

BB No. 80-R172
Form Approved

ATTACHMENT A
Circular No. A-83

ADP UNIT IDENTIFICATION

(CARD FORMATS A AND B)

The purpose of Card Formats A and B is to provide specific identification of each ADP Unit. This format will be provided as "header" information for the initial submission of reports by agencies and ADP Units. Subsequent "header" information will be submitted as agencies and ADP Units are added, deleted, or changed. ADPE, the physical location of which is classified, will only be identified by Agency Code and ADP Unit Number.

The following information is required in Card Format A:

<u>Card Column</u>	<u>Item and Description</u>
1	<u>Card Code</u> : Punch "A" in this column.
2-3	<u>Agency Code</u> : See Attachment F for appropriate code.
4-7	<u>ADP Unit Number</u> : A specific number assigned by each agency to each of its organizations that accomplish any of those ADP functions outlined in the scope of this Circular. Duplicate ADP Unit Numbers will not be used.
8	<u>Classified Physical Location</u> : Punch "C" if the <u>physical location</u> of the ADP Unit is classified and only <u>Agency Code</u> and <u>ADP Unit Number</u> are provided. Otherwise leave blank.
9-38	<u>Office/Command/Bureau</u> : Title of the organization <u>next below</u> the agency level that has management responsibility over the ADP Unit(s).

Examples: Office of Administration, Naval Material Command, Internal Revenue Service, Office of Comptroller, DCS for Logistics, Department of Data Management, Bureau of Accounts.