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Budget

**REPORTING EMERGENCY AND SPECIAL
PROGRAMS IN THE OPERATIONS
OPERATING BUDGET MANAGEMENT
REPORTS**

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This pamphlet provides procedures for identifying funding information for special programs in the Emergency and Special Program Report. It applies to all organizations authorized to incur expenses against the Operations Operating Budget Authority.

SUMMARY OF REVISIONS

This revision updates functional address symbols to align with the command structure under Air Force Materiel Command (AFMC), updates Attachment 1, and deletes the manual functions that have been mechanized and those Element of Expense Investment Codes (EEIC) no longer valid under AFMC. A (|) indicates a revision from previous edition.

1. IDENTIFICATION OF SPECIAL PROJECTS:

1.1. The Emergency and Special Program (ESP) Code is composed of two digits. The two digit code may be either numeric and alpha, numeric and numeric, alpha and numeric, or alpha and alpha.

1.2. The Responsibility Center (RC) Resource Advisor (RA) notifies the Requirements and Budget Integration Division (OO-ALC/FMB) when an ESP code is to be entered into the system, whether required locally or by higher headquarters. OO-ALC/FMB assigns the two digit code to identify the special program (see Attachment 1) and sends notices to each affected organization that the ESP code has been established. Changes to the listing are provided as they occur.

2. RESPONSIBILITIES:

2.1. Each RC enters the ESP code as listed on the notice mentioned in paragraph 1.2. on each source document initiated that results in either an expense or an obligation. The ESP code is also entered on all local purchase type requisitions for supplies and equipment. Specifics for each element of expense are listed in paragraph 3.

2.2. Defense Finance Accounting Service Division (DAO-DE/FSP) enters ESP code information in the funds accounting system from the source document.

2.3. 75th Communications Squadron (75 CS) ensures proper and timely printout of the report.

2.4. OO-ALC/FMB:

2.4.1. Maintains the ESP code register.

2.4.2. Assigns identification code numbers to new programs.

2.4.3. Keeps applicable organizations aware of the coding pertinent to each special program.

3. SPECIFIC ACTIONS FOR EEIC:

3.1. EEIC 100 Series. Not used at Hill AFB for RC Management Summary.

3.2. EEIC 300 Series. The RC ensures ESP code is annotated on employees time sheet when applicable.

3.3. EEICs 400, 420, and 430 Series. The appropriate ESP code is recorded on each applicable travel order when initiated by the RC. The ESP code appears in the accounting classification immediately following the station number.

3.4. EEIC 440. Not used at Hill AFB for Management Summary.

3.5. EEICs 450, 460, 470, 480, and 490 Series. The RC places the applicable ESP code immediately following the Station Number on all initiated documents which cite an EEIC.

3.6. EEIC 500 Series. RC records the appropriate ESP code in the ESP block of the fund cite on the *DD Form 282, DOD Printing Requisition/Order*. *DD Form 282* is priced by the Defense Printing Service (Navy) and is sent to Defense Accounting Office/Accounts Payable Division (DAO-DE Hill/FSP) for recording in the accounting system.

3.7. EEICs 510, 520, 530, 540, 550, 560, 570, 580, and 590 Series. The RC places the applicable ESP code on each document initiated for contractual services. This code will appear immediately following the Station Number in the accounting classification.

3.8. EEIC 600 Series. Each RC enters the applicable ESP code on each supply or equipment requisition processed through non-stock fund channels. The ESP code appears immediately following the station number.

GENE L. HATHENBRUCK
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Attachment 1

EMERGENCY AND SPECIAL PROGRAM (ESP) CODES (SAMPLE)

FIELD		Explanation	Example
Column 1	Column 2		
A	A		HB = Bright Star
Thru	Thru	USAF Assigned Codes	6C = Hurricane OPAL
9	G		
A	H		
Thru	Thru	MAJCOM Assign Codes	6H = Quality of Life
9	W		
A	X		
Thru	Thru	Base Assigned Codes	BX = Titan Deactivation
9	Z		