

## ORGANIZATIONAL STRUCTURE CODES TMGT - TABLE NUMBER 5

<b>TRANSACTION CODES</b> A=Add M=Modify D=Delete		<b>ORGANIZATIONAL STRUCTURE CODES TMGT - TABLE NUMBER 5</b>												
1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR
6 LEVEL SHORT NAME (30)														
7 LEVEL FULL NAME 1 (75)														
8 LEVEL FULL NAME 2 (75)										9 EMPLOYEE EXPRESS				
										<input type="checkbox"/> YES <input type="checkbox"/> NO				
1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR
6 LEVEL SHORT NAME (30)														
7 LEVEL FULL NAME 1 (75)														
8 LEVEL FULL NAME 2 (75)										9 EMPLOYEE EXPRESS				
										<input type="checkbox"/> YES <input type="checkbox"/> NO				
1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR
6 LEVEL SHORT NAME (30)														
7 LEVEL FULL NAME 1 (75)														
8 LEVEL FULL NAME 2 (75)										9 EMPLOYEE EXPRESS				
										<input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>10 AUTHORIZATION</b>														
SIGNATURE										TELEPHONE (Area Code and Number)				
TITLE										DATE				

### INSTRUCTIONS

**BLOCK**

**1-Transaction Code.** Must be completed.

**A=Add.** This code is to be used to establish a new organizational structure code number that has never been used before.

**M=Modify.** This code is to be used when a change or correction is made to any field except the agency code and the organizational structure code number itself. A change usually involves changing the alphanumeric description of a level number or changing the Ending Effective Date.

**D=Delete.** This code is to be used to deactivate an Organizational Structure Code Number. Enter the Organizational Structure Code Number to be deleted. Do not enter Last Effective Date. This transaction is effective the day it is entered. The system will not recognize this number in processing any future actions.

**2-Agency Code.** Enter the 2-position agency code.

**3-Level.** Must be numeric. Do not leave spaces between levels. After entering level to add, delete, or change, enter zeros in following levels.

**BLOCK**

**Mail to:** (Use of Window Envelope is Optional)

USDA NATIONAL FINANCE CENTER  
 GESD, PAYROLL PROCESSING BRANCH  
 QUALITY CONTROL STAFF  
 P.O. BOX 60000  
 NEW ORLEANS LA 70160

**4-First Effective Date.** Enter the date the addition, change, or correction is effective (usually the first day of a pay period). Leave blank for a delete.

**5-Last Effective Date.** Enter the last date the organizational structure code will be valid. If unknown, enter 12/31/49. Leave blank for a delete.

**6-Level Short Name.** Describe level to add or change. Must be 30 positions maximum.

**7-Level Full Name 1.** Enter full name of level (75 positions).

**8-Level Full Name 2.** Continues Block 7 or can be used for a more detailed description than provided in Blocks 6 or 7.

**9-Employee Express.** Check "Yes" or "No" to indicate participation in Employee Express.

**10-Authorization.** Must be completed before NFC will process transaction.

**Note:** Up to three organizational structure code transactions may be entered on this form but only one level change per line can be entered. You may use any combination of transactions: A, M, D.

FOR NFC USE ONLY	
DATE RECEIVED	BATCH NUMBER
DATE ENTERED	ENTERED BY (Operator)
DATE VERIFIED	VERIFIED BY (Initials)