

Chapter 4 Customer ID Codes

4-1. GENERAL. DoD civilian and military personnel traveling on Military Airlift Command (MAC) aircraft must be identified with a Customer Identification Code (CIC) for ASIF billing purposes. All documents authorizing the Permanent Change of Station (PCS) and Temporary Duty (TDY) travel of civilians and TDY travel of military via ASIF shall include a CIC in addition to the accounting classification.

4-2. STRUCTURE AND COMPOSITION OF CIC. For transportation costs chargeable to Defense Agencies appropriations, the CIC consists of 15 characters constructed as follows:

Position	Type Code	Purpose
1	Numeric	Departmental Symbol. Code "1" is used by Office of the Secretary of Defense (OSD) and all Defense Agencies.
2	Alphanumeric	Identifies the activity to be charged. See section 4 3.
3	Alpha	Identifies the appropriation to be charged. See section 4 4 for applicable codes.
4	Alpha	Constant "Z"
5	Numeric	Identifies the fiscal year to be charged.
9-Jun	Alphanumeric	Can be used to identify travel order number or cargo shipment designator or ORC.
10-15	Alphanumeric	The accounting station number to be charged.

4-3. ACTIVITY CODES FOR CIC. [Digit No. 2]

Activities	"CIC" Code
OSD	A
AFIS	E
WHS	J
OEA	Q
DMPA	S
DLSA	T
DTSA	V
DSAA	W
SDA, Research,	Z
JTC3A	1
FFMIP	3
WHS Building Management	4
CIM	5
USSOCOM	6
Special Events	7
Central Imagery Office	8
DPMO	9

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4-4. APPROPRIATION CODES FOR CIC. [Digit No. 3]

<u>Appropriation</u>	<u>"CIC" Code</u>
Operation and Maintenance, Defense Agencies (O&M, DA)	A
Procurement, Defense Agencies (P, DA)	B
Research, Development, Test, and Evaluation, Defense Agencies (RDT&E, DA)	C
U.S. Court of Appeals for the Armed Forces	E
Environmental Restoration Fund, Defense (ERF, D)	F
Military Construction, Defense Agencies (MILCON, DA)	N
Deputy Under Secretary of Defense (Test and Evaluation), Defense (DTE, D)	R
Director of Operational Test and Evaluation, Defense (OTE,D)	S
WHS Building Management Program	T
Special Events	U

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4-5. STRUCTURE AND COMPOSITION OF CIC. The CIC coding of transactions applicable to appropriations administered by the DB&F, WHS, shall be structured as follows:

Digit		1	A	C	Z	8	0634	S49447
1	[Numeric] - Departmental Symbol [OSD use code "1"]	_____						
2	[Alphanumeric] - Activity Code [See section 4-3]	_____						
3	[Alpha] - Appropriation Code [See section 4-4]	_____						
4	[Alpha] - Subcomponent Code [Constant Z]	_____						
5	[Numeric] - Fiscal Year Code. Use last digit of FY in which travel starts	_____						
9	[Alphanumeric] - Travel Order Number	_____						
.5	[Alphanumeric] - Fiscal Station Number/Authorized Accounting Activity/Accounting and Finance Office	_____						

Sample written as: 1ACZ80634S49447