activity when a valid accounting processing code (APC) is not carried in the default accounting data in the Employing Activity Tables. The accounting activity must then contact the CSR or budget point of contact (POC) to determine the correct APC and correct the rejected accounting data. If the appropriate accounting data cannot be determined in a timely manner, the accounting activity will process the disbursement under a valid APC that is determined by reviewing other records on the Gross Pay File (GPF).

Now that DCPS has the capability to carry accounting data at the organizational level, use this option instead of loading individual accounting data for all employees at the employee level. Once the accounting data is properly loaded in DCPS at the organization level, the CSR no longer needs to update DCPS accounting data at the employee level for new hires or employees

reassigning to another organization. This will significantly reduce the number of rejects requiring corrective action by accounting activities. In the end, payroll disbursements will be charged more accurately and the workload for the CSR, DRM and the accounting activities will decrease. [The DCPS CSR will need to upgrade their security with the payroll office in order to have the ability to change organization level data.](#)

Initially, DFAS-IN will run a mass update process to populate the organization level accounting information in DCPS. DFAS-IN will request an accounting extract file from each DCPS Army data base. The organization level accounting record will be built by extracting existing employee level accounting records. Employees that are in the same employing activity and organization and have the same accounting data will have the accounting data populated for their organization record. All other employees within that same employing activity and organization with a different accounting record will be left alone. (These will be the unique funded employees).

The effort of identifying accounting data down to the APC and FSN level at the "DCPS Organization Structure" remains with the resource management offices. This will require a team effort between your budget staff, resource advisors and the DCPS CSRs. To make sure that all DCPS organizations are identified, you should request a DESIRE from your personnel office which will produce a listing of Organizations within Employing Activities.

Reference the CSR DCPS Users' Manual, Appendix A2-52, Rel 98-2, dated March 27, 1998 for detailed instructions on accounting data at the organization level. Resource Managers should request the organizational listing mentioned above from the [personnel office](#) and provide the accounting data back to the DCPS CSR including the following data elements for each "DCPS Organization": Date effective (if applicable); Departmental Reporter (DFASIN for Army); Fiscal Year (X for AWCF accounting, 8

for appropriated accounting); and all appropriate accounting data elements to include FSN and valid APC if applicable. This information can be loaded into DCPS at any time by the CSR. After the accounting data has been loaded into DCPS for each of your organization codes, the CSR can stop loading DCPS accounting data at the employee level. The only exceptions will be the AWCF employees (accounted for by SIFS) and the unique funding situations.

With these new procedures, CSRs will still continue to load DCPS accounting data in the employee level accounting record for any unique funding situations and Army Working Capital Fund (AWCF) employees accounted for by SIFS. A unique funding situation is where employee(s) in organizations are not funded by the appropriation, APC and/or FSN that is loaded in the DCPS Organization Accounting Record. While we realize that these unique funding situations occur, these situations should be minimal. This is a good opportunity to verify that the unique funding agreements are still valid.

The "STANFINS CIV PAY FUND DATA REPORT" is distributed to each program director by their accounting activity if STANFINS is their accounting system. Each program director should verify the employees on their report and notify the DCPS CSR if any changes are needed. The CSR updates the employee level accounting record in DCPS prior to processing the next payroll.

After all organization level accounting records have been loaded into DCPS, the CSR SHOULD NOT input new employee level accounting records. DCPS will then charge the payroll disbursement to the accounting data loaded in the Organization record. In addition, CSRs should not load employee level accounting data for new hires unless the new hire is uniquely funded or an AWCF employee.

**ARMY INPUT TO  
DFAS-IN DRAFT MEMORANDUM  
ON UPDATE TO ACCOUNTING INFORMATION IN  
THE DEFENSE CIVILIAN PAY SYSTEM (DCPS)**

The following are concerns, questions and comments from Major Army Commands. Responses for each are question are provided by the Defense Finance and Accounting Service - Indianapolis Center and Assistant Secretary of the Army (Manpower and Reserve Affairs).

**USA SPACE AND MISSILE DEFENSE COMMAND (USASMDC)**

**1. QUESTION:** I have a concern in that they are doing away with alternate UICs. I assume that they are referring to the sudo UICs used when the same organization is located at various installations. The USASMDC is a tenant activity and is located at the various sites with some of the activities having the same UIC. The USASMDC also uses a sudo to identify its matrix personnel (on site support to other activities located at Redstone Arsenal) and who's T&A is input through ATAAPS. The other USASMDC personnel located at Redstone Arsenal use the PC T&A system for input to DCPS. There was a problem (linking of activities) when we first started using the PC T&A system and the sudo was the way to prevent the problem. Please advise if this would still be a problem with the proposed changes. It doesn't appear to be very clear regarding the impact of doing away with alternate/sudo UICs.

**1. RESPONSE:** DFAS-IN and the Office of the Secretary of the Army (Financial Management and Comptroller (OASA(FM&C)) have been working together with the AMC DCPS POC to resolve this issue. There are two resolutions to this issue.

a. The use of DERIVATIVE UICs is encouraged. A derivative UIC should be managed and issued at the MACOM for employees that are under the same UIC but geographically displaced. The activity element should use the primary UIC and assign different values for the last two positions of the primary UIC to geographically displaced employees as directed by the MACOM. This is called a derivative UIC.

b. The activity can decide to consolidate the T&A input into the same T&A input type. Employees currently on the DCPS PC T&A system will be moved to the ATAAPS T&A system.

**2. QUESTION:** USASMDC has no problem with the other proposed action unless they impact the interface between DCPS and the Standard Operation and Maintenance, Army Research and Development System (SOMARDS) where payroll is processed against the labor portion of the database.

**2. RESPONSE:** There is no impact to SOMARDS.

## TRADOC

Here is our TRADOC consolidated input.

As requested, reviewed draft DFAS-IN memorandum, subject: Update to Accounting Information in the Defense Civilian Pay System (DCPS). TRADOC CONCURS. Overall, this is a step in the right direction that will reduce accounting errors and, once the initial data-loading effort is accomplished, should decrease CSR workload. However, we have the following comments/concerns to be addressed prior to implementation:

**3. QUESTION:** Delay the effective date at least 30 days (March 98). Installations will need some lead time prior to implementation to identify, plan, and coordinate actions with personnel, resource managers, and accounting people.

3. RESPONSE: Effective date has been delayed per Army request. A new effective date will be established in the near future.

**4. QUESTION:** Memorandum is written as if budget personnel and CSRs are equally knowledgeable of both DCPS terminology and accounting terminology. Most CSRs are not familiar with accounting and budget personnel are not familiar with DCPS at a detail level. Memo should address the changes and responsibilities that will affect both CSRs and budget personnel in terms that both will understand.

4. RESPONSE: A separate/detailed memorandum coordinated with DFAS, will be provided to the Directorate for Resources Management (DRM) by the Army Budget Office. DCPS CSR guidance will also be provided in this separate memo.

**5. QUESTION:** ~~Memorandum is vague about the things that will happen when Release 98-1 is implemented:~~

Para 2 states all Organization Records will have a valid default accounting classification. In para 7, an Organization is defined as a branch or section within the employing activity. Para 6 says the employing activity in the Army is the Unit Identification Code (UIC). Is each Organization (branch or section) required to have a separate default accounting classification when each branch or section has an Org code? Or, can a default accounting classification be set up per Directorate?

5. RESPONSE: There are two default accounting classifications in DCPS. If the employee does not have an accounting classification at the employee level, DCPS will use a default accounting classification. The following is a sample list of personnel actions that could cause an employee's pay to be charged to a default accounting classification:

- a. New Hire - CSR does not get the employee level accounting classification into DCPS prior to cutoff for pay computation.
- b. Re-organizations.
- c. Promotions when an employee is promoted from one organization to another.
- d. Change in UIC
- e. Realignment
- f. Reassignments

Note: This is not a complete list. The complete list is too numerous to annotate every situation that could cause an employee's pay to default to an accounting classification. The next level, after the employee level, is the organization level. If there is not an accounting classification at the employee level or the organization level, DCPS will use the UIC level. The UIC level is usually too high of a level to use for Army installations. There is usually more than one accounting classification within an UIC. In order to facilitate the need for multiple accounting classifications within an UIC, DCPS created the organization level of accounting. This level should be used in order to charge the employees pay to the correct accounting classification when defaults are used.

**6. QUESTION:** How will DFAS choose the default organization accounting data for those organizations where the employees are evenly distributed between different accounting classifications/APCs?

6. RESPONSE: DFAS will use the most used accounting data within an organization. If an organization is evenly distributed, the first accounting classification will be used. DCPS CSRs can change this accounting data if it is not what the organization would like to use.

**7. QUESTION:** It is not clear if the Organization Records are at the Org level, or if Org codes are at the Org level. What is the definition of Org code and Org level? For example, some organizations may be at one Org Level, but have people assigned to different AMSCOs. We need payroll data costed that way. If these are the "unique funded employees"<sup>2</sup>

referred to, this could be a very large population. It appears this may be handled by the different Org Codes assigned to the employee record. Is this the intended procedure?

7. RESPONSE: An Organization Record, Organization Level and Organization Code all refers to a branch or section within an UIC. They have nothing to do with AMSCO's unless you had your Personnel Office set up a new Organization Code for each AMSCO. The intent is to get the employees' pay charges to an area that will most likely recognize incorrect charges. If an employee is working within an organization and his/her pay is charged to the wrong accounting classification, the DRM within the organization will see it and will probably know the correct accounting data

for that employee. If the default accounting data is taken from the UIC level, chances of that DRM recognizing the employee gets slimmer because of the massive number of employees within an UIC. The UIC could be transmitted to a completely different accounting activity (FSN) therefore causing erroneous charges. In addition, manual paperwork will need to be prepared to do the cost transfers until the records are changed in DCPS.

**8. QUESTION:** Para 9 says, if we want accounting data to the APC level, the effort of identifying data at this level "remains with you". What exactly does this mean? Is it our responsibility to identify individuals, levels, APCs, etc.; update individual records on a continuing basis; transfer costs; all of the above?

**8. RESPONSE:** DRMs assign APCs, should be familiar with the employees they pay, and have knowledge of the UICs/organizations they are responsible for. See Response #4.

**9. QUESTION:** What is the relationship of this effort to APCs in ACPERS, if any, and SF 50s?

**9. RESPONSE:** There is no relationship. ACPERS does not pass accounting data or APCs to DCPS.

**10. QUESTION:** -Memo mentions accounting data being loaded at the employee level, the employing activity level and at the Org level. Can fund data and reports be accessed at all three levels? Will there be changes to the current fund data report?

**10. RESPONSE:** Yes, the Fund Data Report can be sorted by UIC/ORG or APC. If you want a change in the sort of you Fund Data Report, you must request this change through your OPLOC POC. Changes to the fund data report will be addressed under separate cover by STANFINS.

**11. QUESTION:** Will DFAS create the organization table far enough in advance of the next payroll processing date so changes to the table can be made if installations are not in agreement with the DFAS choice of the default accounting data? Will there be a DCPS report that will list the accounting data for each organization, or must installations query the system for organization data? Will the report be available to CSR or the budget office for review?

**11. RESPONSE:** Unfortunately, due to time constraints within a pay period, the information will probably not be available for review within the same pay period. The Organization level default accounting classification can be populated in advance of the mass update if the DRM provides the information to their DCPS CSR. If there is an existing default accounting classification already input prior to DFAS-IN running the mass update, the accounting data for those organization will not be changed. DFAS-IN is only populating accounting data for those

Organizations that have not already been populated. STANFINS will produce a report that will contain the following information by employing activity (UIC): (a) organization codes, (b) number of employees, (c) APCs. The report is named the STANFINS CIV PAY - APC TO ORGANIZATION CODE LISTING (PCN AVK-688). This report and other new reports will be addressed under separate cover by STANFINS.

**12. QUESTION:** TRADOC has some positions earmarked as reimbursable positions. How will unique funded employees with multiple funding sources be handled? If the answer is manually, will the process be the same as it is now?

12. RESPONSE: Same as it is now.

**13. QUESTION:** Will DCPS Release 98-1 and the proposed procedural changes accommodate the new funding requirements for Special Activity Groups (SAGs) at the third position of the AMSCO?

13. RESPONSE: Request additional information in order to provide an appropriate response.

**14. QUESTION:** Para 11 says DFAS-IN will run a mass update to populate the Org level accounting information in DCPS. The mass update will avoid additional work for CSRs; but para 8 states that initially, additional effort will be required to get accounting data properly loaded in DCPS. Are there any other additional workloads and responsibilities?

14. RESPONSE: None at this time.

**15. QUESTION:** Para 12 is not clear. After the mass update, the CSR will no longer input new employee level accounting records. How will new hires and transfers be entered into the system after the initial load? The accounting data is already established in the Org table. However, how will the employee be assigned or "linked" to the correct Org on the table and accounting classification? Will it flow through and from the personnel system? Historically, that source for accounting data has always been unreliable. CPOCs are already backlogged in processing personnel actions. If DCPS is going to continue relying on the personnel system, installations could experience major delays in receiving correct costing data and workload increases in correcting funds and reports. If the Org Code assigned to a specific employee is incorrect, how will we get it corrected?

15. RESPONSE: The major key data elements for personnel and payroll are UIC, Organization Codes and Social Security Number. These three data elements are included on every personnel action that is entered into the payroll system. New hires will be entered into the system just as they are now. Every employee in

DCPS has an organization code in their master employee record. DCPS will look for an employee level accounting classification to charge the payroll charges to. If it does not find an accounting classification at the employee level, it will go to the employee's organization code and see if there is an accounting classification at the organization level. If there is, DCPS will use that accounting classification. If there is not accounting data at the organization level, DCPS will look at the employee's UIC and get the default accounting classification at the UIC level. Again, accounting data does not flow from the personnel system. It has to be input by the DCPS CSR.

FORT RUCKER an installation under TRADOC

On the surface, this seems to be a very good idea. I have some questions about exactly what will happen to some key groups of people, and I have not gotten sufficient information to evaluate what might happen to them. The Directorate of Human Resources where the DCPS CSR is located was in the process of moving last week, and they could not provide any information. They were provided with a copy of the DRAFT update, and they did not comment.

**16. QUESTION:** Is this change being tested with any live data before being implemented? Aside from the possibility of programming errors, the questions I want to resolve for Ft Rucker are:

16. RESPONSE: We plan on updating one Army data base, reviewing the outcome, analyze any problems and then update the remaining Army data bases.

**17. QUESTION:** Do we have any employees currently being paid from alternate UIC's, and what will happen to them when they revert back to the primary UIC?

17. RESPONSE: You should request a desire from your Civilian Personnel Office to see if you have any employees on an alternate UIC. See Response #6.

**18. QUESTION:** How will the MEDCOM employees be affected? At the end of FY 97, the accounting charges for MEDCOM were moved from OPLOC-OR to OPLOC-SA. The DCPS changes were made by DFAS-Indy changing the FSN

for all these employees at the UIC level.

18. RESPONSE: The affect to MEDCOM employees will be the same as all other employees.

**19. QUESTION:** After the change, will our DA interns' payroll be charged correctly? These may be employees being paid from alternate UICs.

**19. RESPONSE:** Guidance is being sent to the Civilian Personnel Operating Centers (CPOCs) concerning a standard build for all DA interns. This will insure no duplication of organization codes. If the correct accounting classification is input at the organization level, DA interns will be charged to the correct accounting activity and accounting classification.

**20. QUESTION:** Is there a report that lists all the employees being paid under a UIC? I have a report that gives the number of employees being paid under each UIC, but not the names. If not, will such a report be established?

**20. RESPONSE:** If your Resource Manager has regional access to the FPI Regional personnel application data base, they can run their own canned report. The CPOCs can also run a DESIRE, listing employees by UICs.

**21. QUESTION:** What will happen to the DCPS Fund Data Report (PCN AVK 692) when this change is implemented? I think this report currently reflects the program director and APC that the employees are being charged to at the employee level. We are using this report to know where an employee is really being charged to.

**21. RESPONSE:** There will be no change to the Fund Data Report as a result of this mass update.

Please keep us informed about exactly when this change will take place so that we can watch for any problems. I am happy that this effort is being made to resolve some of our interface problems.

## OCAR

**22. QUESTION:** The only problem I can foresee is regarding the org codes not being loaded in the parent UIC. If it is loaded in the alternate UIC, it may have never been in the parent in DCPS. I am going over the USASOC UIC's as they have alot of alternates, and I have found we will have to build alot of orgs in the original UIC. If we don't build them, I believe the people in them may bomb off the system when DFAS drops the alternate UIC's they are in now. I don't know if this will be done when DFAS-IN runs the mass update or not.

**22. RESPONSE:** DFAS-IN is working closely with the Civilian Payroll Offices and the HQ DA, Civilian Personnel Management Directorate to insure all Organization Code Records are built under the primary UIC prior to the mass update being processed.

## USAREUR

Below are comments from HQ USAREUR-DCSRM regarding DFAS proposal, subject as above.

**23. QUESTION:** As stated in DCSRMs comments, and to accommodate up-coming changes in APE restructure for FY99, this office has agreed that it would be best for the command that we continue processing accounting classification data at employee level until implementation of proposal in FY99.

**23. RESPONSE:** This change is to decrease the time spent by RMs, OPLOCs and CSRs from doing corrections. You will still have the option of maintaining the employee level accounting classifications, if desired.

## ODCSRMs COMMENTS ON DFAS ORG CODE PROPOSAL

Concur in principle with the DFAS proposal to carry accounting data at the organizational level vice employee. The expected end result will reduce potential for input error, reduce workload and improve accounting reliability/accuracy.

Army should recommend implementation be deferred until FY99 start. Rational for deferral and other comments follows:

a. Army will implement a Service Based Costing APE restructure for FY99. In total, this will effectively double APC/APE combinations in the APC Master Files of this command resident in our servicing OPLOC (Kaiserslautern RFAO). Payroll APCs will coincidentally increase with the SBC APE restructure.

b. USAREUR/7A currently has about 2,300 ORG codes with the total currently affected by number of timekeepers, locations and a good faith effort to establish ORG codes commensurate with traditional TAADS TDA paragraphing. Without a new methodology for ORG code establishment, SBC APE structure would increase the number of ORG codes to assure one for one alignment of ORG codes with an APC/APE combination.

c. USAREUR/7A has a goal of reducing the number of ORG codes to approximate the number of UICs (about 250). If DCPS can accommodate a timekeeper location code, this is doable. The current system parameters require ORG code separation and integrity by timekeeper. As a consequence, in USAREUR/7A's case, the number of ORG codes would have to be nearer 600 - not the optimum for efficiency.

d. The majority of accounting errors stem from incorrect or absent CTYPE input to ACPERS/DCPDS - not from loading accounting

data at the employee level. This is particularly distressing in overseas commands as default options are too numerous to translate to simple accounting fix. Local hires, family members, overseas limited and temporary employees abound requiring more CTYPE assignment than in CONUS. ACPERS/DCPDS systemic shortcomings do not perpetuate CTYPE from the position build through position fill; thus requiring input for each accession. With the margin for error magnified, employees in DCPS with the correct CTYPE are suddenly without or with an erroneous CTYPE. Optimum system fix would be retention in DCPS of employee CTYPE once loaded correctly. Then when an individual transfers between organizations, no re-input transaction is required in ACPERS.

e. Coordination with the USAREUR/7A CPOC indicates that they can continue to accommodate the current workload associated with accounting data entry at employee level. Personnelists have also advised that there is a successor system to ACPERS that will be fielded within the next year. We do not know the efficacy of compatibility with DCPS. This needs to be entertained as regards the DFAS ORG code proposal as well.

**24. QUESTION:** BOTTOM LINE: Proposal has merit. We need time to implement smartly concurrent with SBC APE restructure and consistent with the new personnel system fielding. Concerted effort to reduce CTYPE errors that translate to corrupt accounting data should be made now and ingrained in future personnel and financial system interfaces.

**24. RESPONSE:** The Army Civilian Type Codes (CTYPES) have been reduced down to twenty one (21). PATCH 9 to the DCPDS May 97 release will be loaded the weekend of March 20, 1998 to incorporate the reduction in CTYPES and populate those records with no CTYPE. Definitions for the CTYPES have also been provided to ensure the CTYPES are coded accurately. DCPS and HQACPERS will be updated with the changes in CTYPE codes.

## **FORSCOM**

FORSCOM installations have the following concerns/comments reference Update to Accounting Information in DCPS:

**25 QUESTION:** Is there a specific date for implementation? Later would be better since installations have to coordinate with CPAC/CPOC to get the desired listing, staff out to all our UIC users for validation, input corrections, etc. Concern is the short effective date of this change. Time is needed to make corrections before the new system becomes effective.

**25. RESPONSE:** See Response #3.

**26. QUESTION:** For Organizational level the memorandum provides examples as a "branch or section within the employing activity". Is this to be the same level or ORG CODE that DCP provides on the DESIRE LIST? If so, is or how does the system (ACPERS) that maintains the ORG CODE interface with payroll and STANFINS? Installations indicate they currently have a hard time getting the ORG CODES correct on employees; if pay is directed by ORG CODE Budget personnel have concerns that this will become another area that they will have to monitor more closely to ensure correctness.

**26. RESPONSE:** The Organization Code is passed from the Civilian Personnel System to DCPS on the employee record. Whenever a new organization code is established, the organization code and the default accounting classification must be sent to the DCPS CSR to be forwarded to the Civilian Payroll Office for input. If the new Organization Code is not established in DCPS, the SF50 action will flow to DCPS, but will reject to the payroll message report. The Organization Code is used for T&A access and CSR access. In addition, each Organization Code can have a default accounting classification. If DCPS uses the default accounting classification from the Organization Code, it passes that accounting classification to STANFINS.

**27. QUESTION:** Reference Paragraph 2(a) in the draft memorandum: In regards to alternate UICs, does the memorandum mean the pseudo-UIC developed for Career Interns at each installation? Installations have had major problems in this area because data pertaining to Career Interns at other installations services by the Pensacola office process against their installation's pay because of the wrong UIC in the system. If the Career Interns revert back to their original UIC, what will the effect be since all Career Interns have the same UIC regardless of their installation of physical assignment? Suggest that the first consideration for directing pay cost data be by Fiscal Station Number and not by UIC. That should eliminate the problem with Career Interns - and the problem that the station of assignment has (not having appropriate data on their installation reports).

**27. RESPONSE:** See Response #19.

**28. QUESTION:** Will the change, Paragraph 2a/b, be to load direct pay cost data by Fiscal Station Number?

**28. RESPONSE:** This is the intent. Different fiscal station numbers can be loaded for each organization code, whereas; only one fiscal station number can be loaded for each UIC. Since there is multiple fiscal station numbers servicing a single UIC, this is a way to input multiple fiscal station numbers.

**29. QUESTION:** Reference Paragraph 4 in the draft memorandum: What data is to be entered pertaining to the "Employing Activity

Level"? Who inputs this data? What edits and or controls are or will be established to increase accuracy?

**29. RESPONSE:** The following data elements are on the Employing Activity Table in DCPS:

- a. UIC
- b. Agency Code
- c. Major Claimant Code
- d. Blanket Leave Advance Indicator
- e. Shore Leave Eligibility Indicator
- f. T&A Input frequency
- g. SDA Activity (if applicable)
- h. Credit Hours Carryover
- i. Certification Indicator (if applicable)
- j. Labor Indicator
- k. Default Accounting Appropriation

Note: Explanation of these data elements can be found in the DCPS CSR User's Manual, Appendix A-2. Data is input by the Civilian Payroll Office. However, the information is provided from the DRM to the DCPS CSR and then to the payroll office. An accounting edit file in DCPS edits the appropriation data for accuracy. (See DFAS Memorandum, SUBJECT: Accounting Edits for the Defense Civilian Pay Systems (DCPS), dated July 23, 1997.)

**30. QUESTION:** Reference Paragraph 7 of the draft memorandum: At some Organizational Levels all of the employees do not get paid on just one APC. The Organizational Level equates to a Work Center, and may have different Budget Activities funding those employees, i.e., Budget Execution Branch pays 3 employees from CTC funds (115012) and 20+ employees from Base Support (131096). Additionally, we may have different APCs established in an Organizational Code Level to track cost for specific/special projects (i.e., ABC, CA, etc) and reimbursements. Will these instances/individuals/portion of an individual be "uniquely funded"? If so can the CSR input the correct APC and accounting data?

**30. RESPONSE:** Yes, but you still need to load one of the APC's at the Organization level to insure the employees show up on the fund data report for the DRM that will recognize the employee.

**31. QUESTION:** If there is a mass change/update to the files, will installations have an opportunity to review the files for accuracy and make appropriate changes, if required, prior to actual utilization of the updated records. Will a conversion test be made?

**31. RESPONSE:** See Response #11.

**32. QUESTION:** Some installations indicated they will have problems if all employees are loaded from the beginning at org level, because it is difficult to get even one apc changed thru DCPS.

32. RESPONSE: The RMs. must review the Fund Data Report. When an employee shows up in the wrong APC, the DRM must provide the correct APC to the OPLOC and DCPS CSR. The RM must ensure the corrected APC is input by the OPLOC and the CSR within the same pay period for the change to take fully.

33. QUESTION: Who decides and how are the accounting personnel notified of the default accounting data used?

33. RESPONSE: The DRM decides what accounting data is charged.

34. QUESTION: Since this all deals with the data fields and very specific parts, would it be possible to get a POC on the software side for questions?

34. RESPONSE: Contact you Army DCPS POC.

35. QUESTION: Under the current DCPS system, when retroactive personnel actions take place, the accounting data reverts to what it was at that effective date. Will this happen with Org codes as well?

35. RESPONSE: Yes, the process will remain the same.

36. QUESTION: Will DCPS generate a retroactive accounting adjustment between APC's?

36. RESPONSE: No, an APC change alone will not generate retro processing. Retro processing can only be done by a personnel action or a time card correction.

37. QUESTION: Will the same level of detail be reflected in the accounting reports? Specifically, the Fund Data report should still provide the same information at the same level of detail that is available under the current version of DCPS.

37. RESPONSE: Yes, there are no changes to the report due to this mass update.

**NOTE: The next concerns deal mainly with CPOC:**

38. QUESTION: The Table 30 addresses and Organization Codes do not always match. A reconciliation of these two tables needs to be done before this change becomes effective.

38. RESPONSE: A reconciliation will be performed by the CPOCs beginning March 1, 1998. A mismatch report will be provided to the CPOCs and corrections are to be processed within four weeks of the report.

**39. QUESTION:** The process of generating and receiving SF50's is slow in happening. Also, SF50's don't always have the Org Codes on them.

**39. RESPONSE:** The SF50's have the clear text information for the organization codes. The organization codes are actually input on a table in DCPDS (ACPERs) with the clear text information. When the SF50's are coded in DCPDS, the organization code is used, and when the SF50 actually prints, the system gets the code and looks up the clear text information from the table and prints the information on the SF50.

**40. QUESTION:** Based on Commercial Activity (CA) studies, mass changes in organizations (and therefore, Org Codes) are done.

**40. RESPONSE:** More information is needed for us to fully understand the above statement.

**41. QUESTION:** There is a real delay in getting new Org Codes established or changes processed. We recently processed a request for a mass change and it took 3 months for the changes to be made.

**41. RESPONSE:** Check with your personnel office to find out the reason for the delay.

Although the last four concerns reflect on the CPOC, these concerns have a definite impact on the payroll accounting.

## USARPAC

Information in DCPS from U. S. Army Pacific:

**42. QUESTION:** Adequate review of the Organization (Org) Code/UIC Tables should be reviewed by each activity to ensure it is set-up according to the way they wish to capture costs. For example cost may want to be captured at the Organization Level, Division Level, or down at the Branch Level.

a. Recommend strong coordination between CSR's and Program Directors/activities for any changes that CSR's propose to the Organization Code/UIC Tables, line of accounting changes, etc.

b. Concept explained in memo appears to save workload, but timeframe is too ambitious. CSRs are already overwhelmed with daily actions and cannot take on coordination requirements of this magnitude.

c. Recommend implementation be delayed until May 1998 at a minimum.

**42. RESPONSE:** See Response #3.

**43. QUESTION:** UIC/Org Code Structures may be damaged. Therefore, structures should be reviewed, adjusted, and/or

restructured before default at the UIC level could be set-up effectively. Several initiatives and major organizational changes are pending (25ID (light) & USARHAW) that must be accommodated in any UIC restructuring. New APCs will most likely be necessary requiring coordination with DFAS-PC. This would delay inputting of information into DCPS.

43. RESPONSE: These actions should not cause delays. As soon as you have all the information together, the tables can be established in DCPS. It doesn't matter when the personnel actions take effect, as long as the tables are in DCPS.

44. QUESTION: These efforts are well beyond the grade level of CSRs. An action officer with appropriate expertise (in DCPS, Acct/Budget implications with proposed changes) will have to be assigned the project as an additional duty, which will not be their top priority, thus taking longer to accomplish.

44. RESPONSE: Recommend each Army Major Command has a DCPS POC and an installation POC.

#### COE

Reference DFAS draft memorandum dated 30 December 1997, SAB.

a. When the Corps of Engineers first converted the Corps only loaded information at the UIC level. In May, when the DCPS edit tables became functional, the Corps started loading data at the organization level.

b. All Corps of Engineers activities use the same appropriation (96X4902) and all have their own unique Fiscal Station Number (FSN). All have been established with DFAS - Indianapolis.

45. QUESTION: Your proposal is acceptable as long as the Corps of Engineers can retain the currently assigned alternate UIC codes. If the alternate codes are eliminated, major reprogramming changes would be required in the Corps of Engineers Financial Management System. Discussions between your staff Michelle Jennings and Annette Epperson, CENWD-MR-RM-F is occurring regarding the proposed removal of the alternate UIC codes.

45. RESPONSE: Annette Emperson will be the POC for the COE. DFAS-IN has agreed to leave the UICs for the Corps of Engineers alone.

KOREA - 175TH FINCOM

Subject draft memorandum has been coordinated with 8th Army Korea MACOM and installation activities. We have no issues or comments at this time.

## **AMC**

The DFAS OPLOCS servicing AMC maintain that most of the changes in this release will be seamless to the AMC community. Our MSCs agree; however, there were a few comments which are attached below in Word 6.0 as requested. Comments on DRAFT memo (armymemo.doc)

a. Most of these changes seem to apply to STANFINS users. AMC does not use STANFINS. Our major accounting system is SOMARDS and SOMARDS does not use APCs.

b. Our MSCs did have some comments on other aspects of the memo:

**46. QUESTION:** It is understood that all alternate UICs will be removed and changed back to their primary UICs by DFAS-IN. Will DFAS-IN also coordinate the changes required to the TABLE ACCESS USER ID's to allow the CSR to have access to the primary UIC new Organization combinations? If no, then each CSR should be notified that they must re-submit a request to have the new UIC added to his/her User ID access code record. Keep in mind that a given User ID can only have up to 15 unique UIC's associated with it. At CECOM, I presently have three (3) separate User ID codes for TABLE access in DCPS.

**46. RESPONSE:** Yes, all of the coordination for the new tables will be worked through the Civilian Payroll Offices.

**47. QUESTION:** The majority of the AMC employees being controlled by DCPS CSR are for accounting records processed through SOMARDS. The CSR does not need to input detail accounting data by individual employee. SOMARDS, application 1975 automatically extracts each individuals TDA (where assigned) record in SOMARDS and extract the detail accounting classification for DCPS. This can be processed on a bi-weekly basis. This DCPS change seems to apply more to non-SOMARDS users who do not have the details available mechanically. We feel SOMARDS users should continue to forward the details extracted from SOMARDS, application 1975, for processing at the individual detail level. SOMARDS currently extracts the accounting classification by individual social security number and forwards the information to the appropriate payroll sites (DCPS) identified in the SOMARDS unique file.

**47. RESPONSE:** DCPS still needs the appropriation data in order to do the disbursements and the Treasury reporting. This level of appropriation is contained on the number 3 record of the gross

pay file. SOMARDS uses the number 4 record of the gross pay file to reconcile their data.

**48. QUESTION:** SOMARDS users receive the DCPS Gross Pay Reconciliation Files on a bi-weekly basis based on the fiscal station number (FSN) associated with the employee record. As you already know, the first try of determining the correct FSN for an individual is the individuals detail accounting classification. If this is blank, the next step is the Org level default accounting classification and the final check is against the UIC (Activity Level) default accounting classification. With this in mind, if the first two do not exist, then all the accounting will be forwarded to the primary UIC for all organizations. This may or may not be the correct accounting site. This has the potential of creating an accounting nightmare until all records are corrected in DCPS to reflect the correct Org level accounting classification. Just a heads up because we continuously receive erroneous accounting records from other CSR sites.

48. RESPONSE: The reason most accounting records are currently being misrouted is because of multiple FSNs performing the accounting for one UIC. Loading a default accounting data (with FSN) at the organization level will help insure the accounting records get to the correct accounting activity.

**49. QUESTION:** Is the DCPS compensatory time payoff change being applied along with this alternate UIC change to the primary UIC? DCPS pays off compensatory time whenever an individual changes from one UIC/Alternate UIC to another. We know DCPS is being changed to eliminate this situation, but what is the timing of the compensatory time payoff change and this alternate UIC conversion to the primary UIC?

49. RESPONSE: The compensatory time payoff change was loaded in DCPS effective pay period February 1, 1998.

**50. QUESTION:** During this whole process of changing from the alternate UIC to the primary, all the CPOC and CPAC (Personnel Offices) must also be notified. Once this change is applied, they should not generate the alternate UIC data any longer for DCPS. Like everything else, problems will be encountered which will be researched at each command with corrective action taken.

50. RESPONSE: DFAS-IN, OASA (FM&C) and HQ, DA, Civilian Personnel Management Directorate are working together to insure a smooth transition.

**51. QUESTION:** It is our understanding that when multiple primary UICs exist at different CSR sites (within the same payroll office) using different SDA for T&A submission, DCPS does not know which site to forward the Primary UIC data

to. Has this problem been addressed with the elimination of the alternate UIC? If the different payroll offices are even linked together, this problem will be even greater.

51. RESPONSE: See Response #1.

#### **USAMA**

West Point concurs with draft memorandum.

#### **USARSO**

**52. QUESTION:** The proposed change in DCPS has generated the following concerns among USARSO personnel. Carrying the accounting data at the organization level versus the loading of the individual accounting data at the employee level: It will reduce the amount of rejects as well as the budget employees workload, but still some corrections will have to be made: An organization/activity may have 2 APCs (treaty and non treaty), and if the employee is given the popular APC of the organization/activity, it could be that the employee really belongs to the other one.

52. RESPONSE: See Response #6 and #7.

**53. QUESTION:** Paragraph 2a indicates that "all DFAS-IN alternate UICs that have been issued will be removed and all employees will revert back to their primary UICs." Would this change be applied to Ft Buchanan? Their payroll was handled at Omaha and was moved to Charleston in FY98, as they moved from Ft McPherson's umbrella to USARSO. As a result of the transition, civilian pay expenses went into a holding account. This problem does not have anything to do with DCPS, but the concern is reverting back to their primary UICs.

53. RESPONSE: Request addition information in order to provide an appropriate response.

**54. QUESTION:** Regarding paragraph 7, we must continue to have various APCs for employees to properly identify accounts and funding. There are I I DEH employees that do not have the same APC. We do capture pay data for each division within DCSRM and other Program Directors with unique APCs.

54. RESPONSE: See Response #6 and #7.

**55. QUESTIONS:** This update might decrease volume of reporting and time for DCPS, but will increase time spent by budget personnel tracking and correcting discrepancies in fund\cites.

55. RESPONSE: The idea is to decrease the time spent by RMs, OPLOCs and CSRs. Additionally, you will still have the option of maintaining the employee level accounting classifications if desired.

**56. QUESTION:** Loading accounting data in DCPS at the EMPLOYEE level gives budget sections a method for check and balance. Listing by employee is used in budget planning and programming. With recommended method, there'll be no visibility of new and transferred employees, individual awards and/or overtime to reconcile with SF 52s and/or Overtime requests, and what employees are receiving special pay not unique to others. Time and time again there's problem trying to correct erroneous APCs when employees are transferred in or out of the organization.

56. RESPONSE: For installations using STANFINS accounting, a new report will be available for overtime, awards and other special pays. The new report is called, 'STANFINS Civ Pay - Other Pay Report' (AVK-697). This new report will be available when the new STANFINS change is released, sometime in the May timeframe. DFAS-IN feels this report will give the RMs all the information needed for 'other pay'. The problems of trying to correct erroneous APCs when employees are transferred in or out of the organization is the exact problem that we are correcting by loading the default accounting classification at the organization level.

**57. QUESTION:** Reports for Payroll generated at the Org level will create a world of uncertainty and additional workload to budget personnel. Budget works with hours and dollars spent per employee per APC. Labor cost transfers are very common in budget. VSIP and terminal leave costs have to be transferred to accounts specifically assigned to capture these costs regardless of account paying for employees' labor. Having costs processed at the Org level will leave budget personnel in a vacuum trying to match names with amount.

57. RESPONSE: STANFINS DCPS fund data report can be sorted by UIC/ORG or Program Director/APC. The sort on your reports will not change with this mass update to DCPS.

**58. QUESTION:** As stated in Par 4 , 'If the appropriate accounting data cannot be determined in a timely manner, the accounting activity will process the disbursement under a valid APC that is determined by reviewing other records on the GPF. This action does not make it right, it only means further adjustments and corrections to the proper accounts after research and investigation.

58. RESPONSE: It is not good business practice to hold up a whole payroll for correction to a few employees. By putting accounting data at the organization level in DCPS, this practice should nearly stop.

**59. QUESTION:** This can be a good method if it can be assured and rightfully taken for granted that all employees are correctly coded with the proper corresponding accounting classification. Can dCAS Payroll Module be activated with DCPS data so the Budget folks can receive the payroll cost projections and other goodies from DCPS.

**59. RESPONSE:** Request additional information in order to provide an appropriate response.

**60. QUESTION:** New procedure by Org level, in addition to loading individual accounting data for all employees will help to capture any employee under the proper activity but it will require continuous research, follow\ups and continuous realignment of employees to the correct APCs. We are still confronting inconveniences for corrections on employees' APCs to be processed expeditiously. All this new procedure will do is to create confusion and more unnecessary workload.

**60. RESPONSE:** See Response #5, #6, #7, and #15.

## **INSCOM**

INSCOM has the following concerns.

**61. QUESTION:** If accounting data is loaded at the Org level it needs to be easily overridden by the CSR. INSCOM organizations receive funds from numerous sources who are VERY concerned about proper accounting for civilian pay dollars. Most of the INSCOM Org codes have more than one APC, and some APCs are assigned to more than one Org code. INSCOM aligns civilian pay dollars at the FCA (Functional Cost Account) level. INSCOM must be able to load accounting data at the employee level.

**61. RESPONSE:** See Response #52.

**62. QUESTION:** Are UICs for DA Interns considered alternate UICs or primary UICs? If alternate, the procedure will cause problems.

**62. RESPONSE:** See Response #19.

May 20 1998

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(ARMY BUDGET OFFICE) OASA(FM&C)

SUBJECT: Elimination of Alternate Unit Identification Codes  
(UICs)

Attached is a letter of instruction that addresses procedures to be used due to the elimination of alternate UICs in the Defense Civilian Pay System (DCPS) process. I would appreciate your dissemination of this of instruction to Army major commands for implementation.

As you know, the previous alternative UIC process often charged personnel costs to incorrect activities. The revised process permits organization codes originating in personnel offices to correlate with and properly charge the funded activity.

This new process will take effect with the pay period starting July 19, 1998. Please advise all Army activities to make a concerted effort to correct invalid personnel funding data in DCPS prior to implementation of the new process.

My POCs are Ms. Michelle Jennings, DSN 699-7039 or commercial 317-510-7039, and Mr. Gary Jones, DSN 699-1166 or commercial 317-510-1166.

(signed)

Michael W. Dugan  
Acting Director

Attachments  
As Stated

## Elimination of Alternate UICs in DCPDS and DCPS

1. On 17 July 1998, the Alternate UICs will be eliminated from DCPDS and DCPS, except for the Army Corps of Engineers and the Army ACTEDS interns coded with the UIC W4CMAA. Because of the unique accounting for the Corps of Engineers and the ACTEDS interns, the Alternate UICs for these employees will be eliminated at a future date. The Alternate UIC will be eliminated by the ASA(M&RA) Functional Automation Branch (FAB), but must be closely monitored by the personnel office, payroll office, and the CSR. A list of employees currently on an Alternate UIC will be distributed under a separate email to each CPOC and payroll office by 26 June 98.

2. DFAS Indianapolis will populate the accounting data at the Organizational level, and will provide each payroll office with the parent UICs and appropriate organization codes that must be built in DCPS (Enclosure 1). If new organizations must be established during this time frame the normal procedures should be followed. (Provide the CSR with the parent UIC and Organization. The CSR should get the accounting data at the organizational level from budget, and it should be sent to the payroll office to be built).

3. FAB will process an Update DESIRE in DCPDS on 17 July 98, to space out the value in DIN JAR. This Update DESIRE will be processed against status 1 and 6 records, and encumbered and unencumbered positions. NOA JAR will be generated with an effective date of 19 July 1998 with a reentry DESIRE and flow to payroll. CPOCs should review the W3L on Tuesday, 21 July 98 to verify that all the affected employees flowed to payroll with NOA JAR, and the value in DIN JAR is spaces on the 500 character record. The NOA JAR will be processed in DCPS on 24 or 27 July 98, and the parent UIC should be reflected in each affected employees DCPS record. If there is an action that must be processed on an employee with an alternate UIC effective 19 July 98, request that these actions be input into DCPDS on Wednesday, 22 July 98 after the pay period begins. Ensure the parent UIC is used rather than the alternate UIC on these actions. This way, the change in the UIC will take place first, and any other action after that will have the correct UIC.

### Time Line

17 July 98                      Update DESIRE processed in DCPDS to space out DIN JAR

Process Reentry DESIRE to create PTI 1PI with NOA JAR  
Effective 19 July 98

20 July 98    Bleed pseudo through DCPDS to generate the 500 character record to payroll with NOA JAR

21 July 98                      W3L in CPOC queues to review

24 July 98                      Payroll process NOA JAR in DCPS

28 July 98

Potential rejects received in CPOC from NOA JAR action

Enclosure 3

**JOINT MATRIX**

This matrix identifies who has the action on certain events which affect the accumulation of Army civilian pay for an organization.

CPOC = Civilian Personnel Operation Center

CPAC = Civilian Personnel Advisory Center

DCPS CSR = Defense Civilian Pay System Customer Service Representative

DFAS Payroll = Defense Finance Accounting Service Consolidated Payroll Offices  
(Denver, Charleston and Pensacola)

Accounting = DFAS Operating Locations or existing Army RAFO(s)

RM = Resource Management Office or manager of an organization.

EVENT	CPOC	CPAC	DCPS CSR	DFAS PAYROLL	ACCOUNTING	RM
1. Notifies CPAC of new and changed UICs prior to effective date.						X
2. Notifies CPOC of new and changed UICs prior to effective date.		X				
3. Notifies CPAC of approved changes in the organization structure (supported by TDA) prior to the effective date.						X
4. Notifies CPOC of approved changes in the organization structure (supported by TDA) prior to the effective date.		X				
5. Provides memorandum to CPAC of list of employees who need to be assigned to new or changed UICs.						X
6. Provides memorandum to CPOC of list of employees who need to be assigned to new or changed UICs.		X				
7. Builds new UIC and organization codes in DCPDS Table 30.	X					
8. Builds position in DCPDS with new UIC and/or organization.	X					
9. Provides CPAC new UIC, organization codes, employing activity address along with effective date for processing change.	X					
EVENT	CPOC	CPAC	DCPS CSR	DFAS PAYROLL	ACCOUNTING	RM

10. Provides DCPS CSR new UIC, organization codes and employing activity address.		X				
11. Provides DCPS CSR with appropriate accounting data for new UIC and /or organization codes.						X
12. Provides payroll new UIC, organization codes, employing activity address and all appropriate accounting data.			X			
13. Builds new UIC and/or organization codes in DCPS.				X		
14. Inquires into DCPS to verify new UIC and/or organization data is built.	X					
15. Processes personnel change or accession in PERSACTION/ DCPDS.	X					
16. Verifies personnel action updated in DCPDS.	X					
17. Verifies SF50 data is correct.	X					
18. Forwards SF50 to DFAS if appropriate.	X					
19. Verifies the action is on the W3L.	X					
20. Determines problem with employee record from payroll reject RIP "PAYNEW."	X					
21. Processes appropriate corrective action against rejects to ensure that all personnel actions are properly received by DCPS in the pay period received.	X					
22. Notifies CPAC if there is a delay in employee's pay, if appropriate.	X					
23. Notifies employee of delay in pay.		X				
24. Advises DCPS CSR of corrective action if appropriate.		X				
25. Provides advice and assistance to employees, managers and DCPS CSRs.		X				
26. Performs DCPDS/DCPS reconciliation.	X					
27. Notifies CPAC of required CTYPE corrections in DCPDS.						X
EVENT	CPOC	CPAC	DCPS CSR	DFAS PAYROLL	ACCOUNTING	RM
28. Notifies CPOC to correct CTYPE in DCPDS.		X				

29. Processes CTYPE corrections in DCPDS.	X					
30. Processes employee home address changes in DCPS.			X			
31. Changes organization level accounting class information in DCPS.			X			
32. Determines if new STANFINS APC is needed.						X
33. Adds or changes APCs in STANFINS (see note A).					X	
34. Adds or changes APCs in DCPS (see note A).			X			
35. Initiates action to move employee from one organization code to another.						X
36. Initiates request to CPAC for DESIRE inquiry.						X
37. Runs DESIRE inquiry		X				
38. Determines if accounting information is to be maintained at employee level versus organization level.						X

Note A: Additions/changes must be made during same pay period in STANFINS and DCPS.

Enclosure 4 (with 3 attachments)

### WHEN ORGANIZATION CHANGES OCCUR

First and foremost, since DCPS CSRs do not totally understand the Army's financial management structure therefore, they cannot be expected to know which appropriation is funding a specific organization code.

PRIOR TO July 19, 1998

Prior to July 19, 1998 installation resource management staffs should conduct a conscious review of existing organization level payroll information to determine if organization level accounting information exists. If it does, no further action is necessary, however, if it doesn't the organization has two options: (1) allow the DFAS-IN systemic population of organization level accounting information, or (2) locally populate the organization level accounting information prior to July 19, 1998. Resource management organizations should ask their servicing DCPS CSR to identify which of their organization levels, in the DCPS database, do not presently have accounting information.

AFTER July 19, 1998

1. As stated earlier, all organization levels within DCPS will have accounting information associated with the organization level. Accounting information at the employee level in DCPS is optional (except for Army Working Capital Fund (AWCF) employees accounted for by SIFS) and should be used only when there is a unique funding situation to maintain accounting information at employee level in DCPS. Any changes initiated by a resource management organization to pertinent accounting information of the organization and employing activity levels must be communicated to the DCPS CSR. Attachment 1 to enclosure 4 provides a suggested format to communicate changes in an employing activity's (UIC) pertinent accounting information to the DCPS CSR. Attachment 2 to enclosure 4 provides a suggested format to communicate changes in accounting information at the organization level to the DCPS CSR.
2. DCPS CSRs also do not receive notification from STANFINS when a new APC is created to track the costs of a certain portion of the organization. When the organization level civilian pay shows up against the wrong APC or job order (as provided by the STANFINS Civilian Pay Invalid APC Report), the resource management office must insure that the correct APC is input by the accounting activity and DCPS CSR within the same pay period in order for the correction to be complete.

3. STANFINS produces a variety of reports regarding civilian pay when the DCPS/STANFINS cycles are run. These reports provide both managerial information as well as information regarding the presence of errors. These reports are listed at attachment 3 to enclosure 4 (see Chapter 22 of STANFINS User Manual for further information).

4. Procedure to correct CTYPE errors does not involve the DCPS CSR. Corrections to CTYPE errors can only be made by the CPOC in DCPDS. The supporting personnel office can run various custom tailored inquiries on the DCPDS database showing for example, CTYPEs with the employing activity (UIC).

5. When a resource management organization determines that organization code changes or additions have to be made, the resource management organization must supply the DCPS CSR with the accompanying accounting information.



**REQUEST TO MODIFY ORGANIZATION CODE RECORD in DCPS**

**Organization Code:** \_\_\_\_\_

**Check Action:**     **Add**             **Change**             **Delete**  
(only check one action)

**Organization Code Accounting Classification**

- |                                 |  |
|---------------------------------|--|
| A. Employing Activity: _____    | I. Limitation: _____   |
| B. Date Effective: _____        | J. ASN: _____  |
| C. Departmental Reporter: _____ | K. Program Year: _____   |
| D. Accounting Activity: _____   | L. Oper Agency Code: _____   |
| E. Department Code: _____       | M. FSN: _____  |
| F. Transfer Department: _____   | N. Assigned Job Order: _____<br>or APC (see note below)                        |
| G. Fiscal Year: _____           | O. Cost Center: _____<br>(if STANFINS use Program<br>Minor Code(one position)) |
| H. Basic Symbol: _____          |  |

*(Note: if using STANFINS, use APC, one space and Program Major Code (one position))*

RESOURCE MANAGEMENT POC: \_\_\_\_\_

PHONE: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### STANFINS CIV PAY ERROR REPORTS

Report Number	Report Name	Purpose
<b>AVK-689</b>	DCPS INTERFACE ERROR LISTING (SA cycle)	Identifies blank or invalid Civilian Type Codes (CTYPE)
<b>AVK-693</b>	INVALID APC REPORT (SA cycle)	Identifies blank or invalid APCs
<b>AVK-695</b>	STANFINS CIV PAY EOR ASSIGNMENT ERROR REPORT (SD cycle)	Provides listing of payroll records whose data did not match the EOR table
<b>AVK-699</b>	STANFINS CIV PAY INVALID APC REPORT (SD cycle)	Identifies blank or invalid APCs

### STANFINS CIV PAY GENERAL INFORMATION REPORTS

Report Number	Report Name	Purpose
<b>AVK-688</b>	APC TO ORGANIZATION CODE LISTING	Report displays field strength by APC and ORG Code
<b>AVK-692</b>	STANFINS CIV PAY FUND DATA REPORT	Displays individual pay and benefits by name/SSN. DCPS CSR name included. Can be generated in one of two sequences. Now includes employee name and DCPS CSR name
<b>AVK-694</b>	STANFINS CIV PAY RECORDS ON DAILY INPUT FILE	Displays end strength and manhours by EOR/APC
<b>AVK-696</b>	STANFINS CIV PAY APC/CIV TYPE CHANGE REPORT	Shows changes made to APC and CTYPE values in DCPS file
<b>AVK-697</b>	STANFINS CIV PAY OTHER PAY REPORT	Displays information on holiday pay, performance cash awards, overtime pay, etc.

See Chapter 22 of the STANFINS User Manual for more detail about all the reports on this page.

Enclosure 5

## AREA POCS

for DCPS organization level accounting data (one-time) systemic changes  
(CML (317) 510-7039 or DSN 699-7039);

for DCPS CSRs (CML (407) 646-4442 or DSN 791-4442)

for CTYPEs and civilian manpower costing, (CML (317) 510-2651  
DSN 699-2651)

for budget, (CML (317) 510-2651 or DSN 699-2651)

and, (CML (317) 510-2658 or DSN 699-2658)

for departmental TBO/TFO Clearances at DFAS-IN, (CML (317) 510-  
5455 or DSN 699-5455)

June 4, 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Corrective Actions to Remedy Civilian Pay Unmatched Disbursements

The Assistant Secretary of the Army (Financial Management and Comptroller) and the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) have been working together with the Defense Finance and Accounting Service (DFAS) to resolve civilian pay unmatched disbursements. Our analysis reveals that these unmatched disbursements are caused by systemic and non-systemic deficiencies that exist in the financial and personnel communities.

The alternate Unit Identification Code (UIC) has been used to ensure accounting data could be correctly produced for employees who were not located geographically with their parent organization. We have developed a better method to achieve this and are eliminating the alternate UIC. At enclosure 1 is a detailed explanation of how the changes will be made in the Defense Civilian Payroll System (DCPS). At enclosure 2 is an explanation of the actions required in the Defense Civilian Personnel Data System (DCPDS). DFAS-Indianapolis and ASA(M&RA) staff will accomplish these actions during the pay period beginning July 19, 1998. Alternate UICs for the Corps of Engineers, ACTEDS interns and overseas sites will not be eliminated at this time and further guidance will be provided under separate cover.

Because it is imperative for Army to have standard procedures for civilian personnel and resource management, we developed a joint matrix for each process (enclosure 3). At enclosure 4 are suggested means by which the Army resource management community can provide essential accurate accounting information on organization changes to the DCPS Customer Service Representative (CSR).

Since this initiative is global and requires expertise in many specialties, we are including the names of Point of Contacts (POC) at enclosure 5. Use these POCs to obtain answers to general questions and not to obtain a resolution to individual or local problems. Addressees should disseminate this information to their subordinate activities without delay.

(signed)

Carol Ashby Smith  
Deputy Assistant Secretary of the Army  
(Civilian Personnel)

(signed)

Ernest J. Gregory  
Deputy Assistant Secretary of the Army  
(Financial Operations)

Enclosures

Enclosures:

1. Systemic Changes by DFAS-IN
2. Elimination of Alternate UICs in DCPDS/DCPS
3. Joint Matrix
4. When Organization Changes Occur (with 3 attachments)
5. Points of Contact

DISTRIBUTION:

Office, Secretary of the Army, ATTN: SAAA-RM/JDPES-W, Washington, DC  
20310-0105

Commanding General, U.S. Army Europe and Seventh Army,  
ATTN: AEAGF-RM/AEAGA-C, APO AE 09014

U.S. Forces Command, ATTN: AFRM-FB/AFPI-CP, Fort McPherson, GA 30330-6000

Eighth U.S. Army, ATTN: EARM/EAGA-CP, Unit #15236 APO AP 96205-0009

U.S. Army Materiel Command, ATTN: AMCRM/AMCPE, 5001 Eisenhower Ave,  
Alexandria, VA 22333-0001

U.S. Army Training and Doctrine Command, ATTN: ATRM/ATBO-C, Fort  
Monroe, VA 23651-5000

U.S. Army Pacific, ATTN: APRM/APPE-CP, Fort Shafter, HI 96858-5100

U.S. Army South, ATTN: SORM/SOCO-CP, APO Miami 34004

U.S. Army Signal Command, ATTN: ASRM, Fort Huachuca, AZ 85615-  
5000

U.S. Army Medical Command, ATTN: MCRM/MCPE-C, Fort Sam Houston, TX  
78234-6000

U.S. Army Intelligence and Security Command, ATTN: IARM/IAPER-CP, Fort  
Belvoir, VA 22060-5370

U.S. Military Entrance Processing Command, ATTN: MRM-FM/MCP, 2500  
Greenbay Road, North Chicago, IL 60064-3094

U.S. Army Military Traffic Management Command, ATTN: MTRM/DCSPAL, 5611  
Columbia Pike, Falls Church, VA 22041-5050

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U.S. Army Criminal Investigation Command, ATTN: CIRM-ZA, 5611 Columbia Pike,  
Falls Church, VA 22041-5115

U.S. Army Criminal Investigation Command, Civilian Personnel Office, 6010 6th Street,  
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U.S. Army Space and Missile Defense Command, ATTN: SMDC-RM-A, PO Box 1500,  
Huntsville, AL 35807-3801

U.S. Army Military District of Washington, ATTN: ANRM/ANCP-Z, 103 3rd Ave, Fort  
Lesley J. McNair, D.C. 20319-5050

U.S. Army Finance Command, 8899 56th Street, Indianapolis, IN 46249

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U.S. Army Reserve Personnel Command, ATTN: ARPC-ALH, Prevedel Bldg,  
Room 130, 9700 Page Avenue, St. Louis, MO 63132-5200

U.S. National Guard Bureau, ATTN: NGB-ARC, 111 South George Mason  
Drive, Arlington VA 22204-1382

Commandant, U.S. Army Finance School, Ft. Jackson, SC 29207-7045

Civilian Personnel Operations Center Management Agency, ATTN: SFCP-MS,  
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Defense Finance and Accounting Service, Crystal Mall 3, ATTN: DFAS-HQ/ASP,  
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