

Department of the Air Force

Civilian Pay LOA MASS Changes



SAF/FMFC (AFAFO)
Katie Wilkins



Agenda

- **Roles and Responsibilities**
- **AF Form 3821**
- **AF Form 3821 Description of Fields**
- **Civ Pay LOA error training in DCPS**
- **Mass LOA changes process to include the D01**
- **CRIS R60 including DLI column information**
- **CPAB-Error Report and Attachments**



Roles and Responsibilities

■ Roles and Responsibilities

- CSRs - inputs the LOA data provided from form AF3821**
 - Budget Analyst/Accountant – must determine the correct LOA for every assigned employee**
 - Base personnel must work together to successfully correct rejects and prevent future rejects**
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AF Form 3821

EMPLOYEE ACCOUNTING DATA - DEFENSE CIVILIAN PAY SYSTEM - BASE LEVEL

PRIVACY ACT NOTICE

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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)

Wilkins, Katie, B.

2. OFFICE SYMBOL EMPLOYEE
WILL BE ASSIGNED TO

SAF/FMFC

3. MANPOWER POSITION
CONTROL NUMBER (MPCN)

111111111

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)

104-70-0012

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

9/30/17

☒ YES ☐ NA

6. DATE END Must be last day of the FY. This field will auto



AF Form 3821

7. DEPARTMENTAL REPORTER		Always Enter DFASDE		8. ACCOUNTING ACTIVITY		667100	
9. DEPT CODE/ AGENCY #		57		10. TRANSFER DEPARTMENT		11	
12. BASIC SYMBOL/FUND		3400		13. LIMITATION/SUBHEAD		0802	
15. FUND CODE/SUB STA		30		16. ASN/OBAN/BCN/HRS		42	
18. OAC/DUTY STA		47		19. MFP/BPAC/PROJ CD/SABOC		01	
21. RC/CC/FCP		111111		22. ESP		7C	
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
Katie Wilkins	WILKINS.KATIE.B.1264299485 5 Digitally signed by WILKINS.KATIE.B.1264299485 Date: 2019.04.24 09:13:10 -04'00'	2017-08-25

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

29a. PRINTED NAME	29b. SIGNATURE	30. DATE SIGNED
Katie Wilkins	WILKINS.KATIE.B.1264299485 Digitally signed by WILKINS.KATIE.B.1264299485 Date: 2019.04.24 09:12:14 -04'00'	

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 AERTMS



AF Form 3821 Description of Fields

1. **EMPLOYEE'S NAME** (Last, First, Middle Initial)
 2. **EMPLOYEE ID** (Social Security Number)
 3. **OFFICE SYMBOL** EMPLOYEE WILL BE ASSIGNED TO (4 to 6 digits) PAS CODE or EMPLOYING ACTIVITY
 4. **DATE EFFECTIVE** (Required) this is the effective date of the Accounting Classification Record (ACR) for the employing activity. The date is entered month, day, and year.
 5. **DATE END** (Display Only) this is the date after which the Accounting Classification Record (ACR) no longer applies.
 6. **DEPARTMENTAL REPORTER** this identifies the recipient of the Departmental Gross Pay data. The Departmental Reporters recognized by DCPS are: DFASDE
 7. **ACCOUNTING ACTIVITY** (Required) this is a six position alphanumeric code that identifies the accounting activity that performs the accounting function for the employing activity. For the Air Force this code is the Accounting and Disbursing Station Number (ADSN)
 8. **DEPT CODE/ AGENCY#** (Required) this two position numeric code identifies the federal agency.
 9. **TRANSFER DEPARTMENT** (Optional) this two position numeric code identifies the federal agency that the funds are transferred from.
 10. **FISCAL YEAR** (Required) this one position alphanumeric code containing the fiscal year for the accounting period. The accounting period begins October 1st and end September 30th of the following year.
 11. **BASIC SYMBOL/ FUND** (Required) this is a four position code designating the type of funds or major purpose of the appropriation. The Basic Symbol is established by the Treasury Department.
 12. **LIMITATION/ SUBHEAD** (Optional) is a four position alphanumeric suffix to the U.S. Treasury account number, (Basic Symbol). The Limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose, or identifies sub-elements within the account for management purposes. Subhead identifies the activity authorized to charge the appropriation.
 13. **FY R/O IDC** ((Y)es or (N)o)
 14. **FUND CODE/ SUB STA** is a two position functional category code designating an appropriation.
 15. **ASN/ OBAN/ BCN/ HRS ALLOTMENT SERIAL NUMBER/ OPERATING BUDGET ACCOUNT NUMBER/BUREAU CONTROL NUMBER**. OBAN is required and used by the Air Force. It is a two position code synonymous with the allotment serial number assigned by the Operating Agencies to identify specific funding points.
 16. **PGM/ BUDGET YEAR PROGRAM YEAR** (Optional) required for all fund codes except EH. This is a one position numeric code which designates the year for continuing appropriations.
 17. **OAC/ DUTY STA** the Operating Agency Code (OAC) is required. It is a two position code representing a major high-level organizational unit to which funds are allocated.
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AF Form 3821 Description of Fields

18. MFP/ BPAC/ PROJ CD/ SABOC (Required) The Air Force uses Budget Activity (BA) which must be left justified. The Budget Program Code (BPAC) is a six position alphanumeric code with a space always in the first position, established for a classification below the appropriation level to identify major budget programs and activities.

19. PEC/AMT the Program Element Code (PEC) (Required) this is required unless you are using a BPAC or Project Code. This is an element of the DoD Five Year Defense Program representing a combination of personnel, equipment, and facilities which together constitute a specific identifiable capability or support activity.

20. RC/CC/FCP (Required) The Responsibility Center/Cost Center (RC/CC) identifies the Air Force organizations, subordinate units, successive levels of responsibility and their related cost accounts. Responsibility Centers are the focal point of managerial control and represent a level of reporting for financial accountability. A Cost Center is a subordinate entity or unit of activity of an organization used for purposes of cost accumulation and distribution.

21. ESP (Optional) The Emergency Special Project Code is a two position alphanumeric code used to provide separate accounting and reporting for cost incurred during an emergency or in support of a special program.

22. EEIC SHRED (Leave Blank)

23. Resource Manager's/Line of Accounting POC Signature

24. Date Signed

25. Customer Service Representative's Signature

26. Date Signed

Department of the Air Force

Mass LOA Changes Process CRIS R60 w/ DLI Column Info CPAB LOA Error Report



**DFAS/Columbus
Sallie Pawley**



Mass LOA Changes Process & CRIS R60 w/DLI Column Info

- **LOA Change Process (P6697D01 file)**
 - **Request authorization from AFAFO-A and include specifics on LOA elements to change and projected number of employees impacted.**
 - **DFAS will submit the mass change for 100 or more and CSR will submit 100 or below**
 - **Request the “D01” file from DFAS-CO/JBMAB and list your specific OAC/OBANS**
 - **The “D01” mass LOA change file data is a snapshot at a point in time and it changes as updates are made in DCPS.**
 - **Customers can make LOA changes in “D01” but cannot add or delete employees, and can only make LOA changes to the employees listed within the “D01” file**
 - **Return “D01” to JBMAB by deadline date for inclusion in change files submitted to DCPS.**
 - **Civilian Pay records in DCPS will remain on the “D01” for 5 years after the employee departs your organization. This is in case there are retro-active changes to payroll, or debt transactions that need to come across on that prior LOA.**
-



Mass LOA Changes Process and CRIS R60 including DLI Column information

LOA Changes Process (cont)

- The columns on the left side of the spreadsheet are what is in DCPS now, no changes needed.
- The "valid" columns on the right side of the spreadsheet are for new LOA changes, beginning with column AN (ADSN) and ending with column BH (end date), which is 230930 for Fiscal Year 2023.
- All LOA elements on the left side must be copied over or included in the "valid" columns on the right side, even if they aren't changing.



Mass LOA Changes Process & CRIS R60 w/DLI Column Info

- **LOA Change Process (cont)**
- **In column BG FY Rollover is “Y” for most FCs, but if using a multi-year FC tell DFAS so that they can make sure it’s marked.**
- **Do not remove or add any columns on the D01 spreadsheet that you will submit to JBMAB**
 - **You can copy and paste the spreadsheet into a new tab in order to add data that you need for research**
 - **Names are not included in the D01, so if you need to use names, then you will have to add those in a new tab.**
 - **You can add missing employees to the new tab that you create for your own information, however, DFAS won’t be able to add them during the mass LOA change.**
- **JBMAB (DFASDE Departmental Reporter) submits all adds or updates to the DCPS Fund Code Validation Table used for Civ Pay.**
- **For DEAMS Civ Pay deployments, JBMAB also updates the MART OBAN table with the pay period begin date in the Civ Pay Accounting Bridge (CPAB) effective date field.**



Mass LOA Changes Process & CRIS R60 w/DLI Column Info

- **LOA Change Process for Inactive Employees**
- **The “D01” does show inactive employees when the LOA is still active. Anyone with a valid active accounting record will show on the file.**
 - **If HR has processed the SF50, and the employees are marked as inactive in DCPS, they will not roll-over to the new fiscal year, and will not have a new FY LOA. However, if the employees are inactive and DCPS does not know it, they will rollover to the new FY and then the LOA will be deleted by DCPS when HR processes the SF50 action.**
 - **Delete the employees from the “D01” for those you can’t fix or who are inactive, so no changes will occur in DCPS. You should also make sure that as SF50 action is in the works for them.**
- **In some cases, employees are inactive, but they are receiving separation payments or VERA/VSIP payments, those employees should remain with the prior FY LOAs**



DCPS Mass LOA Change File

■ P6697D01 (D01) example

A	B	C	D	E	F	G	H	I	J	K	L	M
Valid Eff	Record Type	of Rep	Identific	Identity/Depa	SSN	Employee N	ying Act	Organization	vel Ide	Effect	Date End	
221001	2	230104	P6697	380100	DFASDE	xxxxxxxxxx					221001	230930
221001	3	230104	P6697	380500	DFASDE			DD83BO			221001	230930
221001	4	230103	P6697	381000	DFASDE			FNKN	SGXD		221001	230930

N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
ment Ret	ing Act	rtment	er Depa	scal Yes	ic Sym	ation/S	und Cod	N/ASN/O	ogram Y	ng Agen	C/Proje	Elemen	RC/CC
DFASDE	387700	97		3	0130	9431	HA	DY	3	D1	01	87700F	3H5245

AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
pecial	EIC SHR	hed JON	OldAPC	OldPDMM	NewAPC	NewPDMM	AutoFixe	Fixed	Valid	dAcctgC	alid S	valid FS	alid Dep
							FALSE	FALSE	FALSE		DFASDE	387700	97

AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
lid TDe	Valid F	lid Bas	lid Lim	lid Fur	Valid BC	Valid PY	Valid OA	Valid MF	Valid PEC	Valid RC	Valid ES
	3	0130	9431	HA	DY						

BB	BC	BD	BE	BF	BG	BH
Valid EE	ICValid	JONData	Base	PPED	rrRsnIn	Rollove
		CP1				230930



Mass LOA Changes Process and CRIS R60 including DLI Column information

CRIS R60 for Data Cleansing Done Prior to LOA Changes

Customers/Bases can run a CRIS R60 retrieval and see the DCPS records that are defaulting to past LOAs and causing rejects on their payroll.

- Add the DLI field into the column headings at the top on the CRIS R60 report that most customers currently use. DLI is the Data Level Identifier in DCPS.**

If DLI is "A" or "O", then the records are defaulting to Employing Activity or Org LOAs and need the end date fixed in DCPS.

- If DLI is "E" then the Employee record LOA is being used and is not defaulting.**
- To fix an end date, the CSR should simply add another FY 2022 (current year) accounting record for the employee into DCPS with the correct LOA data, Fiscal Year, Program Year, and an end date of 09/30/2022.**
- You can't update the end date in the Employee record. Once the end date has passed, DCPS only recognizes that record as ended.**

<https://intelshare.intelink.gov/sites/dfas/DCPS/layouts/15/start.aspx#/SitePages/Manuals.aspx> is the DCPS manuals website. You can select Interface Specification Manual and go to Data Level ID for definitions of what each DLI means.



Mass LOA Changes Process & CRIS R60 w/ DLI Column Info

■ CRIS R60 Example – Exported Data

Site Description (Full Name)		EmpName	OffSymbol8	PAS	DLI	ADSN	Appropriation	BA/MFP	BPAC	Dept	EEIC5
Charleston - OSR		JEFFRESS A	LGRMSH	FJ19	E	387700	57 * 3400	01	01	57	111LA
FY (4 Char)	OY (4 Char)	FC	OAC	OBAN	RCCC	JON18	PEC	RIDAmt	RIDHours	PayAmount	PayHrs
2023	2023	30	74	71	342461		28540A	01	21	\$76.24	4.00
Accrual Hours	Accrual Amount	AccrualInd	WorkSchedule	PaySysCode	CommandCode	AgencyCode	AcctRecEffDate	PayEffDate			
8.00	\$152.48	Y	F	G1	OR	AF	221001	12/3/2022			

UserName
UNKYONG YU

- UserName for an active DCPS user will be a name, and a user ID for historical reasons if the person has left
- User Name will be program names P8573 for mass changes, P8578 for DCPS FY Rollover, etc

- DLI VALUES:
- A - Activity Level
- O - Organization Level
- E - Employee Level
- P - Pre-Conversion (Identifies adjustments yet to be processed at the time of DCPS Release 97-2. In the few pay periods subsequent to Release 97-2, 'P' will occur on the Gross Pay Reconciliation file when the adjustments are processed).
- D - User Entered Prepaid FEHB Deduction Accounting Information (DAG)
- Q - User Entered Debt Accounting Information



The Three Levels of Accounting Classification Records

The LOA's applied on the financial reports and files are determined by the Accounting Classification Record (ACR) that's in effect when payroll is processed. The three levels allow the commands to track labor cost to a specific Act/Org or Employee.

- ✓ Employee Level - Mandatory
- ✓ Organization Level - Mandatory
- ✓ Employing Activity (EA) Level - Mandatory and must cover the entire Fiscal Year. The level could contain various LOA data records. New EA are built by the payroll office. Existing EA customers can modify.



Order of Precedence Applied to the Three ACR Levels

Employee Level - 1st level checked. Does not have to cover the entire fiscal year, 10/01/** - 09/30/**. If effective date in effect for the pay period then that LOA is applied on all financial files/reports. DCPS will drop down to Organization Level if no current effective date in place for that pay period.

Organization Level - 2nd level checked. Does not have to cover the entire fiscal year, 10/01/** - 09/30/**. If effective date in effect for the pay period then that LOA is applied on all financial files/reports. DCPS will default to the Employing Activity Level if no current effective date in DCPS.

Employing Activity (EA) Level - Default level and mandatory. The effective dates must cover the entire Fiscal Year, 10/01/** - 09/30/** although, can have multiple LOA's due to realignments, etc.



Updating the Accounting Classification Records

Accounting Classification Records can be updated in 3 ways:

⇒ **Online update**

- ⇒ **By a Customer Service Representative (CSR)**
- ⇒ **By the Accounting Activity**
- ⇒ **By the Payroll Office**

⇒ **Mass Accounting Classification Changes File (P8573)**

- ⇒ **Accounting systems POC's per Departmental Reporter can submit batch files to DCPS for mass update of ACR records at all levels. This can be done at anytime through the Fiscal Year.**

⇒ **Fiscal Year Rollover Process (P8578)**

- ⇒ **DCPS I&T process scheduled for last pay period of September. This process only rolls the FY data to the next FY. The Activity level automatically rolls over but the Organizational and Employee level only roll's upon agency request. Rollover indicator must be set to 'Y' (YES).**



CPAB Error Report and Attachments

CPAB Error Report and Attachments

Spacing, BA/MFP, BPAC, PROJ multi-use field use correct spacing or left justify and don't use underscore _

CPAB Translate Report

Translate Report data:

3/18/2022 – 983 employees, \$3,671,585.79 (this is when we first started the ADSN mis-match mass changes)

7/8/2022 - 53 employees, \$55,192.01

9/30/2022 - 60 employees, \$192,552.26

10/14/2022 - 154 employees, \$237,344.39 (No Translate mass changes were done in Sep and new FY records drove this increase)

10/28/2022 – 633 employees, \$2,324,892.40 (DHA blanks drove this increase)

12/9/2022 – 144 employees, \$485,235.76 (DHA still an issue and no Translate mass change was done after 11/25)

1/06/2023 – 30 employees, \$64,486.22

Master OB retrieval from DCMS MART with dual oac/oban example:

TABLE_ID	OAC/OBAN_ADSN_DESCRIPTION	ADSN/BQ _Site Code	CPAB Effective Date	ORIGIN_DATE	UPDATE_DATE	EFF_DATE	DEPT_ONLY
OB	6410 667100 HQ AIR TNG COMMAND	667100	25 20020628	06/28/2002 10:17:21	03/14/2014 15:33:04	09/22/2012 09:54:27 N	
OB	6410 387700 HQ AETC	387700	36 20190303	01/28/2015 12:42:16	03/15/2019 12:55:02	03/15/2019 12:55:02 N	



Questions

