

I. GENERAL INSTRUCTIONS

The Fiscal Year 2016 Account Code Manual has been updated to reflect new sets of cost center and project phase codes assigned to each division. Depending on each division, the appropriation & activity codes may or may not have been changed. If changes were made, it was minimal at best. The bulk of the changes were in the cost center & project phase fields.

The Fiscal Year 2016 Account Code Manual has been provided to the Divisions and Staff Offices. Please distribute the Account Code Manual to your respective staff. If there are any questions, contact your program accountants for clarifications.