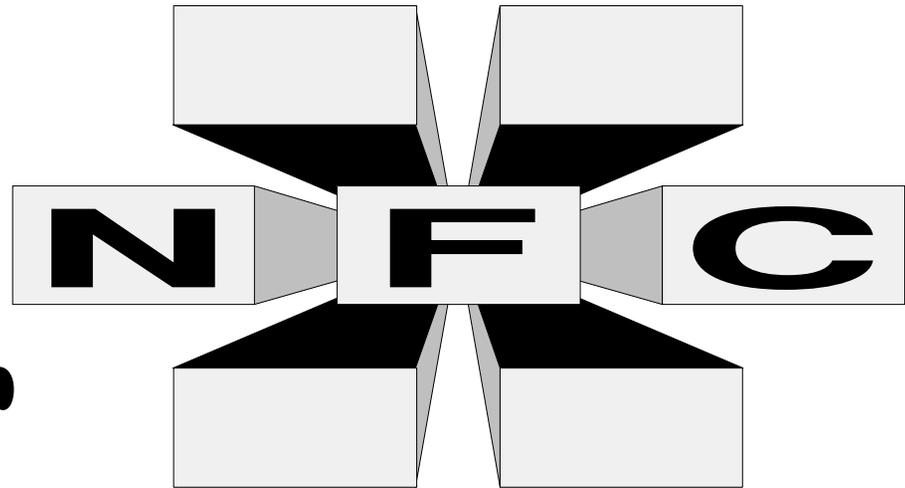


# Guide For Reorganization



U.S. Department of Agriculture • Office of the Chief Financial Officer • National Finance Center

Department Code:

Agency:

Agency Code:

Conversion Date:

USDA Pay Period:

Agency (Financial) Coordinator:

Telephone Number:

Agency (Payroll/Personnel) Coordinator:

Telephone Number:

NFC Coordinator:

Telephone Number:

NFC (Payroll/Personnel) Coordinator:

Telephone Number:

NFC (Financial) Coordinator:

Telephone Number:

## *Reorganization Issues*

The following is a list of issues to be considered when agencies either merge or separate as a result of the reorganization.

1. New organizational structure codes must be established for payroll/personnel purposes. The reorganization may also require new T&A contact points and Personnel Office Identifiers. Review of the Position Management System (PMSO) should be made to ensure that positions have been established in the surviving agency for the new employees.
2. Employees must be mass changed from their present organizations to their new organizations or the new agency must enter personnel actions for all affected employees.
3. Accountable employee and approving official master records in the administrative payment systems and property systems have to be reviewed to determine if additions or deletions to these records are needed on the merged agency's administrative processing. The Originating Office Number (OON) structure for the Travel System may have to be revised to identify locations being absorbed into the surviving agency.
4. It is highly recommended that the accounting code structure and report structure of the "surviving agency" be used when agencies are merged. This will facilitate a more efficient and less costly transition.
5. The surviving or new agency will probably have to develop new, or revise existing, accounting code structures. New or revised edit specifications for the new codes may also have to be developed. Obligations that are outstanding at the time of the merger need to be reviewed to determine if deobligation of the funds should occur from the old agency and new obligations established under the new agency accounting codes.
6. The surviving or new agency must develop a table for converting the original accounting codes to the new codes to submit new documents for all stored accounting in systems; such as Payroll/Personnel, Telephones, Utilities, Gasoline Credit Cards, etc.
7. The surviving or new agency must decide on the specifications for their internal financial reports. This includes sort sequences and report distributions. Report distributions for the feeder systems must also be reviewed to determine where the reports for the surviving/new agency will be sent.
8. Security access is primarily based on the agency's organizational structure code and/or personnel office identifier. The surviving/new agency must decide on system accesses to be retained and the security ramifications that have occurred as a result of the new organizational structures and personnel office identifiers. This may require that new security system access requests be submitted.
9. The responsibilities of an agency that currently services other agencies will have to be reviewed to determine if it will still be responsible for servicing the merged agency. This item is especially important in relation to security access to ensure that the proper personnel have access to update and inquire on transaction data.

## *Payroll/Personnel System*

| <b>Task Identification</b>  | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b>                      |
|---|---------------------------------|---------------------------|--------------------------------|-------------------------------------|
| 1. Prepare Memorandum of Understanding (MOU) and Reimbursable Agreement | NFC/Agency                      |                           |                                | Reimbursable No.                    |
| 2. Modify Required Tables   | NFC/Agency                      |                           |                                |                                     |
| A. Personnel Office Identifier(s)                                       |                                 |                           |                                |                                     |
| B. Accounting Station(s)  |                                 |                           |                                |                                     |
| C. Organizational Structure Codes                                       |                                 |                           |                                |                                     |
| D. T&A Contact Points   |                                 |                           |                                |                                     |
| E. Agency Use Block   |                                 |                           |                                |                                     |
| F. Other (as required)  |                                 |                           |                                | Tables 22 and 72 should be utilized |
| 3. Conversion   | Agency                          |                           |                                |                                     |
| 4. Modify Output Distribution Requirements for:                         | Agency                          |                           |                                |                                     |
| A. Standard Reports (2PM Chapter 20, Section 5)                         |                                 |                           |                                |                                     |
| B. Standard EEO Reports (2PM Chapter 20, Section 5)                     |                                 |                           |                                |                                     |
| C. CULPRPT (Pre-Formatted Reports)                                      |                                 |                           |                                |                                     |
| D. FOCUS (Ad-hoc Reports) (Title VI, Chapter 5, Section 4)              |                                 |                           |                                |                                     |
| E. PMSO (Position Related Reports) (2PM Chapter 3)                      |                                 |                           |                                |                                     |
| F. RFQS (Tickler Reports and Forms) (2PM Chapter 20, Section 2)         |                                 |                           |                                |                                     |
| G. Provide Sort Requirements for SF-50B's                               |                                 |                           |                                |                                     |
| H. Designate Title and/or Name to Appear in SF-50B Signature Block      |                                 |                           |                                |                                     |

## *Payroll/Personnel System*

| <b>Task Identification</b>   | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b>   |
|--|---------------------------------|---------------------------|--------------------------------|--|
| 5. Security  |                                 |                           |                                |  |
| A. Designate Security Officer  | Agency                          |                           |                                |  |
| B. Provide Security Matrix for User Access and Organizational Data Authorities   | Agency                          |                           |                                |  |
| C. Make Required Modifications to Satisfy Agency Requirements  | NFC                             |                           |                                |  |
| D. Provide List of Names for Access Authorities  | Agency                          |                           |                                |  |
| E. Establish User-ID's   | NFC                             |                           |                                |  |
| 6. Procedure Manuals for Payroll/Personnel System  |                                 |                           |                                |  |
| A. Provide REDS Listings   | NFC                             |                           |                                |  |
| B. Review REDS Listings  | Agency                          |                           |                                |  |
| C. Update REDS System  | NFC                             |                           |                                |  |
| D. Review Input/Output Forms   | Agency                          |                           |                                |  |
| E. Provide Notification for Agency to Request AD Forms from<br>– Consolidated Forms and Publications Distribution Center<br>– Agency | NFC                             |                           |                                |  |
| 7. Implementation  |                                 |                           |                                |  |
| A. Process Position Management Data  | NFC/Agency                      |                           |                                |  |
| B. Process Payroll/Personnel Data  | NFC/Agency                      |                           |                                |  |
| C. Convert PC–TARE to New Codes  | Agency                          |                           |                                |  |
| D. Update Report Distribution  | NFC                             |                           |                                | Organization Level Distribution for Standard and EEO Reports |

## *Administrative Payment Systems*

| Task Identification                                | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|--|--------------------------|--------------------|-------------------------|---------|
| <b><i>Miscellaneous Payments System (MISC)</i></b> |                          |                    |                         |         |
| 1. Provide Forms                                   | Agency                   |                    |                         |         |
| A. Unit Certifying Officer Signature Card (AD-997) |                          |                    |                         |         |
| B. Delegation of Authority (AD-995)                |                          |                    |                         |         |
| 2. Define Output Distribution Requirements         | NFC/Agency               |                    |                         |         |
| 3. Identify Method of Input                        | NFC/Agency               |                    |                         |         |
| – AMPS   |                          |                    |                         |         |
| – PC-MISC  |                          |                    |                         |         |
| – Mail   |                          |                    |                         |         |
| – Agency-Developed Batch Systems                   |                          |                    |                         |         |
| 4. Certifying Officers                             |                          |                    |                         |         |
| A. Provide Listing of Names and Locations          | NFC                      |                    |                         |         |
| B. Review Listing of Names and Locations           | Agency                   |                    |                         |         |
| 5. Transmission Sites (if applicable)              |                          |                    |                         |         |
| A. Provide Listing                                 | NFC                      |                    |                         |         |
| B. Review Listing                                  | Agency                   |                    |                         |         |
| 6. Convert Production Files                        | NFC/Agency               |                    |                         |         |
| <b><i>Purchase Order System (PRCH)</i></b>         |                          |                    |                         |         |
| 1. Define Output Distribution Requirements         | Agency                   |                    |                         |         |
| 2. Identify Method of Input                        | Agency                   |                    |                         |         |
| – Agency-Developed Batch System                    |                          |                    |                         |         |
| – Mail   |                          |                    |                         |         |
| – PC-PRCH  |                          |                    |                         |         |

## Administrative Payment Systems

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| – PRCHENT   |                          |                    |                         |         |
| 3. Contact GSA for Changes to Activity Address Contact (Requisition Number) | Agency                   |                    |                         |         |
| 4. Open Obligations for Purchase Order Types 40, 41, 42, 43, 45, and 60     |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 5. Convert Production Files   | NFC/Agency               |                    |                         |         |
| <b><i>Telephone System (TELE)</i></b>                                       |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                                  | NFC/Agency               |                    |                         |         |
| 2. Stored Masters (Billing Account Codes)                                   |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 3. Convert Production Files   | NFC/Agency               |                    |                         |         |
| <b><i>Utility Vendor System (UTVN)</i></b>                                  |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                                  | NFC/Agency               |                    |                         |         |
| 2. Stored Masters   |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 3. Convert Production Files   | NFC/Agency               |                    |                         |         |
| <b><i>Federal Telephone System Payments System (FTSP)</i></b>               |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                                  | NFC/Agency               |                    |                         |         |
| 2. Stored Masters   |                          |                    |                         |         |

## *Administrative Payment Systems*

| <b>Task Identification</b>  | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b> |
|---|---------------------------------|---------------------------|--------------------------------|----------------|
| A. Provide Listing  | NFC                             |                           |                                |                |
| B. Review Listing   | Agency                          |                           |                                |                |
| 3. Contact GSA for Changes to Billing Agency Code                                   | Agency                          |                           |                                |                |
| 4. Convert Production Files   | NFC/Agency                      |                           |                                |                |
| <b><i>Purchase Card Management System (PCMS)</i></b>                                |                                 |                           |                                |                |
| 1. Define Output Distribution Requirements  | NFC/Agency                      |                           |                                |                |
| 2. Contact Bank to Cancel Cards or Change Reporting Levels for Respective Employees | Agency                          |                           |                                |                |
| 3. Contact Bank for Issuance of Card to New Responsible Employees                   | Agency                          |                           |                                |                |
| <b><i>Motorpool System (MPOL)</i></b>   |                                 |                           |                                |                |
| 1. Define Output Distribution Requirements  | NFC/Agency                      |                           |                                |                |
| 2. Stored Masters   |                                 |                           |                                |                |
| A. Provide Listing  | NFC                             |                           |                                |                |
| B. Review Listing   | Agency                          |                           |                                |                |
| 3. Contact GSA for Changes to Billing Agency Code                                   | Agency                          |                           |                                |                |
| 4. Convert Production Files   | NFC/Agency                      |                           |                                |                |
| <b><i>Gasoline Credit Card System (CRED)</i></b>                                    |                                 |                           |                                |                |
| 1. Define Output Distribution Requirements  | NFC/Agency                      |                           |                                |                |
| 2. Stored Credit Card Masters and Blocks of Numbers Assigned to Agency              |                                 |                           |                                |                |
| A. Provide Listing  | NFC                             |                           |                                |                |
| B. Review Listing   | Agency                          |                           |                                |                |
| 3. Convert Production Files   | NFC/Agency                      |                           |                                |                |

## *Administrative Payment Systems*

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| <b><i>FEDSTRIP (FEDS)</i></b>   |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                                  | NFC/Agency               |                    |                         |         |
| 2. Identify Method of Input   | Agency                   |                    |                         |         |
| – Hard Copy   |                          |                    |                         |         |
| – Batch Transmission  |                          |                    |                         |         |
| – PC–FEDS   |                          |                    |                         |         |
| 3. Stored Masters   |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 4. Contact GSA for Changes to Activity Address Contact (Requisition Number) | Agency                   |                    |                         |         |
| 5. Open Obligations   |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 6. Convert Production Files   | NFC/Agency               |                    |                         |         |
| <b><i>Imprest Fund System (IMPF)</i></b>                                    |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                                  | NFC/Agency               |                    |                         |         |
| 2. Imprest Fund Cashiers  |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 3. Convert Production Files   | NFC/Agency               |                    |                         |         |

## *Administrative Payment Systems*

| Task Identification                                   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| <b><i>Travel System (TRVL)</i></b>                    |                          |                    |                         |         |
| 1. Provide and Identify Forms                         | NFC/Agency               |                    |                         |         |
| – Special Reports                                     |                          |                    |                         |         |
| – Special Processing                                  |                          |                    |                         |         |
| – Region Tables                                       |                          |                    |                         |         |
| – Obligations   |                          |                    |                         |         |
| – System Edits  |                          |                    |                         |         |
| – Originating Office Numbers (OON's)                  |                          |                    |                         |         |
| 2. Define Output Distribution Requirements            | NFC/Agency               |                    |                         |         |
| 3. Originating Office Numbers (OON's)                 |                          |                    |                         |         |
| A. Provide Listing                                    | NFC                      |                    |                         |         |
| B. Review Listing                                     | Agency                   |                    |                         |         |
| 4. Convert Production Files                           | NFC/Agency               |                    |                         |         |
| <b><i>Government Transportation System (GVTS)</i></b> |                          |                    |                         |         |
| 1. Define Output Distribution Requirements            | NFC/Agency               |                    |                         |         |
| 2. Master Records and Travel Management Center        |                          |                    |                         |         |
| A. Provide Listing                                    | NFC                      |                    |                         |         |
| B. Review Listing                                     | Agency                   |                    |                         |         |
| 3. Accountable and Approving Officials                |                          |                    |                         |         |
| A. Provide Listing                                    | NFC                      |                    |                         |         |
| B. Review Listing                                     | Agency                   |                    |                         |         |
| 4. Convert Production Files                           | NFC/Agency               |                    |                         |         |

## *Administrative Payment Systems*

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| <b><i>Transportation System (TRAN)</i></b>                        |                          |                    |                         |         |
| 1. Provide Forms  | Agency                   |                    |                         |         |
| – Request for TR Action (AD-497)                                  |                          |                    |                         |         |
| 2. Define Output Distribution Requirements                        | NFC/Agency               |                    |                         |         |
| 3. Accountable and Approving Officials and Inventory of GTR Books |                          |                    |                         |         |
| A. Provide Listing  | NFC                      |                    |                         |         |
| B. Review Listing   | Agency                   |                    |                         |         |
| 4. Convert Production Files                                       | NFC/Agency               |                    |                         |         |
| <b><i>Intragovernmental Payments (OPAC)</i></b>                   |                          |                    |                         |         |
| 1. Define Output Distribution Requirements                        | NFC/Agency               |                    |                         |         |
| 2. Greenbook  |                          |                    |                         |         |
| – Contact OCFO for Distribution Percentage                        | Agency                   |                    |                         |         |
| 3. GSA Printing   |                          |                    |                         |         |
| A. Contact GSA to Change Address                                  | Agency                   |                    |                         |         |
| B. Provide Listing of Open Obligations                            | NFC                      |                    |                         |         |
| C. Review Listing of Open Obligations                             | Agency                   |                    |                         |         |
| D. Convert Production Files                                       | NFC/Agency               |                    |                         |         |
| 4. Government Printing Office Printing                            |                          |                    |                         |         |
| A. Contact GPO to Change Billing Address Code                     | Agency                   |                    |                         |         |
| B. Provide Listing of Open Obligations                            | NFC                      |                    |                         |         |
| C. Review Listing of Open Obligations                             | Agency                   |                    |                         |         |
| D. Convert Production Files                                       | NFC/Agency               |                    |                         |         |

## *Administrative Payment Systems*

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| 5. Other  |                          |                    |                         |         |
| A. Provide Listing of Open Obligations  | NFC                      |                    |                         |         |
| B. Review Listing of Open Obligations   | Agency                   |                    |                         |         |
| C. Convert Production Files   | NFC/Agency               |                    |                         |         |
| <b><i>Provide Security Access</i></b>   |                          |                    |                         |         |
| 1. Provide Security Requirements  | Agency                   |                    |                         |         |
| A. Appoint Security Officer(s)  |                          |                    |                         |         |
| B. Define User Access Authority   |                          |                    |                         |         |
| C. Define Organizational Data Requirements  |                          |                    |                         |         |
| <b><i>Procedure Manuals for Administrative Payment Systems (Identified by System, e.g., PRCH, etc.)</i></b> |                          |                    |                         |         |
| 1. Provide REDS Listing   | NFC                      |                    |                         |         |
| 2. Review REDS Listing  | Agency                   |                    |                         |         |
| 3. Update REDS System   | NFC                      |                    |                         |         |

## *Billings and Collections Systems*

| <b>Task Identification</b>   | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b> |
|--|---------------------------------|---------------------------|--------------------------------|----------------|
| <b><i>Administrative Billings and Collections System (ABCO)</i></b>                    |                                 |                           |                                |                |
| 1. Define Output Distribution Requirements   | NFC/Agency                      |                           |                                |                |
| 2. Authorized Position Titles Regarding Debt Collection by Salary Offset               |                                 |                           |                                |                |
| A. Provide Listing   | NFC                             |                           |                                |                |
| B. Review Listing  | Agency                          |                           |                                |                |
| C. Convert Production Files  | NFC/Agency                      |                           |                                |                |
| 3. Outstanding Receivables   |                                 |                           |                                |                |
| A. Convert Production Files  | NFC/Agency                      |                           |                                |                |
| 4. Identify Method of Input  |                                 |                           |                                |                |
| A. PC-BLCO   |                                 |                           |                                |                |
| B. Hard Copy   |                                 |                           |                                |                |
| <b><i>Procedure Manuals for Billings and Collections Systems</i></b>                   |                                 |                           |                                |                |
| 1. Provide REDS Listing  | NFC                             |                           |                                |                |
| 2. Review REDS Listing   | Agency                          |                           |                                |                |
| 3. Update REDS System  | NFC                             |                           |                                |                |
| <b><i>Direct Premium Remittance System (DPRS)</i></b>                                  |                                 |                           |                                |                |
| 1. Prepare Memorandum of Understanding (MOU) and Reimbursible Agreement (as necessary) | NFC/Agency                      |                           |                                |                |
| 2. Discuss System Operations   | NFC/Agency                      |                           |                                |                |
| 3. Outstanding Accounts  |                                 |                           |                                |                |
| A. Conversion of Existing Accounts   | NFC/Agency                      |                           |                                |                |

***Billings and Collections Systems***

| <b>Task Identification</b>        | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b> |
|-----------------------------------|---------------------------------|---------------------------|--------------------------------|----------------|
| 4. Modify Required Tables         | NFC                             |                           |                                |                |
| A. Personnel Office Identifier(s) |                                 |                           |                                |                |
| B. Others (as necessary)          |                                 |                           |                                |                |
| 5. Procedure Manual               | NFC                             |                           |                                |                |
| A. Provide REDS Listing           | NFC                             |                           |                                |                |
| B. Review REDS Listing            | Agency                          |                           |                                |                |
| C. Update REDS Listing            | Agency                          |                           |                                |                |

## *Accounting and Property Systems*

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| 1. Modify Required Tables                                   |                          |                    |                         |         |
| A. Agency Code  | NFC                      |                    |                         |         |
| B. MASC Accounting Codes                                    | Agency                   |                    |                         |         |
| C. Accounting Stations                                      | Agency                   |                    |                         |         |
| 2. Identify System Modifications                            |                          |                    |                         |         |
| <b>A. Budget Cost</b>                                       |                          |                    |                         |         |
| 1. Identify Conversions Considerations for Internal Reports |                          |                    |                         |         |
| (a) Provide NFC with Data                                   | Agency                   |                    |                         |         |
| (b) Provide Feedback to Agency                              | NFC                      |                    |                         |         |
| 2. Provide Requirements for:                                |                          |                    |                         |         |
| (a) Accounting Basis  | Agency                   |                    |                         |         |
| (b) Accounting Explosion                                    | Agency                   |                    |                         |         |
| (c) Overhead Distribution                                   | Agency                   |                    |                         |         |
| (d) Payroll Estimates                                       | Agency                   |                    |                         |         |
| (e) Reimbursable Reporting                                  |                          |                    |                         |         |
| (1) Provide NFC with Data                                   | Agency                   |                    |                         |         |
| (2) Provide Feedback to Agency                              | NFC                      |                    |                         |         |
| (f) Furnish Specifications for Salary Projections           |                          |                    |                         |         |
| 3. Accounting/Reporting                                     |                          |                    |                         |         |
| (a) Furnish Specifications for Financial Reports            | Agency                   |                    |                         |         |
| (b) Furnish Specifications for:                             | NFC                      |                    |                         |         |
| (1) Monthly Detail Transactions                             |                          |                    |                         |         |

## Accounting and Property Systems

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| (2) Weekly Detail Transactions  |                          |                    |                         |         |
| (c) Furnish Record Layout   |                          |                    |                         |         |
| (1) Provide Reports to Agency   | NFC                      |                    |                         |         |
| (2) Provide Feedback to Agency  | Agency                   |                    |                         |         |
| (d) Furnish Specifications for Central Accounting Database Inquiry (CADI) | Agency                   |                    |                         |         |
| (1) Weekly Reports  |                          |                    |                         |         |
| (2) Monthly Reports   |                          |                    |                         |         |
| (e) Furnish Specifications for Fund Control                               | Agency                   |                    |                         |         |
| (f) Furnish Specifications for Salary Projections                         |                          |                    |                         |         |
| <b>B. MASC</b>  |                          |                    |                         |         |
| 1. Furnish Conversion of Present Codes to New Codes                       |                          |                    |                         |         |
| (a) Provide NFC with Data   | Agency                   |                    |                         |         |
| (b) Provide Feedback to Agency  | NFC                      |                    |                         |         |
| 2. Requirements   |                          |                    |                         |         |
| (a) Define All Edits to be Performed in MASC on Input to Master Code File | NFC                      |                    |                         |         |
| (b) Make Program Changes to Validate Accounting                           | NFC                      |                    |                         |         |
| (c) Provide Agency Accounting Output Requirements                         | Agency                   |                    |                         |         |
| 3. Identify Method of Input   | Agency                   |                    |                         |         |
| (a) Electronic Access   |                          |                    |                         |         |
| – Online  |                          |                    |                         |         |

## *Accounting and Property Systems*

| Task Identification   | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|---|--------------------------|--------------------|-------------------------|---------|
| (b) Forms   |                          |                    |                         |         |
| – Accounting Classification Codes (AD-758)  |                          |                    |                         |         |
| <b>C. PLAN</b>  |                          |                    |                         |         |
| 1. Identify Conversion Consideration for Internal Reports   |                          |                    |                         |         |
| (a) Provide NFC with Data   | Agency                   |                    |                         |         |
| (b) Provide Feedback to Agency  | NFC                      |                    |                         |         |
| 2. Requirements   |                          |                    |                         |         |
| (a) Identify Changes in PLAN  | NFC                      |                    |                         |         |
| (b) Provide Edit Information for all PLAN Documents   | NFC                      |                    |                         |         |
| (c) Develop Procedures for Handling PLAN Documents Between Agency Organizational Entities and NFC |                          |                    |                         |         |
| (1) Provide NFC with Data   | Agency                   |                    |                         |         |
| (2) Provide Feedback to Agency  | NFC                      |                    |                         |         |
| 3. Method of Input  | Agency                   |                    |                         |         |
| – Electronic Access Online  |                          |                    |                         |         |
| <b>D. Property (PROP)</b>   |                          |                    |                         |         |
| 1. Convert Security Access  | Agency                   |                    |                         |         |
| 2. Output Distribution Requirements   | NFC/Agency               |                    |                         |         |
| 3. Identify Method of Input   | Agency                   |                    |                         |         |
| – Online  |                          |                    |                         |         |
| – PC  |                          |                    |                         |         |

## Accounting and Property Systems

| Task Identification  | Responsible Organization | Planned Start Date | Planned Completion Date | Remarks |
|--|--------------------------|--------------------|-------------------------|---------|
| 4. Listing of Property Management Officer, Accountable Officer, and Custodian Tables |                          |                    |                         |         |
| A. Provide Listing   |                          |                    |                         |         |
| B. Review Listing  |                          |                    |                         |         |
| 5. Feeder and PROP Master Record   |                          |                    |                         |         |
| A. Provide Listing   |                          |                    |                         |         |
| B. Review Listing  |                          |                    |                         |         |
| 6. Convert Production Files  |                          |                    |                         |         |
| <b>E. Equipment Management Information System (EMIS)</b>                             |                          |                    |                         |         |
| 1. Convert Security Access   | Agency                   |                    |                         |         |
| 2. Define Output Distribution Requirements   | NFC/Agency               |                    |                         |         |
| 3. Identify Method of Input  | Agency                   |                    |                         |         |
| – Hardcopy   |                          |                    |                         |         |
| – Batch  |                          |                    |                         |         |
| – Online   |                          |                    |                         |         |
| 4. Accountable Officer Tables  |                          |                    |                         |         |
| A. Provide Listing   | NFC                      |                    |                         |         |
| B. Review Listing  | Agency                   |                    |                         |         |
| 5. Master File   |                          |                    |                         |         |
| A. Provide Listing   | NFC                      |                    |                         |         |
| B. Review Listing  | Agency                   |                    |                         |         |
| 6. Convert Production Files  | NFC/Agency               |                    |                         |         |

## *Accounting and Property Systems*

| <b>Task Identification</b>                                   | <b>Responsible Organization</b> | <b>Planned Start Date</b> | <b>Planned Completion Date</b> | <b>Remarks</b> |
|--|---------------------------------|---------------------------|--------------------------------|----------------|
| <i>Procedure Manuals for Accounting and Property Systems</i> |                                 |                           |                                |                |
| 1. Provide REDS Listing                                      | NFC                             |                           |                                |                |
| 2. Review REDS Listing                                       | Agency                          |                           |                                |                |
| 3. Update REDS System  | NFC                             |                           |                                |                |