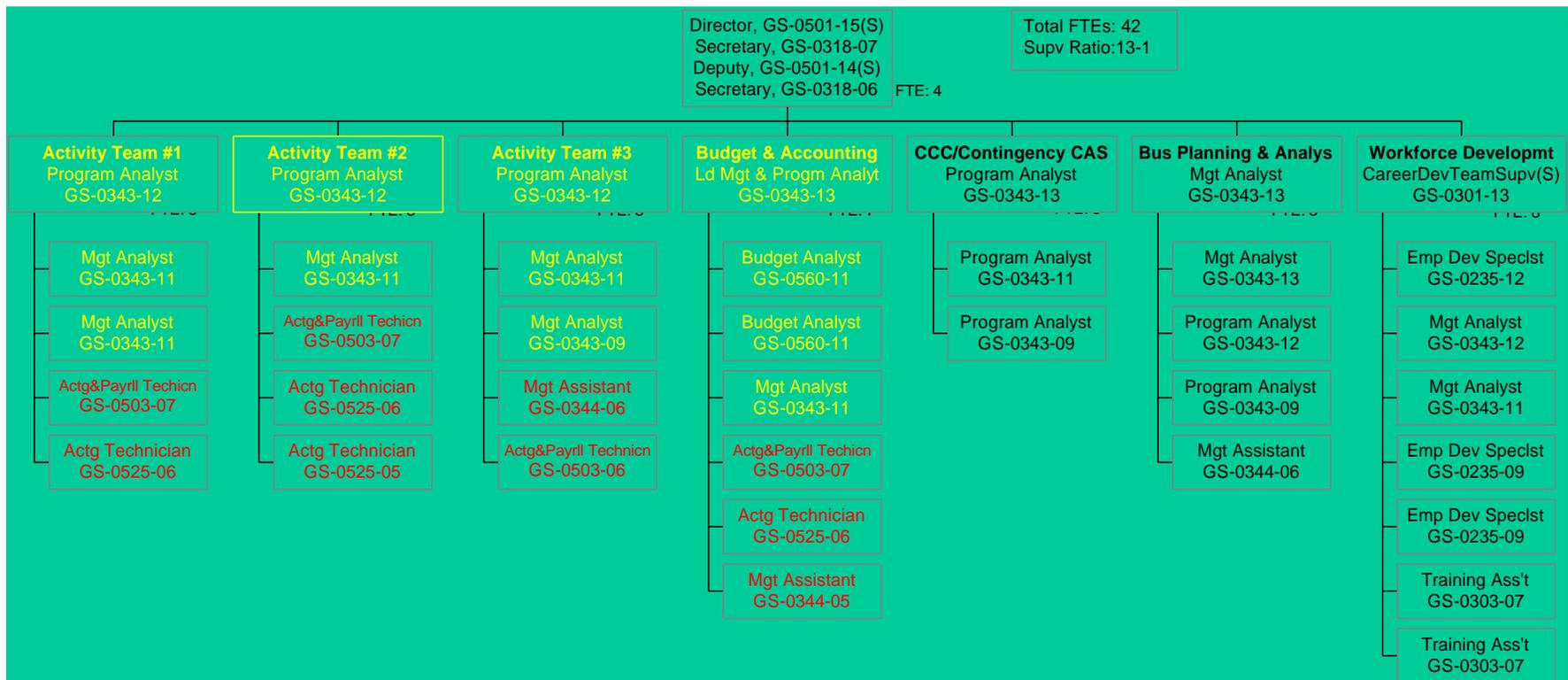


ORGANIZATIONAL BRIEFING LAYOUT

- **ACTIVITY:** DCMDW
- **SITE LOCATION(S):** Carson, CA
- **Civilian Population (as of 31 Jan 00):** 4885
- **Contract Administration Offices:** 28
- **Geographic Dispersion:** States west of the Mississippi, Louisiana and Arkansas
- **ORGANIZATIONAL HIERARCHY (COMMAND LEVEL - See Chart 2):**
 - » Director
 - » Deputy
 - » Teams (Budget & Accounting, Activity and Program)

DCMDW Planning and Resource Management Directorate



ORGANIZATIONAL BRIEFING LAYOUT

•**Budget & Accounting Team**

»District oversight:

–Corporate budget and accounting

–Centralized controlled funds

–Corporate budget systems

«DBAS

«TCA

»District HQs-specific

–Accounting

–Payroll

•**Activity Teams**

»Activity-specific accounting

»Activity-specific payroll

ORGANIZATIONAL BRIEFING LAYOUT

•Activity Analyst (Functions):

- »Review/coordinate MOP
- »Coordinate adjustment to transfer of funds
- »Coordinate reconciliation of accounting discrepancies with CAO and Accounting Technician
- »Load budget targets
- »Issue AOBs
- »Issue MOPs
- »Issue Status of Funds
- »Coordinate/adjust fund targets
- »Reconcile to Corporate targets (summary level)
- »Coordinate and assist in resolution of accounting issues
- »Coordinate and assist in resolution of payroll issues
- »Coordinate and assist in resolution of union dues deductions

ORGANIZATIONAL BRIEFING LAYOUT

- **Activity Analyst (Payroll Functions):**

- » ATAAPS, DCPS, DBMS oversight for integration
 - Coordinate problems with DLA, DFAS Columbus, DFAS Charleston, DFAS Pensacola, MegaCenter, Commanders, managers, and POCs
 - Coordinate issues/concerns with Security, Human Resources,
Administration & Information Management Offices
- » Develop/coordinate/deploy internal procedures and FAQs
- » Provide training

ORGANIZATIONAL BRIEFING LAYOUT

•Accounting/Payroll Technician Functions:

»Account Maintenance & Reconciliation

–Input (all) obligations into AAS

«GOVs

«IMPAC

«Training (Discretionary and other)

–Coordinate/reconcile accounting discrepancies with activity analyst and CAO-specific

–Reconcile FEVs

–Reconcile NLOs

–Process jury duty checks

–Travel Liaison

ORGANIZATIONAL BRIEFING LAYOUT

•Accounting/Payroll Technician Functions (continue):

»Payroll Functions

- Input missing T&A into DCPS**
- Validate/certify jury duty leave**
- Validate/certify military leave**
- Review/reconcile critical payroll reports**
 - «Retro Invalids, Missing T&A,DCPS Daily,
Conversion of Hours**
- Maintain personal data updates**
- Adjust/correct carry-over leave balances**
- Adjust/correct restoration of leave**
- Input advanced leaves**

ORGANIZATIONAL BRIEFING LAYOUT

- **Accounting/Payroll Technician Functions (continue):**
 - » Review and assist in resolution of pay discrepancies
 - » Maintain/update ATAAPS
 - » Build/assist in ATAAPS certification rosters
 - » Process AP1 corrections in DCPS
 - » Input charity contributions
 - » Input union dues deductions in DCPS