ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN-PACIFIC REGION

WP 2700.30
NM 2700.27

2/22/91

SUBJ: COST CENTER CODE UPDATE PROCEDURES

1. PURPOSE. This order establishes WP Form 2700.120, Request for Cost Center Codes Update, for updating Cost Center Codes in Orders WP 2700.7W and NM 2700.7U, Western-Pacific and Northwest Mountain Region Cost Center Codes.

2. DISTRIBUTION. This Order is distributed to the branch level in the regional headquarters, in the Western-Pacific and Northwest Mountain Regions.

3. BACKGROUND. As a result of discrepancies between the Personnel Management Information System (PMIS), the Departmental Accounting and Financial Information System (DAFIS), the Uniform Payroll System (UPS), and the System Acquisition Management (SAM) it has become necessary to establish formal procedures for requesting and implementing changes to cost center codes.

4. PROCEDURES.

a. The originating office shall:

(1) Western-Pacific Region - Complete WP Form 2700.120, request for Cost Center Code Update and submit it to the Manager, Systems and Review Branch, AWP-21, for appropriate action.

(2) Northwest Mountain Region - Complete WP Form 2700.120, request for Cost Center Code Update and submit it to the Budget Branch, ANM-41, for approval. The Budget Branch will forward the approved request to the Manager, Systems and Review Branch, AWP-21, for appropriate action.

(3) Coordinate with the appropriate Human Resource Management Division on any personnel actions required by the change.

b. The Manager, Systems and Review Branch, AWP-21, shall:

(1) Review the request and assure that it meets the requirements of FAA Order 1375.7A, Organization/Cost Center Codes/Standard Data Elements.

(2) Notify the appropriate offices of the changes(s) and the effective date.

(3) Complete payroll worksheet, "Installation Variable File 12 Update" (see Appendix 2) and forward it to AAC-24D together with the notification of the change.

Distribution: WP: A-X-3
NM: A-X-3

Initiated By: AWP-20

c. It is the responsibility of each office that is notified of the change, i.e., Accounting Division, Human Resource Management Division, Budget Office, Payroll Office and Logistics Division to assure that all systems within their purview are updated on the effective date of the change. Since most systems (for example, DAFIS, PMIS, UPS, SAM) interface with each other, it is very important that all systems are changed on the same day to avoid discrepancies between the systems.

5. GENERAL ITEMS. WP Form 2700.120, may be obtained through regular forms supply channels and/or it may be reproduced locally (see Appendix 1).

6. COORDINATION. This directive was coordinated with the Northwest Mountain Region.

F. P. Cantrell
Manager, Accounting Division

APPENDIX 1. SAMPLE COPY OF WP FORM 2700.120

Request For Cost Center Code Update

Requesting Office Information

Requesting office: _____

Approval Signature: _____ Requestor: _____

Requestor contact phone number: _____

Reason for Request: _____

Proposed effective Date: _____

Mandatory Fields

Agency: [1] Region: [NM|WP] (block out one) Cost Center: [ ]

Fiscal program: [ ] Appropriation: [ ] Limitation: [ ]

Allotment Fund: [ ] Allotment Level: [ ]

Geographic Location: [ ] Labor Organization: [ ]

Complete Address for T&A's and Report Mailing: _____

Proposed Action

Routing Symbol/Organizational Title

[ ] Add: _____

[ ] Change Organizational Title:

From: _____

To: _____

[ ] Delete: _____

Accounting Use Only

Accounting Approval _____

System edit updates:	Date:	Signature:
DAFIS (T06, RT2, Etc.)		
CPMIS		
SAM		
IVF		
Other		

Order: NM [ ]
WP [ ]

WP FORM 2700-120 (1/91)

APPENDIX 2.

SAMPLE OF INSTALLATION VARIABLE FILE 12 UPDATE

INSTALLATION VARIABLE FILE 12 UPDATE

Region:_____ Pay Period:(YR/NO)_____ FAX No.: 8-747-7487

Requested By:_____ Tel. No.:_____

AGENCY	REGION	AREA	COST CENTER	FISCAL PROGRAM	APPROP	LIMIT	ALLT	FUND	ALLT LVL	TOC	GEOGRAPHIC LOCATION CODE	LABOR ASSN CODE

SAMPLE COPY

Instructions concerning this form are shown on the reverse side.

Please left justify all fields.

APPENDIX 2.

REVERSE SIDE OF INSTALLATION VARIBLE FILE 12 UPDATE

NOTE: Update actions for IVF File 12 are processed Friday of T&A Week, (first week of the pay period), Monday of Update Week (second week of the pay period), and any corrections on Tuesday of Update Week.

Type of Change	Description
A =	Agency, region, cost center, fiscal program, appropriation/limitation, allotment fund, allotment level, geographic location code and labor organization code are required for combinations not currently in file 12. Type of change "A" actions are edited for duplicate combinations of agency, region, cost center, fiscal program, appropriation/limitation, allotment fund and allotment level. Duplicate records are not allowed. Indicate zeros in geographic location code if multiple labor organizations are valid for a cost center. If no union is valid for a cost center except BC0000, SA0000 or a Federal Managers Association, indicate with ZZ0000. Refer to JVF file 62 for valid labor organization codes. This file prevents updating of employee master records with prior fiscal year appropriation/limitations for agencies/regions with valid appropriation/limitations.
C =	Agency, region, cost center, fiscal program, appropriation/limitation, allotment fund, allotment level, geographic location code and labor organization code are required to process type of change "C". Type of change "C" is applicable to change geographic location code or labor organization only. To change fiscal program for a cost center, an add action for the new fiscal program plus a delete action for the old fiscal program must be submitted to AAC-25.
D =	Agency, region, cost center, fiscal program, appropriation/limitation are required for a delete action. On delete actions, a search is made of all EMR's (Employee Master Records) to insure that the cost center is inactive. If the cost center is active, the delete action will not process, and a mass change list of employees is printed and mailed to the payroll office on Wednesday of update week. The delete action must be resubmitted to AAC-25 following update of cost center in EMR's.

Fill in agency, region, cost center, fiscal program, appropriation, limitation, allotment fund, allotment level, and type of change (TOC) on the top line. For TOC "A" and "C", the geographic location code and labor organization code are required. Do not repeat the same information on lines below unless it is different. Indicate information is the same with a line. This will reduce your work and assist our office. All update actions for this file must be coordinated among Budget, Accounting, Payroll and the Consolidated Uniform Payroll System Branch.

SAMPLE COPY