DCPDS Organizational Hierarchy/Position
Organization Address/
Position Build

People First, Mission Always

Published by the National Guard Bureau Office of Technician Personnel
MODERN DCPDS PROCEDURES

1. Organization Hierarchy
   When changes occur to a UIC/PAS
   When a UIC/PAS has been added
   When a unit is terminated

2. Position Organization Address (POA)

3. Initial Position Build
   Air Technician Position build worksheet
   Army Technician Position build worksheet
   Air AGR Position build worksheet
   Army AGR Position build worksheet

4. DCPS Table Update Request
   DCPS Table Update Request Form

5. List of Army Manpower Organization Structure ID’s from GKO
   List of Full-Time Management Option (FTM-OP) Codes from GKO
1. MODERN DCPDS – HIERARCHY PROCEDURES

There are three steps in creating a Hierarchy in DCPDS. These steps are required before the States can use/build positions.

1. Establish the UIC/PAS Code on Organization Hierarchy Table
2. Establish the Position Organization Address (POA) on the POA Table
3. Have initial Position built by NGB-TNI

ORGANIZATION HIERARCHY:
An Organization Hierarchy is the structure within a State, starting at the highest level (i.e. The Adjutant General) to the lowest level. A Hierarchy must be established in the State and Unit designations must be on the table before any position’s can be built in DCPDS.

In DCPDS, the hierarchy table is centrally maintained by DoD. States are required to submit changes to their hierarchies to NGB-J1-TNI-R via e-mail to DCPDS.Enhancement@ngb.ang.af.mil group box. NGB-J1-TNI submits the changes to Civilian Personnel Management Service (CPMS) who is responsible for updating Organization Hierarchy changes to DCPDS. These changes are reflected in the patches to DCPDS. Patches are generally loaded on Sunday’s.

The hierarchy table consists of the Army Unit Identification Codes (UIC) and Air Personnel Accounting Symbol (PAS) Codes. The UIC/PAS codes come from the Army Manpower Vouchers/Air Unit Manning Document (UMD).

NGB-TNI requires Additions/Deletions/Changes to be submitted on an Excel Worksheet.

The first step is establishing your State’s Hierarchy. For example:

The Adjutant General
- JOINT FORCE HQ
  68 TROOP CMD
    814 MED DET
    116 MPAD
    DET 1, 129 PAD
    1ST BN, 112 AVN

HHD ENGR BDE, 34 INF DIV
  141 ENGR CBT BN
    CO A, 141 ENGR CBT BN
    DET 1, CO A, 141
Once the Hierarchy has been determined – complete the hierarchy spreadsheet accordingly.

For example

NG | AR | Child UIC | Child Unit Cleartext | City, State where located | CCPO ID | Geoloc Code | Parent UIC | Parent Unit Cleartext |

Geoloc Code must be from the OPM table titled “Duty Station File” found at www.opm.gov/feddata/guidance.asp. The Location code in the Organization Hierarchy populates the location field in the position record.

**WHEN CHANGES OCCUR TO A UIC/PAS:**
When submitting changes to a UIC/PAS code, be specific. Changes are allowed for agency group, unit description, location, parent UIC and parent UIC description.

Always show a **FROM** and **TO** on the spreadsheet.

Example:
FROM
NG|AR|W78YAA|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT FORCE HQ-ND

TO
NG|AR|W78YAA|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT FORCE HQ-ND

Highlight the change on the spreadsheet.

Before NGB-TNI-R submits any changes for an Army UIC to CPMS, the UIC is checked against the Army RCAS UIC database and it is also check against the entire Organization Hierarchy Table to be sure another State is not using it.

**WHEN A UIC/PAS HAS BEEN ADDED/REDESIGNATED:**
When a UIC/PAS has been added or re-designated with a new code, it is an addition to the table (HRO’s need to monitor when the new code is added and submit the request to end-date the old code once everyone has been moved. See when a Unit is terminated.).

**ADD**
NG|AR|W78YAA|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT FORCE HQ-ND
WHEN A UNIT IS TERMINATED:
If a unit is stood down in a State, you will need to delete the old UIC/PAS on the Hierarchy Table.

You will need to make sure all employees have been reassigned/moved from that UIC/PAS before submitting the deletion request. Also, be sure all positions are changed to Eliminated status (or if you choose, you can delete the position from DCPDS if it has never been used).

When submitting a request for deletion be sure to include an end-date.

Example:
DELETE:
NG|AR|W8BQA1|68 TROOP COMMAND|BISMARCK, ND|UQ|380370015|W8BQAA|JOINT FORCE HQ-ND|12APR04

2. POSITION ORGANIZATION ADDRESS (POA)
The POA populates the From and To side of the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA). The POA is a mandatory required data field for validating the position, this field is located in the Extra Position Information window in the US Federal Position Group 1. A POA cannot be built until the UIC/PAS has been added to the Hierarchy Table.

The POA table is maintained by NGB-J1-TNI. Any changes are to be submitted to NGB-J1-TNI, any format is acceptable (i.e. Word, Excel, Notepad).

INSTRUCTIONS FOR SUBMITTING POSITION ORGANIZATION ADDRESS (POA)
Changes/Additions/End-date:
Be specific as to what you are asking for. Ensure end-dated requests are not being used in an encumbered position. You will also need to include the Duty Station code with the request. The Duty Station code found in the POA table populates block 38 of the RPA/NPA.

The POA name is composed with the following four data fields:
SOID (TA, TB, TC, etc…)
Sub Agency Code (AF, ZG or AR)
UIC or last 6 characters of PAS code
Org Structure/Functional Account Code
Example of Army POA:

Line 1 - UQARW78YAA2440 – GeoLoc # 381020015
Line 2 – THE ADJUTANT GENERAL – ND
Line 3 – JOINT FORCE HQ – ND (parent UIC description as it is in DCPDS)
Line 4 – 68 TROOP CMD (child UIC description as it is in DCPDS, if child UIC is JOINT FORCE HQ – XX, then line three is blank)
Line 5 – (description of PARA if it is within 1000 – 1999 or 4020 – 4949 or 5020 – 7025, all others leave line blank)
Line 6 – BISMARCK, ND (location description as it is listed on the OPM table)

Example of Air POA:

Line 1 – UQAF2IFMHY1010ZZ – GeoLoc #381020015
Line 2 – THE ADJUTANT GENERAL – ND
Line 3 – ND ANG HQS (child PAS code description as it is in DCPDS)
Line 4 – HRO (description of FAC code as it shows in Air Manning Document)
Line 5 – BISMARCK, ND

3. INITIAL POSITION BUILD

When a new UIC or PAS code is added to a State’s Organization Hierarchy, NGB-J1-TNI-R is required to built the first position to grant that State access to that UIC/PAS code. The HRO is required to submit an Initial Position Build worksheet to NGB-J1-TNI. The request for a New Position Build needs to be for a valid position, not a test position. NGB-J1-TNI will build the initial position for a UIC/PAS code based on your submission. After NGB-J1-TNI has completed the build – they will e-mail the PSM with the sequence number of the position (See cheat sheet for building positions.).

Once this has been accomplished, the state can begin to use the UIC/PAS code.

You can e-mail all three submission request at the same time.

1- UIC build
2- POA build
3- Position build

NGB-J1-TNI will monitor and submit the updates as required.

Or you can:

1- Submit the UIC/PAS code build, watch for the update in a patch, then submit the POA and Position build

Note: If the new UIC/PAS code or Struct ID/Func Acct is for position’s encumbered by technician’s – remember these codes MUST be sent to DFAS for DFAS Table updating, prior to being used.
CHEAT SHEET FOR BUILDING POSITIONS
For Army TECH Positions

EFFECTIVE DATE: _______________ (Date Track to the effective date of Position)
NAME: Position Description _______________ (Enter PD#, field size is 8, 1 thru 5 fields
enter PD#, last three digits are coded as follows: zero filled if there is no exception to
PD, if there is an exception to PD, then the sixth digit is coded as one of the following C
– Officer, E – Enlisted, N – Nondual, W – Warrant. The seventh and eighth digits will
show the state code, example OH for Ohio, ND for North Dakota.)

Title ___________________________________________ (Enter position title)
Sequence Number (system generated) Write it down
Agency group NGAR
Position type TECH ➔ Click OK

Organization: % % % (%UIC%) (required field)
Job: ______ (required field)

Additional Position Detail area
Servicing Office ID _______ (required field)
Servicing Agency NG
Region _NGBU_
Unit ID Code _______________ (must be same UIC code as Organization) (required field)
Mobilization Indicator ______
Remarks ____________________________________________ (optional)
Payroll System _D_ (required field)
Click OK and Save

Others ➔ select “Army Guard Technician”:

Army Guard Technician
Manpower PCN __________
(Enter State code (example: AL, AK etc.) follow by 0 and the paragraph and line number.
Note: If the position is ILO, then third digit must be “L”). The paragraph in the MPCN
must be the same as PARA listed in the POA in US Federal Position Group 1.
Position ID _9_
MTOE/TDA/SP __________
MTOE/TDA/PARA/LN/SP __________ (required field)
Authorized Psn _____ (must be 0 or 1) (required field)
Required Psn _____ (must be 0 or 1) (required field)
AMSCO __________ (required field)
Natl Grd Appt Reqmt _____ (required field)
CPCN Exception Code _____
Click OK and save DDF
**Multiple Agency Information**

- **Position Mgt Review Status**: (required field)
- **Status**: (required field)
- **Program Element**: (required field)
- **Mobility Reason**: 
- **Responsibility Level**: (required field)

Click OK and save DDF

**U S Federal Position Group 1**

- **Personnel Office ID**: (required field)
- **Office Symbol**: (optional)
- **Organization Structure ID**: (4 digit para, should be the same as para in MPCN data field) (required field)
- **Occupational Category Code**: (required field)
- **FLSA**: (required field)
- **Bargaining Unit Status**: (required field)
- **Work Schedule**: _F_
- **Functional Class**: _00_
- **Position Sensitivity**: (required field)
- **Security Access**: (required field)
- **Supervisory Status**: (required field)
- **Type of Employee Supervised**: (required field)
- **Payroll Office ID**: (required field)

Click OK and save DDF

**U S Federal Position Group 2**

- **Position Type**: _APPR_
- **Position Occupied**: (required field)
- **Organization Function Code**: (required field)
- **Date Position Classified**: (required field)
- **Date Position Audit**: (required field)
- **Drug Test**: 

Click OK and save DDF

**U S Federal Valid Grade Info**

- **Valid Grade**: (required field)
- **Target Grade**: 
- **Pay Table ID**: (required field)
- **Pay Basis**: (required field)
- **Employment Category Group**: _1_ (required field)

Click OK and save DDF

**VALIDATE POSITION.**
CHEAT SHEET FOR BUILDING POSITIONS
For Air TECH Positions

EFFECTIVE DATE: _______________ (Date Track to the effective date of Position)
NAME:  Position Description __________ (Enter PD#, field size is 8, 1 thru 5 fields
enter PD#, last three digits are coded as follows: zero filled if there is no exception to
PD, if there is an exception to PD, then the sixth digit is coded as one of the following C
– Officer, E – Enlisted, N – Nondual, W – Warrant. The seventh and eighth digits will
show the state code, example OH for Ohio, ND for North Dakota.)

Title ___________________________________(Enter position title)
   Sequence Number (system generated) Write it down
Agency group NGAF
   Position type TECH → Click OK

Organization: %__________________% (%PAS%) (required field)
   Job: ______

Additional Position Detail area
   Servicing Office ID ______
   Servicing Agency NG
   Region _NGBU _
   PAS Code ______________ (must be same PAS code as Organization) (required field)
   Mobilization Indicator ______
   Remarks __________________________________________________ (optional)
   Payroll System _D_ (required field)
   Click OK and Save

Others → select “Air Force Guard Technician”:

Air Force Appropriated/Local National
   Manpower PCN __________
      (Enter State code (example: AL, AK etc.) follow by “A” (A for Air) and 7 digits SPMD#)
      (required field)
      AFSC ______

Air Force Guard Technician:
   Position ID __8__ (required field)
   Natl Grd Appt Reqmt _____ (required field)
   CPCN Exception Code 000
   Position Funding _____ (“R” for unfunded or “X” for funded) (required field)
   Click OK and save DDF
Multiple Agency Information
Functional Acct and Shred ___________ (6 digit FAC listed in Manning Document) (required field)
Program Element ___________ (PEC listed in Manning Document)(required field)
Mobility Reason ______
Responsibility Level ______ (required field)
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID _______ (required field)
Office Symbol _______ (optional)
Organization Structure ID _______ (6 digit FAC listed in Manning Document) (required field)
Occupational Category Code _______ (required field)
FLSA _____ (required field)
Bargaining Unit Status _______ (required field)
Work Schedule _F_
Functional Class _00_
Position Sensitivity _______ (required field)
Security Access _______ (required field)
Supervisory Status _______ (required field)
Type Employee Supervised _______ (required field)
Payroll Office Id _______ (required field)
Click OK and save DDF

U S Federal Position Group 2
Position Type _APPR_ (required field)
Position Occupied ____ (required field)
Organization Function Code _____
Date Position Classified ___________ (required field)
Date Position Audit ___________
Drug Test ___
Click OK and save DDF

U S Federal Valid Grade Info
Valid Grade _______ (required field)
Target Grade _______ (required field)
Pay Table ID _______ (required field)
Pay Basis ____ (required field)
Employment Category Group _1_ (required field)
Click OK and save DDF

VALIDATE POSITION.
CHEAT SHEET FOR BUILDING POSITIONS
For Air AGR Positions

EFFECTIVE DATE: ________________ (Date Track to the effective date of Position)

NAME:
  Position Description ____________ (Field size is 8, if position is Either Or, 1 thru 5
  fields enter PD#, last three digits are zero.)

  Title ____________________________ (Enter position title)
  Sequence Number (system generated) Write it down ________________

  Agency group  NGAF
  Position type AGR  → Click OK

Organization: % % % (%PAS%)

Job: ______ If Position Id equals “8” meaning that the position could be filled by AGR
  or Tech, then you must enter Job Series listed in position description. If Position Id
  equals “0” meaning that the position is AGR only, then you must enter “0001”. (required
  field)

Additional Position Detail area
  Servicing Office ID ______ (required field)
  Servicing Agency NG
  Region _NGBU_
  PAS Code _____________ (same PAS code as Organization) (required field)
  Mobilization Indicator ______
  Remarks _____________________________ (optional)
  Payroll System _0_ (required field)
  Click OK and Save

Air Force AGR
  Manpower PCN ____________ (Enter State code (example: AL, AK etc.) follow
  by “A” (A for Air) and 7 digits SPMD#) (required field)
  Position ID ______ (If position can be filled by AGR or Tech, then enter “8”, if position
  is strickly AGR only, enter “0”)
  AFSC ______ (AFSC listed in Manning Document) (required field)
  Natl Grd Appt Reqmt ______ (required field)
  CPCN Exception Code _000_
  Position Funding _____ (“R” for unfunded or “X” for funded) (required field)
  Authorized Military Grade: ______ (required field)
  Click OK and save DDF
Multiple Agency Information
Position Mgt Review Status: ______
Status: ______
Functional Acct and Shred: __________ (6 digit FAC listed in Manning Document) (required field)
Program Element: ______ (required field)
Mobility Reason: ______
Responsibility Level: ______ (required field)
Gun-Ammo Access ID: ___N__
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID: ______ (required field)
Office Symbol: ______ (optional)
Organization Structure ID: ______ (6 digit FAC listed in Manning Document, this will autopopulate Appropriation 1 data field) (required field)
FLSA: _Y_ (required field)
Bargaining Unit Status: 8888
Work Schedule: __F__
Functional Class: _00_
Position Sensitivity: ______ (required field)
Security Access: ______ (required field)
Supervisory Status: ______ (required field)
Type of Employee Supervised: ______ (required field)
Position’s Organization: ____________________________
Click OK and save DDF

U S Federal Position Group 2
Position Type: _AGR_ (required field)
Position Occupied: ___0__
Date Position Classified: ______ (enter date position was established, required field)
Drug Test: ______
Training Program ID: ___YY__
Click OK and save DDF

U S Federal Valid Grade
Valid Grade ______ (If Position Id is “0” meaning position is AGR only, then enter “MC” for pay plan follow by a dash “-” and mil grade 37, 38, 03, 04 etc.., such as “MC-37”. If Position Id is “8” meaning position can be filled by AGR or Tech, then enter pay plan follow by a dash “-“ and civilian grade as listed in Manning Document such as “GS-09.”) (required field)
Target Grade ______ (optional)
Pay Table ID ZZZZ (required field)
Pay Basis: YY (required field)
Click OK and save DDF

VALIDATE POSITION
CHEAT SHEET FOR BUILDING POSITIONS
For Army AGR Positions

EFFECTIVE DATE: _______________ (Date Track to the effective date of Position)

NAME:
Position Description 00000000 (field size is 8, last three fields are zero filled)

Title _____________________________________________ (Enter position title)
Sequence Number (system generated) Write it down ____________
Agency group _NGAR
Position type _AGR ➔ Click OK

Organization: % __________________ % (%UIC%) (required field)
Job: 0001 (required field)

Additional Position Detail area
Servicing Office ID _______ (required field)
Servicing Agency NG
Region _NGBU_
Unit ID Code _____________ (must be same UIC as Organization) (required field)
Mobilization Indicator __
Remarks ________________________________________________ (optional)
Click OK and Save

Army AGR
Manpower PCN __________________
(Enter State code (example: AL, AK etc.) follow by 0 and the paragraph and line number.
Note: If the position is ILO, then third digit must be “L”). The paragraph in the MPCN must be the same as PARA listed in the POA in US Federal Position Group 1.

FTM Option ______ (required if applicable)
Position ID _0_ (required field)
Position ILO ___ (if Manpower PCN third digit = “L”, then field is required)
MTOE TDA _______________
Para Line No ____________ (required field)
Authorized Psn ___ (0 or 1) (required field)
Required Psn ___ (0 or 1) (required field)
AMSCO ___________________________ (This will autopopulate Appropriation Code 1, required field)
Natl Grd Appt Reqmt ___ (required field)
MOS __________ (Authorized MOS for position)
NG AR Unit ________________
Manpower Code ___
Sub Field ___
Authorized Military Grade _____ (select form LOV mil grade authorized for position)
Click OK and save DDF
Multiple Agency Information
Position Mgr Review Status: ______
Status: ______
Program Element ________ (For Army positions select from the following: 52711A, 58891A, 58897A, 59891A or 59891A)(required field)
Mobility Reason ______
Responsibility Level ______ (required field)
Gun-Ammo Access ID ______
Click OK and save DDF

U S Federal Position Group 1
Personnel Office ID ______ (required field)
Office Symbol ______ (optional)
Organization Structure ID ______ (4 digit para, must be the same as PARA listed in fourth-seventh characters of MPCN)(required field)
FLSA ______
Bargaining Unit Status 8888
Work Schedule ______
Functional Class ______
Position Sensitivity ______ (required field)
Security Access ______ (required field)
Supervisory Status ______ (8=Non Supv, 2=Supv/Mgr)
Type of Employee Supervised ______ (If Supv status is “8”, then enter “99”. If not, then select from LOVs)(required field)
Position’s Organization: ________________
Click OK and save DDF

U S Federal Position Group 2
Position Type ______ (required field)
Position Occupied ______ (required field)
Date Position Classified ______ ______ (enter date position was established)
Drug Test ______
Training Program ID: ______
Click OK and save DDF

U S Federal Valid Grade
Valid Grade ______ (enter “MC” for pay plan follow by a dash “-“ and mil grade 47, 48, 03, 04 etc., such as “MC-47”) (required field)
Target Grade ______ (optional)
Pay Table ID ______ (required field)
Pay Basis ______ (required field)
Click OK and save DDF

VALIDATE POSITION.
4. DCPS TABLE UPDATE REQUEST FORM:
The DCPS Table Update Request Form is required to change organization data in DCPS for all payroll offices. The form can be downloaded from the following DFAS web side https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Forms.htm. Follow the instructions on the form and submit the information to your CSR. The form must be submitted to DFAS 30 days PRIOR to any change.

DCPS TABLE UPDATE REQUEST

[ver MAR99]
For new activities, complete ALL Parts. To add organizations to existing activities, complete Parts A, B, and F only

PERSONNEL INPUT

PART A
Action Code: Add Change
UC/CPAS Code: ORG Code: Effective Date

RESOURCE MANAGEMENT/CSR INPUT

PART B - POINT OF CONTACT INFORMATION

DATABASE: (ZKA, CP1, ZGT, ETC 
POC NAME: SITE ID: 
PHONE NUMBER (COMM): PRINTER ID: 
FAX: E-MAIL ADDRESS

PART C - EMPLOYING ACTIVITY OFFICE ADDRESS

Activity:
Action Code: Add Change Delete
Name:
Address:
City: State: Zip:

PART D - EMPLOYING ACTIVITY

Activity: Action Code Add Change Delete
Agency Code:
Blanket LW Adv (IDC):
Short Leave Eligibility IDC:
Certification IDC:

PART E - EMPLOYING ACTIVITY ACCOUNTING CLASSIFICATION RECORD

Employing Activity:
Eff Date:
Departmental Reporter:
Act Activity:
Department Code:
Basic Symbol:
Fund Code:
OAC:
RC/CC:
Assigned: Job Order:
Transfer Dept: Fiscal Year
Limitation/Subhead:
ASN/OBAN/BCN: Program Year:
MFP/BPAC/PROJ CD:
PBC:
ESP:
EEIC:
Cost Center: Perf Code:

PART F - ORGANIZATION RECORD (For multiple organization code changes, please attach list to this form)

Activity: Action Code Add Change Delete
Organization(s):
Blanket Advance Leave:
T & A Input Frequency:
Time Card Option:
End of Month Estimate:
Labor Indicator:
T & A Group:
CSR Site Act:
CSR Group:
5. List of Army Manpower Organization Structure ID’s from GKO and Full-Time Management Option (FTM-OP) Codes from GKO:

**ARMY MANPOWER ORGANIZATIONAL STRUCTURE CODES**

**STARC & USPFO**

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<thead>
<tr>
<th>Paragraph Number</th>
<th>Unit/Organization</th>
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<tbody>
<tr>
<td>1210</td>
<td>Command Admin Ofc</td>
</tr>
<tr>
<td>1211</td>
<td>Construction and Fac Mgt HQ</td>
</tr>
<tr>
<td>1212</td>
<td>Director of Logistics HQ</td>
</tr>
<tr>
<td>1213</td>
<td>DCS for Info Mgt HQ</td>
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<tr>
<td>1214</td>
<td>Inspector General Ofc</td>
</tr>
<tr>
<td>1217</td>
<td>Asst Prof Mil Science</td>
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<td>1220</td>
<td>Constr and Fac Mgt Spt Ofc</td>
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<td>1221</td>
<td>Director of Logistics Spt Ofc</td>
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<td>1222</td>
<td>General Safety Office</td>
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<tr>
<td>1224</td>
<td>DCS for Info Mgt Spt Ofc</td>
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<td>1228</td>
<td>STARC Med Det</td>
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<td>1229</td>
<td>Environmental Ofc</td>
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<tr>
<td>1310</td>
<td>Military Personnel Ofc HQ</td>
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<td>Military Personnel Spt Ofc</td>
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<td>1322</td>
<td>MILPO SIDPERS</td>
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<td>MILPO Pers Svc Br</td>
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<td>1331</td>
<td>MILPO Recruiting and Retention</td>
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<td>DCS for Operations</td>
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<td>1421</td>
<td>DCSOPS Training Br</td>
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<td>1422</td>
<td>DCSOPS Plns Opns Mil Spt Br</td>
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<td>1423</td>
<td>DCSOPS Mob Rdns Br</td>
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<td>USPFO Admin Ofc</td>
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<td>1521</td>
<td>USPFO Internal Review</td>
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<td>1522</td>
<td>USPFO Data Processing Install</td>
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<td>USPFO Comptroller Division HQ</td>
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<td>1525</td>
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<td>1620</td>
<td>USPFO Supply &amp; Services Div HQ</td>
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<td>1621</td>
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<td>1622</td>
<td>USPFO SS Div Strg and Distr Br</td>
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<td>1623</td>
<td>USPFO SS Div Comm Transp Br</td>
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<tr>
<td>1624</td>
<td>USPFO Purchasing &amp; Contract Div</td>
</tr>
<tr>
<td>1626</td>
<td>USPFO SS Div Property Mgt Br</td>
</tr>
<tr>
<td>1710</td>
<td>Human Resources Ofc HQ</td>
</tr>
<tr>
<td>1721</td>
<td>HRO Labor Relations (Deleted in FY98, moved requirements to 1723)</td>
</tr>
</tbody>
</table>
1722  HRO Equal Empl Opp
1723  HRO Tech Pers Mgt Br
1724  HRO AGR Mgt Br
1725  HRO DCPDS Ofc
1727  STARC/USPFO State Unique
1728  STARC/USPFO Rgnl/Ntl Prgm

### TASS & TRAINING SITES

<table>
<thead>
<tr>
<th>Paragraph Number</th>
<th>Unit/Organization</th>
</tr>
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<tbody>
<tr>
<td>1820</td>
<td>RTI Regional Training Institute</td>
</tr>
<tr>
<td>1821</td>
<td>Marksmanship Training Center, Mountain Warfare School</td>
</tr>
<tr>
<td>1822</td>
<td>RTS Medical</td>
</tr>
<tr>
<td>1823</td>
<td>RTS Maintenance</td>
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<tr>
<td>1824</td>
<td>National Maintenance Training Center</td>
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<tr>
<td>1825</td>
<td>Los Alamos, Combat Vehicle Transition Training Team (CVTTT)</td>
</tr>
<tr>
<td>1826</td>
<td>Western Army Aviation Training Site (WAATS), High Altitude Army Aviation Training Site (HAAATS), Eastern Army Aviation Training Site (EAATS)</td>
</tr>
<tr>
<td>1827</td>
<td>Audio-visual</td>
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<td>1828</td>
<td>Print Plant</td>
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<tr>
<td>1829</td>
<td>High Tech Training Site</td>
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<td>1921</td>
<td>Training Sites</td>
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### UNITS

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<tr>
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<th>Unit/Organization</th>
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<tr>
<td>2000-3999</td>
<td>Paragraphs are structured by each state to reflect the hierarchy of Peacetime Command and Control.</td>
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### ARMY AVIATION

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<tr>
<td>4020</td>
<td>State Army Aviation Office (SAAO)</td>
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<tr>
<td>4141-4145</td>
<td>Army Aviation Support Facility -OPRNS &amp; TRNG (AASF)</td>
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<tr>
<td>4621-4625</td>
<td>Army Aviation Support Facility</td>
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<tr>
<td>4740</td>
<td>Aviation Classification Repair Activity Depo (AVCRAD)</td>
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<td>4948</td>
<td>Operational Support Aviation Command Detachment C-23</td>
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<tr>
<td>4949</td>
<td>Operational Support Aviation Command Detachment (C-12s)</td>
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**SURFACE MAINTENANCE**

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<tr>
<td>5020</td>
<td>Surface Maintenance Manager (SSM)</td>
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<tr>
<td>5121-5421</td>
<td>Field Maintenance Shop (FMS)</td>
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<tr>
<td>6021-6025</td>
<td>Unit Training Equipment Site (UTES)</td>
</tr>
<tr>
<td>6021-6025</td>
<td>Combined Support Maintenance Shop (CSMS)</td>
</tr>
<tr>
<td>7021-7025</td>
<td>Maneuver Area Training Equipment Site (MATES)</td>
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**Full-Time Management Option (FTM-OP) Codes**

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<tr>
<th>OP-CODE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>AI</td>
<td>ADDITIONAL IDENTICAL</td>
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<tr>
<td>AW</td>
<td>ACTIVE DUTY FOR SPECIAL WORK (ADSW)</td>
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<tr>
<td>CT</td>
<td>BATTALION COMMAND TOUR (TITLE 10)</td>
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<tr>
<td>E</td>
<td>EXCEPTION</td>
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<tr>
<td>EX</td>
<td>T10/T32 EXCHANGE</td>
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<td>FIXED</td>
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<td>JS</td>
<td>JOB SHARING</td>
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<tr>
<td>LW</td>
<td>LEAVE WITHOUT PAY (LWOP)</td>
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<td>OG</td>
<td>OVERGRADE</td>
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<tr>
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<td>STATE ACTIVE DUTY</td>
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<td>SUMMER HIRE</td>
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<td>T</td>
<td>TEMPORARY</td>
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<tr>
<td>WC</td>
<td>OCCUPATIONAL WORK COMPENSATION PROGRAM (OWCP)</td>
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<td>X</td>
<td>EXCESS</td>
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