



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

26 AUG 14

MEMORANDUM FOR THE RECORD

Subj: GUIDANCE ON USE OF THE STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION AND DD FORM 577 APPOINTMENT/TERMINATION-AUTHORIZED SIGNATURE

Ref: (a) DoD Financial Management Regulation, Vol 8, CH 2
(b) Privacy Impact Assessment (PIA) for the Standard Labor Data Collection and Distribution Application (SLDCADA)
(c) DoD Financial Management Regulation, Vol 5, CH 1

1. Per reference (a), the Under Secretary of Defense Comptroller/Chief Financial Officer (OUSD (C)) identified the defense civilian pay system (DCPS) as the Department's only approved standard civilian payroll system for employees paid from appropriated, revolving, or trust funds.

2. Per references (a) and (b), the standard labor data collection and distribution application (SLDCADA) is the Department of the Navy (DON) selected time and attendance system. SLDCADA allows for centralized or distributed input, and provides the capability to track civilian (federal employees), military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes. SLDCADA is the DON standard for timekeeping and payroll and has been approved by OUSD (C) following successful integration with DCPS and other applicable systems.

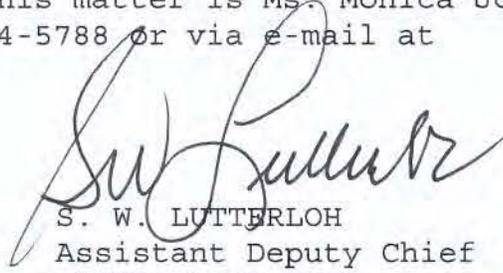
3. All civilians under budget submission office (BSO) 22, including temporary employees, professors, trainees, etc., to utilize SLDCADA for time and attendance. Use of SLDCADA is mandatory and waivers will not be granted.

4. Per reference (c), all accountable officials, disbursing officials, and certifying officers that certify civilian time and attendance in SLDCADA are authorized to do so only if appointed this authority by a DD Form 577 Appointment/Termination-Authorized Signature and Delegation of Authority (DoA) Letter. These two forms are not interchangeable. Please ensure that block 14 on the DD Form 577 explicitly lists an individual's responsibility to certify civilian time and

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attendance. Failure to obtain an appointed authority will result in non-compliance and an inability to certify time and attendance.

5. The point of contact for this matter is Ms. Monica Johnson. She can be reached at (703) 604-5788 or via e-mail at monica.y.johnson@navy.mil.



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