



DEPARTMENT OF THE NAVY
 PERSONNEL SUPPORT ACTIVITY
 937 NORTH HARBOR DRIVE
 SAN DIEGO, CALIFORNIA 92132-5190

PERSUPFACTSANDIEGOINST 7410.4C
 Code 50/Z-2
 16 MAR 1989

PERSUPFACT SAN DIEGO INSTRUCTION 7410.4C

Subj: REPORTING AND DEFINITIONS FOR WORK UNIT DATA AND COST ACCOUNTS (R)

Ref: (a) NAVSO P-3006
 (b) NAVCOMPT Manual, Vol. II

Encl: (1) Cost Account Code Descriptions

1. Purpose. To establish procedures for reporting work units and to define cost accounts. (R)

2. Cancellation. PERSUPFACTSANDIEGOINST 7410.4B

3. Background. References (a) and (b) require the accumulation of personnel work hours and work units by cost accounts to measure performance or productivity. Cost account codes which apply to Personnel Support Activity Detachments have been extracted from reference (b) and are defined in enclosure (1). Failure to report data accurately could cause loss of manpower or funds necessary to accomplish the mission. (R)

4. Action. Each PERSUPPDET will refer to enclosure (1) and report work units to the Comptroller by 1200 of the first working day after the end of the month in the following format:

Work Unit Report for PERSUPPDET _____ for the month of _____

1E10 _____
 1E20 _____
 1E30 _____
 96H1 _____
 96H2 _____
 96H3 _____
 IC70 _____

Work units for Cost Account 2320 will be accumulated and reported by the Long Beach and San Diego Navy Passenger Transportation Offices. Work units for Cost Account 1A10 will be reported by the Staff Comptroller. Projected work units for budgeting purposes will be requested on an individual basis. (R)


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Distribution:
 PERSUPFACTSANDIEGOINST 5216.1G, Lists I and II

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COST ACCOUNT CODES

<u>Code</u>	<u>Description</u>
1A00	Command
1A10	<p><u>Command and Executive Offices.</u> Includes command direction and administration of activities and related duties performed in the office of the commanding officer; executive officer's office; technical and special assistants, excluding legal office and public information office; and officer in charge, immediate assistants, and the secretary of planning or operations groups, where applicable.</p> <p>Work Unit A: Average number of personnel (military and civilian).</p> <p>Definition: Average number of military and civilian personnel assigned to the activity for the reporting period.</p> <p>Point of Count: Manpower Listing (OPNAV Form 5320/3), adjusted for interim change.</p>
1E10	<p><u>Military Personnel Administration.</u> Includes the pay of personnel involved in the assignment, classification, and administration, including discipline of military personnel.</p> <p>Work Unit A: Number of Military Personnel.</p> <p>Definition: Total number of military (officer and enlisted) personnel records maintained at the activity.</p> <p>Point of Count: End of reporting period.</p>
1E20	<p><u>Officer Personnel Records.</u> Includes the pay of personnel involved in the assignment, classification, and administration, including discipline of military personnel.</p> <p>Work Unit A: Number of officer records only.</p> <p>Definition: Total number of officer personnel records maintained at the activity.</p> <p>Point of Count: End of reporting period.</p>
1E30	<p><u>Enlisted Personnel Records.</u> Includes the pay of personnel involved in the assignment, classification, and administration, including discipline of military personnel.</p> <p>Work Unit A: Number of enlisted personnel records only.</p>

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COST ACCOUNT CODES

<u>Code</u>	<u>Description</u>
	Definition: Total number of enlisted personnel records maintained at the activity. Point of Count: End of reporting period.
1J00	Administrative Office Services
1J20	<u>Other Office Services.</u> Includes the operation of central mail and file units, stenographic pools, and the common consumable supplies and materials. Work Unit A: Not Applicable.
2300	Traffic Management
2320	<u>Passengers.</u> Includes all costs specifically identified with arranging for and scheduling single and group passenger movements including selection of mode and carrier, issuing transportation request, meal tickets, or similar documents; advising travelers concerning transportation services and entitlements; reporting passenger movement data; and ensuring that adequate transportation services and equipment are furnished for group movements. Work Unit A: Number of line items processed, passengers moved by TR's and MTA's, and applications processed.
96H0	Military Pay
96H1	<u>Pay Records.</u> Includes the cost of all personnel in the Pay Record components. Work Unit A: Pay record actions. Definition: Total number of accounts on hand at the beginning of the period, plus the total number of takeups, transfers, and special pay processed during the period. Point of Count: Upon completion of the action.
96H2	<u>Fiscal.</u> Includes the cost of all personnel in the Fiscal components. Work Unit A: Transactions. Definition: Total number of check and cash payments, collection transactions processed, and savings bonds issued.

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COST ACCOUNT CODES

<u>Code</u>	<u>Description</u>
	Point of Count: Upon completion.
96H3	<u>Public Voucher.</u> Includes the cost of all personnel in the Travel components.
	Work Unit A: Claims (Travel Vouchers)
	Definition: All travel for which covering vouchers have been prepared and processed for payment.
	Point of Count: Upon completion of preparation of the voucher.
1C70	<u>Disbursing.</u> Includes the cost of processing claims other than travel vouchers. (A note stating number of hours worked on miscellaneous vouchers should be included with military and civilian timecards).
	Work Unit A: Claims (Miscellaneous).
	Definition: All miscellaneous claims for which covering vouchers have been prepared and processed for payment.
	Point of Count: Upon completion of preparation of the voucher.