



**DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
NORTH CENTRAL REGION
1 ROCK ISLAND ARSENAL, BUILDING 56
ROCK ISLAND, IL 61299-7650**

REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE

PROCEDURES FOR IN-PROCESSING PAPERWORK FOR NEW EMPLOYEES

1. PURPOSE: To ensure that employees are paid properly and timely, consistent and efficient procedures are required for processing the paperwork of new employees by the Civilian Personnel Advisory Centers (CPACs) and the Processing Centers.
2. SCOPE: This Standing Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).
3. GENERAL: This SOP includes procedures for in-processing paperwork.
4. RESPONSIBILITIES:
 - a. Supervisors are responsible for implementation of this SOP.
 - b. CPACs and PCs are responsible for ensuring compliance with procedures and to monitor the quality of actions processed.
 - c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.
5. PROCEDURES:
 - a. CPAC will:
 - (1) Clear through e-verify and provide the selectee with the in-processing forms for completion as soon as possible. All forms may be completed prior to Entrance on Duty (EOD).
 - (2) In-process all new hires and ensure all appropriate forms are completed and included in the processing package. The complete package containing all required forms listed in Appendix A, should be forwarded via overnight mail to the PC no later than the day following EOD. CPAC will retain any locally required forms not listed.

(3) Ensure that the employee's legal name and signature is recorded consistently on new hire forms. The name and signature to record on official personnel records for an appointee is the name used for social security records, driver's license, and income tax purposes. Ensure all in-processing forms are properly completed, signed and dated prior to forwarding to the PC. The OF 306 must be signed by employee as both applicant and appointee in sections 17a and 17b. The CPAC Representative must enter the date of appointment or conversion in the Appointing Officer block.

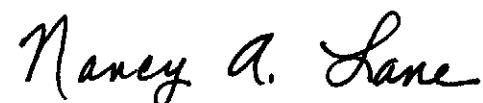
b. PC:

Upon receipt of the in-processing package, ensure prompt processing of the Request for Personnel Action (RPA). As stated in the Processing Guide Job Aid, new hires should be entered as soon as possible but no later than the Wednesday of the second week of the pay period.

6. REFERENCES AND RELATED DOCUMENTS:

CHRA Job Aides – located at <http://www.chra.army.mil/>, Training, DCPDS Training Materials

APPROVED BY:



NANCY A. LANE
Regional Director
North Central Region

Appendix A REQUIRED EOD FORMS

The forms required depend upon whether or not the individual has prior Federal service, and if so, specifically whether the prior service is from an agency who is currently utilizing DCPDS as their processing database. Below is a listing of required EOD forms. This information was comprised from Ch 3 of the Guide to Processing Personnel Actions (GPPA), and various email messages from CHRA regarding this subject.

REEMPLOYED ANNUITANTS

** In addition to the forms listed below for New-hires, the Processing Center will also need:

- Current Annuity statement
- FEGLI Form OPM 1482 – Agency Certification of Status of Reemployed Annuitants
- FEHB Premium Conversion Waiver/Election form if necessary.

NEW-HIRES :

- SF61 - Appointment Affidavit
- I-9 - Employment Eligibility Verification
- OF306 - Declaration for Federal Employment
- SF144 - Statement of Prior Federal Service
- SF256 - Statement of Self Handicap
- SF181 - Race & National Origin Info
- Retired Military Data
- Military Reserve or Guard Status
- Beneficiary Forms***
- SF 813 - Verification of a Military Retiree's Service in Non-wartime Campaigns or Expeditions if applicable
- Education data sheet
- College transcripts for positions with a positive education requirement
- E verify statement
- DD214's if applicable
- Resume
- SF 15 if applicable
- Condition of employment forms (i.e., memorandums of understanding, advance in-hire, certifications required by the position as in drug testing, Lautenberg etc.)

TRANSFERS – BENEFITS

Important Notice Concerning TSP and FEHB – in the case of all transfers, if the gaining payroll office changes upon transfer, an SF 2810, Change in Health Benefits Enrollment, must be completed to transfer-in FEHB to the new payroll office. The same is true for the TSP-19 to properly capture TSP contributions (regular and catch-up) and TSP loans.

If the payroll office and/or contact information change for the employee upon transfer, employees should be reminded to contact the respective program administrators if enrolled in FEDVIP, FSAFEDS and/or Long Term Care Insurance.

Any employee who enters on duty without a break in service of 4 days or more is handled like a transfer, as explained above, for benefits purposes. For example, an employee may resign or be terminated from an appointment on a Friday, and on Monday, come into Army on a new appointment action.

ARMY TO ARMY TRANSFERS: All Army activities utilize DCPDS and are on the same database. When we pick up an individual from another Army activity, the action is processed similar to an internal selection (i.e., 721-Reassignment, 702-Promotion, etc). SF 75 information is not required as the information is available in DCPDS. No new hire paperwork is required, however if the individual is moving between payroll offices, they will need to complete the TSP-19 form to transfer their TSP loans (if applicable).

NON-ARMY (utilizing DCPDS) to ARMY (identified on Appendix B): Since the prior activity uses DCPDS, the Staffer will perform a "Transfer Interagency Request" within DCPDS to pull the employee's history, therefore only the following forms would be required:

- Recommend providing the SF75 data. Although not a requirement, the PC could use the SF 75 data to verify that all of the information flowed correctly on the transfer interagency.
- Resume
- SF61 - Appointment Affidavit
- SF144 - Statement of Prior Federal Service
- I-9 - Employment Eligibility Verification
- OF306 - Declaration for Federal Employment (Because selective service is now captured on this form. Previously verification of selective service was documented via a separate method.)
- College transcripts for positions with positive education requirements
- condition of employment forms
- E-verify statement
- TSP 19 form to transfer in TSP loan (if applicable)

NON-ARMY (Non-DCPDS) to ARMY: Activities not currently utilizing DCPDS require the following forms:

- SF 75 information
- Resume
- Conditions of employment forms
- College transcripts for positions with positive education requirements
- E-verify statement

- SF61 - Appointment Affidavit
- SF256 - Statement of Self Handicap
- Recommend providing the SF75 data. Although not a requirement, the PC could use the SF 75 data to verify that all of the information flowed correctly on the transfer interagency.
- Resume
- SF61 - Appointment Affidavit
- SF144 - Statement of Prior Federal Service
- I-9 - Employment Eligibility Verification
- OF306 - Declaration for Federal Employment (Because selective service is now captured on this form. Previously verification of selective service was documented via a separate method.)
- college transcripts for positions with positive education requirements
- condition of employment forms
- E-verify statement
- TSP 19 form to transfer in TSP loan (if applicable)

***BENEFICIARY FORMS (FERS, FEGLI, & Unpaid Compensation): Are optional on the part of the employee.

APPENDIX B
DCPDS SITES

AFRH	L9	1370	Armed Forces Retirement Home – Gulfport
AFRH	SH	1369	Armed Forces Retirement Home Washington
AFRH	SH	6150	Armed Forces Retirement Home Washington
AFSA	41	2077	Selfridge ANGB, MI 48045
AFSA	42	2466	Westover ARB (USAFR) MA
AFSA	4A	2453	Brooks AFB TX 78235
AFSA	4A	6068	Brooks AFB TX 78235
AFSA	4D	2064	Ellsworth AFB SD 57706
AFSA	4D	6025	Ellsworth AFB SD 57706
AFSA	4K	2075	Whiteman AFB MO 65305
AFSA	4K	6029	Whiteman AFB MO 65305
AFSA	4L	2151	Altus AFB OK 73521
AFSA	4L	6040	Altus AFB OK 73521
AFSA	4O	2448	Beale AFB CA 95903
AFSA	4O	6066	Beale AFB CA 95903
AFSA	4Q	2469	Cannon AFB NM 88103
AFSA	4Q	6074	Cannon AFB NM 88103
AFSA	4R	2061	Carswell ARS TX
AFSA	4U	2204	Charleston AFB SC 29404
AFSA	4U	6047	Charleston AFB SC 29404
AFSA	4V	2133	Davis-Monthan AFB AZ 85707
AFSA	4V	6035	Davis-Monthan AFB AZ 85707
AFSA	4W	2458	Dover AFB DE
AFSA	4W	6070	Dover AFB DE
AFSA	4X	2059	Dyess AFB TX
AFSA	4X	6022	Dyess AFB TX
AFSA	4Y	2058	Fairchild AFB WA 99011
AFSA	4Y	6021	Fairchild AFB WA 99011
AFSA	4Z	2199	F E Warren AFB WY 82005
AFSA	4Z	6046	F E Warren AFB WY 82005
AFSA	5A	2451	Goodfellow AFB TX 76908
AFSA	5A	6067	Goodfellow AFB TX 76908
AFSA	5B	2139	Grissom AFB IN
AFSA	5C	2471	Holloman AFB NM 88330
AFSA	5C	6075	Holloman AFB NM 88330
AFSA	5D	2052	Homestead AFB FL 33030
AFSA	5E	2677	Laughlin AFB TX 78840
AFSA	5E	6086	Laughlin AFB TX 78840
AFSA	5F	2447	Little Rock AFB AR 72076
AFSA	5F	6065	Little Rock AFB AR 72076
AFSA	5H	2254	Air Reserve Pers Ctr, Denver CO 80230
AFSA	5I	2460	MacDill AFB FL 33608
AFSA	5I	6071	MacDill AFB FL 33608
AFSA	5J	2073	Malmstrom AFB MT 59402
AFSA	5J	6028	Malmstrom AFB MT 59402
AFSA	5K	2373	March ARB CA 92508
AFSA	5M	2140	McChord AFB WA 98438
AFSA	5M	6037	McChord AFB WA 98438
AFSA	5N	2207	McGuire AFB NJ 08641

AFSA	5N	6049	McGuire AFB NJ 08641
AFSA	5O	2255	Moody AFB GA 31601
AFSA	5O	6055	Moody AFB GA 31601
AFSA	5P	2194	Mt Home AFB ID 83648
AFSA	5P	6043	Mt Home AFB ID 83648
AFSA	5R	2377	Patrick AFB FL 32925
AFSA	5R	6063	Patrick AFB FL 32925
AFSA	5T	2069	Pope AF NC 28308
AFSA	5T	6026	Pope AF NC 28308
AFSA	5V	2512	Seymour Johnson AFB NC 27531
AFSA	5V	6077	Seymour Johnson AFB NC 27531
AFSA	5W	2063	Shaw AFB SC 29152
AFSA	5W	6024	Shaw AFB SC 29152
AFSA	5X	2457	Travis AFB CA
AFSA	5X	6069	Travis AFB CA
AFSA	5Y	2307	Vance AFB OK
AFSA	5Y	6098	Vance AFB OK
AFSA	5Z	2154	Vandenburg AFB CA 93437
AFSA	5Z	6042	Vandenburg AFB CA 93437
AFSA	6L	2605	Willow Grove ARS PA
AFSA	6M	2599	Gen Mitchell IAP - ARS, WI
AFSA	6N	2606	Youngstown MAP, OH
AFSA	6O	3059	Grand Forks AFB, ND 58205
AFSA	6O	6088	Grand Forks AFB, ND 58205
AFSA	6P	2603	NAS New Orleans, LA 70143-0400
AFSA	6Q	2600	Niagra Falls ARS (IAP) NY
AFSA	6R	2598	Dobbins AFB GA
AFSA	6T	2067	Greater Pittsburgh IAP PA
AFSA	6U	3433	Battle Creek MI
AFSA	6V	2079	Buckley ANGB CO 80011-9599
AFSA	6V	6030	Buckley ANGB CO 80011-9599
AFSA	6W	2253	USAFA Colorado Springs CO 80840
AFSA	6W	6054	USAFA Colorado Springs CO 80840
AFSA	6X	2517	Peterson AFB CO 80914
AFSA	6X	6079	Peterson AFB CO 80914
AFSA	6X	6095	Peterson AFB CO 80914
AFSA	6X	6100	Peterson AFB CO 80914
AFSA	6X	6101	Peterson AFB CO 80914
AFSA	6X	6102	Peterson AFB CO 80914
AFSA	6X	6103	Peterson AFB CO 80914
AFSA	6Y	2124	Aviano AB, IT 09293
AFSA	6Y	6033	Aviano AB, IT 09293
AFSA	6Y	6123	Aviano AB, IT 09293
AFSA	6Z	2149	Edwards AFB, CA 93523
AFSA	6Z	6038	Edwards AFB, CA 93523
AFSA	7E	6093	Croughton RAF Station UK
AFSA	7I	2057	Luke AFB AZ 85309
AFSA	7I	6020	Luke AFB AZ 85309
AFSA	7K	2049	Tyndall AFB FL 32401
AFSA	7K	6018	Tyndall AFB FL 32401

AFSA	7N	4058	Spangdahlem AB GE
AFSA	7N	6094	Spangdahlem AB GE
AFSA	7N	6122	Spangdahlem AB GE
AFSA	7Q	2516	McConnell AFB, KS 67221
AFSA	7Q	6078	McConnell AFB, KS 67221
AFSA	7S	2076	Minn St Paul IAP MN 55450
AFSA	7T	2518	Onizuka AFB CA
AFSA	7W	2609	Hanscom AFB, MA 01731
AFSA	7W	6081	Hanscom AFB, MA 01731
AFSA	8B	2062	Arnold AFS TN
AFSA	8B	6023	Arnold AFS TN
AFSA	8D	2197	Andersen AFB Guam 96543
AFSA	8D	6045	Andersen AFB Guam 96543
AFSA	8E	2465	Barksdale AFB, LA 71110
AFSA	8E	6072	Barksdale AFB, LA 71110
AFSA	8F	2045	Offutt AFB, NE 68113
AFSA	8F	6016	Offutt AFB, NE 68113
AFSA	8G	2467	Columbus AFB, MS 39701
AFSA	8G	6073	Columbus AFB, MS 39701
AFSA	8I	2376	Eglin AFB FL 32542
AFSA	8I	6062	Eglin AFB FL 32542
AFSA	8I	6096	Eglin AFB FL 32542
AFSA	8K	3536	Izmir AB Turkey
AFSA	8K	6090	Izmir AB Turkey
AFSA	8K	6129	Izmir AB Turkey
AFSA	8L	2251	Hill AFB, UT 84056
AFSA	8L	6053	Hill AFB, UT 84056
AFSA	8O	2150	Minot AFB, ND 58705
AFSA	8O	6039	Minot AFB, ND 58705
AFSA	8P	2078	Otis ARS MA
AFSA	8Q	2632	Andrews AFB, MD 20331
AFSA	8Q	6085	Andrews AFB, MD 20331
AFSA	8R	2880	Howard AFB, PM 34001
AFSA	8S	3537	Incirlik AB TU
AFSA	8S	6091	Incirlik AB TU
AFSA	8S	6128	Incirlik AB TU
AFSA	8T	2115	Kadena AB, JA 96239
AFSA	8T	6031	Kadena AB, JA 96239
AFSA	8T	6124	Kadena AB, JA 96239
AFSA	8V	2245	Keesler AFB, MS 39534
AFSA	8V	6051	Keesler AFB, MS 39534
AFSA	8X	2604	Kelly AFB, TX 78243 (Hq AIA)
AFSA	8Y	2510	Kirtland AFB, NM 87115
AFSA	8Y	6076	Kirtland AFB, NM 87115
AFSA	8Z	2354	Lackland AFB, TX 78236
AFSA	8Z	6060	Lackland AFB, TX 78236
AFSA	9A	2071	Lajes Fld Azores 09406
AFSA	9A	6027	Lajes Fld Azores 09406
AFSA	9A	6120	Lajes Fld Azores 09406
AFSA	9B	2322	Langley AFB, VA 23665

AFSA	9B	6058	Langley AFB, VA 23665
AFSA	9C	2074	Schriever AFB, CO 80912
AFSA	9C	6095	Schriever AFB, CO 80912
AFSA	9C	6103	Schriever AFB, CO 80912
AFSA	9C	6114	Schriever AFB, CO 80912
AFSA	9D	3432	Los Angeles AFS, CA 90009
AFSA	9D	6089	Los Angeles AFS, CA 90009
AFSA	9E	2612	Eielson AFB, AK 99702
AFSA	9E	6083	Eielson AFB, AK 99702
AFSA	9F	6082	McClellan AFB, CA 95652
AFSA	9G	4052	Mildenhall RAF Sta UK 09127
AFSA	9G	6092	Mildenhall RAF Sta UK 09127
AFSA	9G	6097	Mildenhall RAF Sta UK 09127
AFSA	9G	6130	Mildenhall RAF Sta UK 09127
AFSA	9H	2038	Nellis AFB, NV 89191
AFSA	9H	6015	Nellis AFB, NV 89191
AFSA	9I	6112	Molesworth RAF Station UK
AFSA	9K	3014	Osan AB KO 96570
AFSA	9K	6087	Osan AB KO 96570
AFSA	9K	6127	Osan AB KO 96570
AFSA	9L	2195	Air Force Pentagon, Wash DC 20330
AFSA	9L	6044	Air Force Pentagon, Wash DC 20330
AFSA	9M	2152	Elmendorf AFB, AK 99506
AFSA	9M	6041	Elmendorf AFB, AK 99506
AFSA	9N	2249	Ramstein AB, GE 09012
AFSA	9N	6032	Ramstein AB, GE 09012
AFSA	9N	6052	Ramstein AB, GE 09012
AFSA	9N	6121	Ramstein AB, GE 09012
AFSA	9P	2323	Randolph AFB, TX 78150
AFSA	9P	6059	Randolph AFB, TX 78150
AFSA	9Q	2287	Hickam AFB HI 96853
AFSA	9Q	6056	Hickam AFB HI 96853
AFSA	9R	2378	Robins AFB, GA 31093
AFSA	9R	6036	Robins AFB, GA 31093
AFSA	9R	6061	Robins AFB, GA 31093
AFSA	9R	6064	Robins AFB, GA 31093
AFSA	9R	6080	Robins AFB, GA 31093
AFSA	9R	6099	Robins AFB, GA 31093
AFSA	9R	6104	Robins AFB, GA 31093
AFSA	9R	6105	Robins AFB, GA 31093
AFSA	9R	6106	Robins AFB, GA 31093
AFSA	9R	6107	Robins AFB, GA 31093
AFSA	9R	6108	Robins AFB, GA 31093
AFSA	9R	6109	Robins AFB, GA 31093
AFSA	9R	6110	Robins AFB, GA 31093
AFSA	9R	6111	Robins AFB, GA 31093
AFSA	9R	6113	Robins AFB, GA 31093
AFSA	9S	2051	Scott AFB, IL 62225
AFSA	9S	6019	Scott AFB, IL 62225
AFSA	9T	2613	Misawa AB, JA 96319

AFSA	9T	6084	Misawa AB, JA 96319
AFSA	9T	6125	Misawa AB, JA 96319
AFSA	9U	2307	Sheppard AFB, TX 76311
AFSA	9U	6057	Sheppard AFB, TX 76311
AFSA	9V	2205	Tinker AFB, OK 73145
AFSA	9V	6048	Tinker AFB, OK 73145
AFSA	9W	2611	Portland IAP, OR 97218
AFSA	9X	2130	Wright Patterson AFB OH 45433
AFSA	9X	6034	Wright Patterson AFB OH 45433
AFSA	9Y	2243	Yokota AB, JA 96328
AFSA	9Y	6050	Yokota AB, JA 96328
AFSA	9Y	6126	Yokota AB, JA 96328
AFSA	9Z	2047	Maxwell AFB, AL 36112
AFSA	9Z	6017	Maxwell AFB, AL 36112
DCAA	IH	3207	DCAA Central Region Irving TX
DCAA	IJ	3205	DCAA Eastern Region Smyrna GA
DCAA	IK	3195	DCAA HQ Operations Ofc, Ft Belvoir VA
DCAA	LM	3208	DCAA Western Retion LaMirada CA
DCAA	NE	3206	DCAA Northeast Region Lexington MA
DCAA	PQ	3210	DCAA Mid Atlantic Region Philadelphia PA
DDEA	7J	4199	DODEA Stateside Dependents Schools, Arlington VA
DDEA	7X	4199	DoD Education Activity (DoDEA) Arlington VA
DECA	J4	4200	DECA Midwest
DECA	J5	4200	DECA Eastern
DECA	J6	4200	DECA Western Pacific
DFAS	CG	4459	DFAS Indianapolis IN 46249-6400
DLA1	H1	4018	DLA, New Cumberland, PA 17070-5001
DLA1	H2	1932	DLA, Ft. Belvoir, VA 22060
DLA1	H3	3186	DLA, El Segundo, CA 90245-4320
DLA1	H4	3051	DLA, Stockton, CA 95296-0400
DLA1	H5	1952	DLA, Richmond, VA 23297-5313
DLA1	H6	2208	DLA, Columbus, OH 43216-5000
DLA1	H7	2972	DLA, Battle Creek, MI 49017-3092
DLA1	H7	4018	DLA, Battle Creek, MI 49017-3092
DLA1	H8	3180	DLA, Boston, MA 02210-2184
DLA1	H9	2087	DLA, Philadelphia, PA 19145-5099
DLA1	J4	3051	DECA Midwest
DLA1	J5	1952	DECA Eastern
DLA1	J6	2208	DECA Western Pacific
DLA1	J7	2087	DLA, Philadelphia, PA 19111-5096
DLA1	J8	3212	DLA Columbus OH 43216-5000
DLA1	J9	1932	DLA Ft Belvoir VA 22060-6221
DLA1	J9	4018	DLA Ft Belvoir VA 22060-6221
EOP1	EO	4231	EOP Washington DC 20503
HRSC	7D	4197	U S Univ Health Sci (USUHS) Bethesda MD 20814
HRSC	DG	1936	Washington Headquarters Services, Alexandria VA
HRSC	DH	4450	DOD-IG, Wash DC
HRSC	DI	1936	TRICARE Support Office (CHAMPUS) Aurora CO
HRSC	DK	1936	Joint Staff (Pentagon)
HRSC	GQ	1903	DTRA, Dulles, VA

HRSC	GQ	1937	DTRA, Dulles, VA
HRSC	HQ	2971	DISA Arlington VA 22204
HRSC	IA	4104	DIS Baltimore MD 21203-1211
HRSC	IB	4521	DIS Hqs Alexandria VA 22314-1651
HRSC	IC	4523	DIS Cherry Hill NJ 08034-1908
HRSC	ID	4526	DIS SE Reg, Smyrna GA 30080-7606
HRSC	IE	4527	DIS SW Reg, Irving TX 75062-2795
HRSC	IF	4529	DIS Pacific Reg, Long Beach CA 90807-4013
IBB1	VO	4452	Voice of America Washington, DC
NGBU	TA	3335	Montgomery AL 36116-0711
NGBU	TB	3336	Anchorage AK 99502
NGBU	TC	3337	Phoenix AZ 85026
NGBU	TD	3338	Little Rock AR 72201
NGBU	TF	3339	Sacramento CA 95813
NGBU	TG	3340	Denver CO 80202
NGBU	TH	3341	Hartford CT 06101
NGBU	TI	3342	Wilmington DE 19850
NGBU	TK	3343	Washington DC 20013
NGBU	TL	3344	St Augustine FL 32085
NGBU	TM	3345	Atlanta GA 30304
NGBU	TO	3346	Honolulu HI 96820
NGBU	TQ	3347	Boise ID 83708
NGBU	TR	3348	Springfield IL 62703
NGBU	TS	3349	Indianapolis IN 46206
NGBU	TT	3350	Johnston IA 50131
NGBU	TV	3351	Topeka KS 66603
NGBU	TW	3352	Frankfort KY 40601
NGBU	TY	3353	New Orleans LA 70113
NGBU	TZ	3354	Augusta ME 04330
NGBU	UB	3355	Baltimore MD 21233
NGBU	UC	3356	Natick MA 01760
NGBU	UD	3357	Lansing MI 48924
NGBU	UE	3358	St Paul MN 55101
NGBU	UF	3359	Jackson MS 39205
NGBU	UG	3360	Jefferson City MO 65101
NGBU	UH	3361	Helena MT 59601
NGBU	UI	3362	Lincoln NE 68501
NGBU	UJ	3363	Carson City NV 89701
NGBU	UK	3364	Concord NH 03301
NGBU	UL	3365	Trenton NJ 08650
NGBU	UM	3366	Santa Fe NM 87501
NGBU	UN	3367	Latham NY 10016
NGBU	UO	3368	Raleigh NC 27611
NGBU	UQ	3369	Bismarck, ND 58501
NGBU	UR	3370	Columbus OH 43216
NGBU	UT	3371	Oklahoma City OK 73125
NGBU	UU	3372	Salem OR 97309
NGBU	UV	3373	Annville PA 17003
NGBU	UW	3374	San Juan PR 00936
NGBU	UX	3375	Providence RI 02940

NGBU	UY	3376	Columbia SC 29201
NGBU	UZ	3377	Rapid City SD 57701
NGBU	WA	3378	Nashville TN 37202
NGBU	WC	3379	Austin TX 78710
NGBU	WD	3380	Draper UT 84020
NGBU	WF	3381	Winooski VT 05404
NGBU	WH	3382	Richmond VA 23232
NGBU	WI	4105	St Croix US VI 00820
NGBU	WJ	3383	Tacoma WA 98413
NGBU	WK	3384	Charleston WV 25301
NGBU	WL	3385	Madison WI 53707
NGBU	WM	3386	Cheyenne WY 82001
NIMA	FE	2325	National Imagery and Mapping Agency, St Louis MO
NVEA	K4	2413	Marine Corps Activities,NCR (Arlington-Quantico VA)
NVEA	LL	2413	Afloat Pers Mgmt Ctr, Virginia Beach, VA
NVEA	LL	2436	Afloat Pers Mgmt Ctr, Virginia Beach, VA
NVEA	MC	2413	Naval Weapons Station, Yorktown VA
NVEA	MJ	2413	RSC Navy East, Norfolk VA
NVEA	MM	2413	Marine Corps Air Stn, Cherry Point NC Marine Corps Base,Camp Lejeune(Sat Cherry Pt),Camp
NVEA	MQ	2413	Lejeune, NC
NVEA	NI	2413	Fleet & Industrial Supply Ctr(FISC), Norfolk VA
NVEA	NO	2413	Naval Shipyard, Portsmouth VA
NVEA	NW	2413	NavSea, Portsmouth VA
NVEA	NX	2413	SUPSHIP Newport News VA
NVEU	N3	2445	HRO NAVSUPPACT Souda Bay Greece
NVEU	N4	2445	HRO Naval Medical Research Cairo Egypt
NVEU	N4	6155	HRO Naval Medical Research Cairo Egypt
NVEU	N5	2445	HRO NAVSUPPACT Bahrain
NVEU	N5	6156	HRO NAVSUPPACT Bahrain
NVEU	N6	2445	Naval Support Activity, Naples IT
NVEU	N6	6153	Naval Support Activity, Naples IT
NVEU	N8	2445	Naval Station, Rota SP
NVEU	NK	2445	Naval Support Acty,Lamadellena IT
NVEU	NK	6154	Naval Support Acty,Lamadellena IT
NVEU	NZ	2445	Naval Air Station, Sigonella IT
NVEU	NZ	6152	Naval Air Station, Sigonella IT
NVEU	P1	2445	Naval Air Station, Keflavik Iceland
NVEU	P1	6151	Naval Air Station, Keflavik Iceland
NVEU	PW	2445	RSC Navy Europe, Eastcote UK
NVNE	4F	2412	Naval Intelligence Comnd,Suitland MD
NVNE	4G	2412	Naval Surf War Ctr(NSRDC),Carderock MD
NVNE	4H	2412	Office of Naval Research (ONR), Arlington VA
NVNE	K7	2412	Naval Air Warfare Ctr, Patuxent River MD
NVNE	K9	2412	Naval Research Lab (NRL), Wash DC
NVNE	L1	2412	Naval Inv Control Point, Philadelphia PA
NVNE	L4	2412	Naval Inv Control Point, Mechanicsburg PA
NVNE	L6	2412	Naval Shipyard, Portsmouth NH
NVNE	L7	2412	Naval Surface Warfare Center, Crane IN
NVNE	LB	2412	Submarine Base, Groton CT
NVNE	LD	2412	Naval Training Ctr, Great Lakes IL

NVNE	LI	2412	MCFC, Kansas City KS
NVNE	LN	2412	NAWC, Lakehurst NJ
NVNE	LO	2412	NAS, Brunswick, (Groton CT), Brunswick NJ
NVNE	LV	2412	NETC, Newport RI
NVNE	LX	2412	Naval Undersea Warfare Center, Newport RI
NVNE	LZ	2412	Nav Weapons Station Yorktown - Colts Neck NJ
NVNE	QS	2412	RSC Navy NE, Philadelphia PA
NVNW	4C	2416	Naval Surface Warfare Center, Indian Head MD
NVNW	4E	2416	Naval Surface Warfare Center, Silver Spring VA
NVNW	4I	2416	HRO Secretariat Washington DC
NVNW	4J	2416	Naval Academy, Annapolis MD
NVNW	K0	2416	HRC, NAVSEASYSCOM, Crystal City, Arlington VA
NVNW	K1	2416	Naval District, Washington DC
NVNW	K3	2416	US Univ of Health Sciences
NVNW	QA	2416	NWS, Concord CA
NVNW	QK	2416	RSC Navy NW, Bremerton WA
NVNW	QN	2416	Naval Undersea Warfare Center, Keyport WA
NVNW	QO	2416	Naval Shipyard, Puget Sound WA
NVPC	4B	2418	RSC Navy Pac, Pearl Harbor HI
NVPC	K6	2418	NAF Sasebo,(Yokosuka), Sasebo, Japan
NVPC	M4	2418	Marine Corps Base, Kaneohe HI
NVPC	N7	2418	Naval Station, Guam GQ
NVPC	N9	2418	Marine Corps Base, Camp Butler, Okinawa JA
NVPC	N9	6158	Marine Corps Base, Camp Butler, Okinawa JA
NVPC	NT	2418	NAF Atsugi, (Yokosuka), Atsugi, Japan
NVPC	NT	6157	NAF Atsugi, (Yokosuka), Atsugi, Japan
NVPC	P3	2418	Fleet Activities, Naval Base, Yokosuka JA
NVPC	P9	2418	MCAS, Iwakuni Japan (MCHQ)
NVPC	P9	6159	MCAS, Iwakuni Japan (MCHQ)
NVSE	M3	2417	Chief, Naval Education & Training, Pensacola, FL
NVSE	M9	2417	Naval Surface Warfare Center, Panama City FL
NVSE	MI	2417	RSC Navy SE, New Orleans LA
NVSE	MK	2417	MCRD, Parris Island SC
NVSE	MR	2417	Marine Corps Logistics Base, Albany GA
NVSE	MZ	2417	Naval Air Station, Jacksonville FL
NVSE	NA	2417	Construction Battalion Center (CBC), Gulfport MS
NVSE	NB	2417	Naval Oceanographic R&D Acty, Gulfport MS
NVSE	NH	2417	HRO SPAWAR Charleston SC
NVSE	NL	2417	Naval Training Systems Center, Orlando FL
NVSE	NR	2417	Naval Base, Guantanamo Bay Cuba
NVSE	NU	2417	Naval Station, Roosevelt Roads, PR Naval Air Weapons Ctr (China Lake-Pt Mugu CA), Port
NVSW	P0	2414	Hueneme CA
NVSW	P2	2414	Naval Weapons Support Activity, Seal Beach CA
NVSW	P5	2414	Public Works Center (PWC), San Diego CA
NVSW	PK	2414	Marine Corps Activities SW, Camp Pendleton CA
NVSW	PM	2414	Naval Air Station (NAS), Lemoore CA
NVSW	PP	2414	Construction Battalion Ctr (CBC), Port Hueneme CA
VSW	QH	2414	Naval Postgraduate School, Monterey CA

Agency
Transfer to Payroll Office

List of Agencies serviced by DFAS/DCPS on DCPDS (no manual 352 required unless gaining agency did not process transfer action appropriately)

DD/04	PE	DISA (Defense Information Systems Agency) (Serviced by DFAS)
DD/07	PE	DLA (Defense Logistics Agency)
DD/10	PE	DCAA (Defense Contract Audit Agency) (Serviced by DFAS)
DD/11	PE	NGA (National Geospatial-Intelligence Agency) (Formerly NIMA)
DD/12	PE	DSS (Defense Security Service)
DD/16	PE	DODEA (Department of Defense Education Activity)
DD/34	PE	DECA (Defense Commissary Agency)
DD/35	PE	DFAS (including DODIG, NDU, DTIC)
DD/61	PE	DTRA (Defense Threat Reduction Agency)
DD63	PE	DCMA (Defense Contract Management Agency) (Serviced by Army)
AF/**	FF	AIR FORCE (FF for OCONUS; DE for rest)
	OA or	
AR/**	FA	ARMY
DD/DG, DI, DK	PE	WHS (Washington Headquarters Services) (CPO IDs DG, DI, DK only)
IB/**	IB	BBG (Broadcasting Board of Governors)
	OA or	
NG/**	DE	NATIONAL GUARD (OA for Army National Guard; DE for Air National Guard)
	CY or	
NV/**	CH	NAVY (including USUHS) CY for shipyards; CH for other Navy
RE/**	RE	EOP (Executive Office of the President)

List of Agencies serviced by DFAS/DCPS NOT on DCPDS (manual 352 required)

DN/**	EN	DOE (Department of Energy)
EP/**	EP	EPA (Environmental Protection Agency)
HE/**	HE	HHS (Health and Human Services)
VA/**	VA	VA (Veterans Affairs)