

REQUEST FOR ORIGINATING OFFICE NUMBER ACTION

Block 1, Type Action. Enter the appropriate 1-position, alpha action code.

R = Request. This code is used to request an originating office number (OON) from the National Finance Center (NFC) and to establish the related agency data in the OON file.

C = Change. This code is used to change or correct the address, accounting station, and telephone number of an existing originating office location.

D = Delete. This code is used to delete an OON and related data from the file.

Block 2, System Code. Enter the appropriate 2-position system indicator for the system which the OON will be utilized.

61 = Travel System

68 = Miscellaneous Payments System

Block 3, Effective Date. Enter the effective date of the action.

Originating Office Number.

Block 4, Department Code. Enter the 2-position, alpha department code (e.g., AG = Department of Agriculture).

Block 5, Agency Code. Enter the 2-position, alphanumeric code.

Block 6, Servicing Or Agency Specified Code. Enter your 2-position, alphanumeric agency code, or agency specified code.

Block 7, NFC Assigned Or Agency Specified Number. If you entered:

Action Code R, leave blank if NFC assigned. Enter code if agency specific.

Action Code C or D, enter the 4-position, numeric code that was assigned to the originating office location.

Certifying Officer Number (Action Code R only). Blocks 8 through 17.

For use in the Miscellaneous Payments System, enter the 10-position Certifying Officer number that corresponds to the OON being established.

New, Old. If you entered:

Action Code R, complete **New** to identify the agency office that is to be assigned an OON. Leave **Old** blank.

Action Code C, complete **New** to show the new agency address, accounting station, and telephone number. Enter the old agency address, accounting station, and telephone number in **Old**.

Action Code D, leave **New** blank. Complete **Old** to identify the agency and related data that is to be deleted.

Blocks 18 and 25, Agency Name. Enter the name of the agency (maximum of 35 positions).

Blocks 19 and 26, Accounting Station Code. Enter the 4-position, number accounting station code.

Blocks 20 and 27, Agency Address. Enter the street or PO Box address (maximum of 35 positions).

Blocks 21 and 28, City. Enter the city name (maximum of 15 positions).

Blocks 22 and 29, State. Enter the 2-position, alpha state code.

Blocks 23 and 30, ZIP Code. Enter the 5- or 9-position, ZIP Code.

Blocks 24 and 31, Telephone Number. Enter the area code and telephone number of the agency office identified above.

Block 32, Authorized Signature and Title. Must be signed before NFC will process the transaction.

ACTION CODES					FOR NFC USE ONLY				
R = Request		C = Change		D = Delete					
1. TYPE ACTION (1)	2. SYSTEM CODE (2)	3. EFFECTIVE DATE			ORIGINATING OFFICE NUMBER				
		MONTH (2)	DAY (2)	YEAR (2)	4. DEPARTMENT CODE (2)	5. AGENCY CODE (2)	6. SERVICING OR AGENCY SPECIFIED CODE (2)	7. NFC ASSIGNED OR AGENCY SPECIFIED NUMBER (4)	
CERTIFYING OFFICER NUMBER (System Indicator 68 only) (10)									
8.		9.		10.		11.		12.	
13.		14.		15.		16.		17.	
NEW					OLD				
18. AGENCY NAME (35)				19. ACCOUNTING STATION CODE (4)	25. AGENCY NAME (35)			26. ACCOUNTING STATION CODE (4)	
20. AGENCY ADDRESS (35)					27. AGENCY ADDRESS (35)				
21. CITY (15)		22. STATE (2)	23. ZIP CODE (5 or 9)		28. CITY (15)		29. STATE (2)	30. ZIP CODE (5 or 9)	
24. TELEPHONE (Area Code and Number) (10)					31. TELEPHONE (Area Code and Number) (10)				
32. AUTHORIZED SIGNATURE AND TITLE									

FORM AD-956 (Revised 3/07)

MAIL TO ►

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

Use Of
Window Envelope
Is Optional