

Instructions for completing the Program Project Activity (PPA) Code Request Form

The request form may be initiated by either a Program Manager or the Resource Manager supporting the Program Manager. The requester provides basic contact information. There are four basic types of requests which can be initiated using this form. The information required for each type of request is slightly different, but can be captured on the same form. See the information on the next page for definitions and a picture of the WHS hierarchal PPA structure. It is possible to have a Program with a Project or a Program with an Activity and no Project. Refer to Chapter 12 of the Budget & Accounting Classification Manual to determine the appropriate new PPA Type.

Add PPA. Select this if you need to have a new PPA code created. A new PPA code may be created as one of three Types: a Program, a Project, or an Activity. For all new PPA codes, the Parent must be identified so that the hierarchy can be established in the overall portfolio. Similarly, if the new PPA is intended to have subordinate Projects, Activities or Subactivities, those should be identified at the time the PPA is established. Use the following format in the description block to provide the information needed to properly establish the new PPA:

Parent PPA: (Program) _____
PPA Name and Type (Project or Activity) _____
PPA Name and Type (Activity or SubActivity) _____
PPA Name and Type (Activity or SubActivity) _____
PPA Name and Type (Project or Activity) _____

Identify the Fiscal Year when a new PPA will first be available for use. If the PPA contains Civilian Pay or Travel, provide the ORC associated with the PPA.

Delete PPA. PPAs are not actually deleted from the Budget & Accounting Classification Manual, but are noted as no longer available for use as of a given date. This enables the Finance and Accounting Division to continue to process transactions (such as payments) that were initiated before the PPA was inactivated. Deleted PPAs are archived in ProSight.

Rename PPA. PPAs may occasionally need to be renamed, without changing the existing hierarchy. Provide the PPA Number, the old and the new name.

Move PPA. A PPA may occasionally need to be moved. For example, if a program is reorganized under a different Division or Directorate. Provide the current PPA structure/hierarchy (Source) and the hierarchy of the new structure (Target).

Include additional information required for each request type in the Description block of the form. If additional room is needed, an additional page can be added (please indicate in the Description block to “please see attached” and provide the additional page electronically).

Request Form Routing:

1. For new PPAs, The Resource Manager (RM) will check the Budget Accounting Classification (BAC) Manual to ensure that a PPA for the purpose requested does not already exist. Once approved by the RM, the request form is routed to the FMD PMPA Program Analyst.
2. The PMPA Program Analyst will review the request for correct alignment and potential duplication. Once approved, the PMPA Program Analyst will forward the signed form to the ProSight Administrator.
3. The ProSight Administrator will make the changes to the appropriate portfolio(s) in ProSight and will forward the signed form to the Finance and Accounting Division (FA), Managerial Branch (FMDMABSystems@whs.mil).
4. FA, Managerial Branch will make appropriate changes to the WAAS Validation Tables and 1) notify the requesting RM and 2) forward the signed and completed form to the Budget Execution Division (BE). (PBExecution@whs.mil).
5. BE will 1) make the appropriate change to Chapter 12 of the Budget & Accounting Classification (BAC) Manual, 2) forward the updated file for Chapter 12 to be uploaded to the WHS Intranet and Internet, and 3) send notification of the completed change to the requesting RM, and all FMD Divisions. BE will maintain a chronological file of all approved changes made to PPA numbers.
6. **RM will validate the newly created PPA number and name was added to the BAC Manual correctly.**