

WASHINGTON HEADQUARTERS SERVICES
PROGRAM, PROJECT, ACTIVITY CODE REQUEST FORM

REQUESTOR (Program Manager or Resource Manager)

1. Requestor Name: _____ 2. Request Date: _____
3. Requestor Phone Number: _____ 4. Requesting Directorate: _____
5. FY to implement Change/New PPA: _____
6. Request Type: Add PPA _____ Delete PPA _____ Rename PPA _____ Move PPA _____

6a. **Add PPA.** Complete below, identify structure desired for related PPAs in Description Section below.

Requested PPA Name: _____
Parent of New PPA: _____ Type of New PPA: (Program _____ Project _____ Activity _____)
Will New PPA have "Children" PPAs? Yes: _____ No: _____ FY PPA Effective: _____
Does the PPA contain Civilian Pay? Yes _____ No _____ Travel? Yes _____ No _____ If yes to either, ORC = _____

6b. **Delete PPA.** Provide PPA Number and Name to be Deleted: _____

Identify rationale for deletion and effective date for deletion in Description Section below.

6c. **Rename PPA.** PPA Number to Be Renamed:

Old Name: _____ New Name: _____

6d. **Move PPA.** PPA Number to be Moved: (provide additional information in Description (section 6) below.

Source Structure: _____ Target Structure: _____

7. Description/Justification/Details for Requested Action:

Requestor Signature: _____

FMD RESOURCE MANAGER

8. RM Concurs with request (if Requestor is PM): Yes _____ No _____

9. Does Budget Manual have a PPA for this item already? Yes _____ No _____

RM Name/Signature: _____ RM Phone Number: _____

FMD PMPA PROGRAMMING ANALYST (Approver of Action)

10. Received Date: _____ 11. Approved: _____

12. Action Date: _____ Returned: _____

13. Comments:

Reviewer Name: _____ Reviewer Phone Number: _____

FMD ProSight ADMINISTRATOR (Update ProSight)

14. Assigned PPA Code: _____ Assigned PPA Name: _____

ProSight updated on (date): _____ by: _____

(ProSight automatically notifies EITSD of changes needed for file uploads to ProSight)

FMD FINANCE AND ACCOUNTING (Update the WAAS table)

15. WAAS Table updated for change on (date) _____ by: _____

Notify requesting RM that WAAS has been updated and forward to BE.

FMD BUDGET EXECUTION (Update the Budget & Accounting Classification Manual)

16. WHS BAC Manual updated to reflect new/changed PPA on (date): _____

17. Email notification sent to: Requesting RM: _____ **(RM is to validate the newly created PPA)**

18. Email notification sent to POCs. BE Div (as applicable): _____ F&A Div: _____ ProSight Administrator: _____

19. WHS BAC Manual updated by: _____