



**FY08 Guidebook for Inventories of Commercial Activities and
Inherently Governmental Activities**

Office of the Chief Financial Officer (OCFO)
Office of Competitive Sourcing
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EXECUTIVE SUMMARY

The United States Department of Agriculture (USDA), Office of the Chief Financial Officer (OCFO) is dedicated to assisting USDA agencies with improving their workforce inventories of commercial and inherently governmental (IG) activities. The OCFO has developed this guidebook to address specific issues that affect the Department's long and short term strategic plans. The purpose of this guidance is to provide Agency FAIR Act Coordinators with specific guidance to depict an accurate picture of the Department's workforce and to achieve consistent reporting throughout the Department.

Accuracy and consistency are more critical now than ever. Federal agencies are utilizing their inventories as a tool to improve human capital management and workforce planning, develop recruiting strategies, and identify functions for competitive sourcing. The OCFO is tasked with conducting analyses, developing guidelines, researching best practices, and establishing an effective means to improve the accuracy and consistency of the Department's inventories. FAIR Act Coordinators are tasked with following this guidance in the preparation of agency inventories. This requires all parties to comply with applicable laws, policies, directives, and guidance.

INTRODUCTION

The Federal Activities Inventory Reform (FAIR) Act is a Public-Law requiring executive agencies to submit to Congress an annual inventory of all activities performed by federal government employees that are commercial in nature. In accordance with the Office of Management and Budget (OMB) Circular A-76 (Revised), USDA is also required to submit to OMB an inventory of IG activities. USDA is further directed to comply with these requirements no later than June 30th of each year. The inventories must reflect an accurate and complete snapshot of all USDA functions performed.

This guidebook is designed to assist USDA employees in the preparation and submission of their 2007 FAIR Act and IG inventories. This guidance is based on instructions provided to federal agencies by OMB at <http://www.whitehouse.gov/omb/procurement/fair-index.html>. This guidebook contains a presentation of information and resources along with reference materials to facilitate the successful completion of OMB and USDA-specific tasks.

Included in this guidebook are examples of IG activities, commercial reason code A exceptions, and standard commercial activities. It also contains the most recent USDA function code definitions and function code cross-walk matrix.

As a reminder, OMB will continue to scrutinize USDA's inventories until notification is published in the Federal Register. Those activities on the inventories categorized as commercial A and IG are candidates for rigorous examination and should have defensible written justifications.

Please note that the OCFO is responsible for consolidating all USDA agencies' and offices inventories and will submit to OMB for the department.

1.0 WHAT'S NEW

Beginning with the development of the fiscal year 2007 (FY07) inventories for commercial activities and IG activities, the OCFO is providing additional guidance and tools to help agencies meet competitive sourcing statutory reporting requirements.

This additional guidance should minimize inconsistencies across the Department and issues that have arisen from prior inventories, for the following specific functions and activities:

- Standardization of Function Code Definitions
- Contracting Officer's Technical Representatives (COTRs)
- Supervisory activities
- Administrative activities
- Interns and education full time equivalents

1.1 Standard USDA Function Code Definitions

OMB states that Federal Agencies have flexibility in defining function codes: "Agencies may use the DOD function code definitions or create definitions that are tailored to fit their agency." For the FY07 inventories, USDA will be using the USDA standard definitions as a guide. You can find these Function Code Definitions in Appendix G: USDA Standard Function Code Definitions.

1.2 Contracting Officer's Technical Representatives

In accordance with OMB guidance for use of commercial reason code A justifications, designated COTRs may be considered core functions and designated as reason code A. However, these functions should be considered core only to the extent required to avoid substantial risk; i.e., not every FTE who performs COTR activities is necessarily core since it would not put an agency's mission at risk, so long as a sufficient number of FTE remained in the government to perform the necessary oversight.

Agencies that designate COTR activities as commercial reason code A or IG are encouraged to submit supporting documentation along with their inventories as follows:

- a) a delineation in the "IG" or "commercial reason code A" justification narrative that identifies the fractional man-year percentage of time devoted to COTR responsibilities
- b) transmittal of any hard copy or via e-mail (PDF) position-related COTR and procurement ethics training certificates

COTR activities are commercial in nature and should not be strictly designated as IG. Example: an FTE in function code C403 Financial Program Management spends 75 percent of the time performing IG activities and 25 percent of the time performing

commercial activities. The commercial activities they perform are that of a COTR. The FTE would be proportionally designated a status as follows: .75 IG and .25 commercial reason code A. Remember, the justification must reflect the COTR portion of hours; they must be certified as COTRs; and any supporting documentation should be submitted along with the inventories.

1.3 Supervisors

Government employees that have "Supervisor" in their title or perform supervisory activities should not be automatically designated with the status of IG or commercial reason code A. Only the "activities" performed can be designated as a status, and only to the extent that they perform those activities. According to OMB and other federal agencies, commercial reason code A status should be reserved for those FTE who perform supervisory activities for government employees of "Mission" critical functions. The following examples are supervisory activities that require signature authority and are acceptable as IG. Remember to code only the amount of time the FTE performs these activities as IG.

- Selects individuals for federal employment
- Terminates federal employees
- Finalizes employee review decisions
- Certifies position descriptions

1.4 Administrative Support Activities

Almost all functions require the support of administrative activities. All administrative activities are to be assigned to the function code for the function code category of activities that they support. See Appendix E: OMB Approved Commercial Activities Inventory Function Codes for a full list of all function codes.

Example: C000 Administrative Support. This function includes all activities related to clerical or administrative support in Finance and Accounting, and operates independently of any other position in that office.

Note: Function code Y000 can be used if the administrative support is being provided directly for Administrators, Deputy Administrators, Assistant Deputy Administrators, Regional Directors, or Senior Executive Service level offices.

Administrative support activities and duties do not require technical or professional knowledge of a specialized subject-matter area. As such, administrative activities are to be designated as commercial reason code B. Only a few exceptions should be made for reason code A status, and those exceptions must be supported by a written justification that meets the criteria for reason code A status.

1.5 Student Interns or Educational Program FTE

FTE who are part of a formal program such as the Student Educational Employment Program (SEEP) are to be coded as a whole FTE in the function code for the activities they perform. In addition, they should be commercial reason code A. The specific program must be referenced in the justification.

Currently USDA participates in the following student intern and educational programs:

- Student Educational Employment Program (SEEP)
- Student Temp Educational Program (STEP)

2.0 BEST PRACTICES OVERVIEW

To achieve consistency and improve the USDA Commercial Activities and Inherently Governmental Activities Inventories, OCFO reviewed OMB guidance and lessons learned, and established working group committees. The outcome prompted USDA to develop and incorporate additional best practices into the FY07 Guidebook for Inventories of Commercial and IG Activities. Best practices include the following:

- Guidance of a compliance matrix with all coding changes
- Providing written guidance for determining IG and commercial activities
- Additional guidance on developing defensible justification criteria

2.1 Inventory Consistency and Compliance

The OCFO will check for completeness of inventories as matched against budgeted FTE and assure compliance and adherence to function code guidance. As a best practice, the OCFO has developed a compliance matrix to ensure consistencies across the Department. Following submission, the OCFO will perform a compliance review. Agencies will be notified of any inconsistencies and be provided with recommended changes. General rules of practice include complying with the following basic OMB guidance:

- Consistent coding of activities (when assigning portions of FTE, do not fraction FTE below .25) OMB states: "Except in rare instances, an FTE should be assigned a single function code selected on the basis of the predominant type of work performed."
- Use only the function codes that are included in the OMB list of acceptable function codes (See Appendix E: OMB Approved Commercial Activities Inventory Function Codes) or preferably only those from the USDA Standard Function Code Definitions (See Appendix G: USDA Standard Function Code Definitions).

2.2 Inherently Governmental vs. Commercial Activities Criteria

Each year OMB directs comments and questions to federal agencies on their Commercial and IG Inventories. These comments are to be used to improve federal agency inventories. Based on OMB feedback, the OCFO has identified activities that are often not given appropriate status. As such, USDA has provided additional examples of commercial and IG activities.

2.3 Justification Criteria

OMB continues to monitor commercial reason code A and IG justifications. As a best practice, the OCFO has developed a justification template and criteria for agencies to adhere to when writing justifications. See Appendix I: Commercial Reason Code A and IG Justification Templates. Utilizing this template will increase consistency across the Department and reduce OMB inquiries.

3.0 DEVELOPING INVENTORIES OF COMMERCIAL ACTIVITIES AND INHERENTLY GOVERNMENTAL ACTIVITIES

In accordance with OMB and the Federal Acquisitions Regulations (FAR), USDA has developed specific guidance to improve agency/office inventories since inventories will be subject to strict OMB scrutiny. FAIR Act Coordinators are encouraged to adhere to the guidance criteria provided in this guidebook. Upon receipt of inventories and justification submissions, the OCFO will conduct an internal analysis. Agency submissions that do not meet the guidance will be noted with specific recommendations and returned for improvements.

3.1 Full Time Equivalents (FTEs)

Civilian employment in the Executive Branch is measured on the basis of Full-Time Equivalents (FTE). One FTE is equal to one work year or 2,080 non-overtime hours or 1,776 productive hours. Thus, one full-time employee counts as one FTE, and two half-time employees also count as a single FTE. **Note:** All full-time, part-time, and seasonal FTE including vacancies are to be included in the inventory.

FTE "are spaces, not faces nor positions." Position or title should not determine if FTE are IG or commercial. FTE designation is based on the activities that are performed and the portion of time the FTE spends performing them. For example, under function code L 101-Application Reviews and Evaluations, the FTE may perform a combination of IG and commercial activities. Therefore, FAIR Act Coordinators must proportion the activities between the two statuses.

Example: If L101-Application Reviews and Evaluations FTE perform an equal amount of IG and commercial activities, they must be designated a status proportionately, such as .5 FTE IG and .5 FTE commercial.

3.2 Assigning Function Codes

Activity function codes allow for the categorization of work by the type of work performed and the functional area. Except in rare instances, an FTE should be assigned a single function code selected on the basis of the predominant type of work performed. Splitting FTE into multiple function codes should only be done in cases where a single FTE distinctly performs or supports two or more completely separate functions. When deciding on an activity function code for a position that performs two or more functions, select the code based on the type of work performed the most.

Example: If an FTE performs A600 activities 75 percent of the time and they perform A000 Administrative Support activities 25 percent of the time, the FTE is to be assigned to function code A600 as a whole (1) FTE.

4.0 COMMERCIAL ACTIVITIES

A commercial activity is a function which is operated by a federal agency and which provides a product or service that could be obtained from a commercial source. Services or products in support of inherently governmental functions are commercial activities and are normally subject to competition. A commercial activity also may be part of an organization or a type of work that is separable from other functions or activities and is suitable for performance by contract.

The presumption is that all FTE are commercial reason code B (suitable for a Cost Comparison or a Direct Conversion) unless justified in writing as either IG, commercial reason code A (not appropriate for private sector performance pursuant to a written determination by the Administrator), or other reason codes as assigned. For more information on commercial activities, see Appendix C: OMB Circular A-76, Attachment A.

4.1 Commercial Activities Examples

The following lists contain examples of commercial activities that are deemed commercial in nature.

4.1.1 Miscellaneous Commercial Activities

- Budget, management, and program analysis work including cost analysis, workload modeling, manpower and equipment requirements determination, operational audit, efficiency reviews, and fact-finding
- Conducting reorganization and planning activities
- Conducting analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy
- Developing regulations
- Supporting acquisition planning
- Processing invoice payments
- Assisting in the development of performance work statements and statements of work
- Supporting the preparation of responses to Freedom of Information Act (FOIA) requests
- Providing information regarding agency policies or regulations, such as attending conferences on behalf of an agency, conducting community relation's campaigns, or conducting agency training courses
- Serving as arbitrators or providing alternative methods of dispute resolution
- Providing legal advice and interpretations of regulations and statutes to government officials

- Providing special non-law-enforcement security activities that do not directly involve criminal investigations, such as prisoner detention or transport and nonmilitary national security details
- Gathering information for or providing advice, opinions, recommendations, or ideas to government officials
- Providing support activities such as building security, mail operations, operation of cafeterias, housekeeping, facilities operations and maintenance, warehouse operations, motor vehicle fleet management and operations, routine electrical or mechanical services, and recurring information technology-related services, such as help-desk services

4.1.2 Management Support Services Commercial Activities

- Administering government-wide and department regulations, standards, and policies
- Applying existing laws, regulations or other government policies
- Developing product quality programs
- Developing product quality life cycle management plans
- Monitoring quality operations
- Monitoring, evaluating, and promoting compliance with program requirements
- Establishing systematic methods of program execution, evaluation, or advocacy
- Evaluating program effectiveness
- Administering, supervising research, or other professional work in the formulation and direction of foreign affairs or in the study and disposition of information bearing on international relations.
- Performing policy analysis, development, and implementation
- Drafting policy memoranda and positions papers

4.1.3 Analysis, Research and Option Development Commercial Activities (excluding approval authority)

- Performing analysis, researching, and developing options on policy or procedures
- Analyzing administrative processes and/or agency programs
- Analyzing adverse trends and conditions
- Monitoring, evaluating, and promoting compliance with program requirements
- Assessing activities to determine funding requirements and to determine whether funding is warranted and available
- Analyzing budget proposals and preparing justification/memoranda for a review committee's recommendation and appropriate official's approval
- Identifying emerging issues in order to prepare a range of options and possible actions for intra – and/or interagency consideration

- Evaluating information, initiating research to validate existing policy, or to recommend implementing changes or new policy or guidance
- Performing research or other professional work in the formulation and direction of foreign affairs or in the study and disposition of information bearing on international relations
- Performing policy analysis, development, and implementation
- Developing background information, tactics, and approaches for presenting policy positions both in-house and in the interagency arena
- Developing policy options, negotiating, and integrating contributions from various departmental offices
- Performing analysis necessary to support policy-making officials and ensuring implementation of their decisions
- Developing and proposing resolutions of program policy and procedural issues and coordinating implementation of management decisions on the program
- Identifying and responding to emerging issues

4.1.4 Counseling / Advice Commercial Activities

- Providing information, technical assistance, advice or guidance – retirement benefits, career development, performance appraisals, etc.
- Counseling employees and supervisors on employee-management relations problems, developing factual information
- Advising on procedures, possible repercussions, and anticipating problems
- Making suggestions and explaining regulations and guidelines
- Assisting in guiding others with evaluating program(s)
- Providing background information and alternative solutions for dealing with emerging issues related to portions of a program
- Advising on research or other professional work in the formulation and direction of foreign affairs or in the study and disposition of information bearing on international relations

4.2 Commercial Activities Reason Codes

Commercial activities require assigning a reason code. The reason code reflects whether the commercial activity function is appropriate for competition or not, as determined by an assigned letter code. See Appendix H: Reason Codes and Definitions for Commercial Activities Inventory.

4.2.1 Reason Code A

FTE designated as reason code A are not appropriate for private sector performance pursuant to a written determination by the Administrator. Please note that all reason code A designations requires approval from the Administrator and a written justification that fully justifies exempting the function from competition that is included in the FAIR Act Inventory submission. USDA agencies will need to provide the OCFO with justifications using the criteria and justification template provided. See Section 5.1 for more guidance on reason code A and justifications and Appendix I: Commercial Reason Code A and IG Justification Templates.

4.2.2 Reason Code B

FTE designated as reason code B are suitable for a streamlined or standard competition. However, FTE designated as reason code B are not to be automatically assumed viable for competition. USDA performs rigorous analyses, consults with senior leadership, and must perform preliminary planning (including feasibility reviews) as prescribed in OMB Circular A-76 prior to determining if the function should be competed.

There are various reasons that certain functions will be determined to be excluded from studies that are beyond the Reason Code determinations. Justifications for Reason Coded B study exclusions are required for a “green” rating from OMB. Examples of justifications follow:

- Business case analysis was performed and the conclusion was determined to be inadequate or negative return on investment if study were performed
- Legislative intervention prohibits study of organization or function
- Legislative language limits funding that may be spent on competitive sourcing activities

4.2.3 Reason Code C

FTE designated as reason code C are the subject of an in-progress Cost Comparison or Direct Conversion during the period of annual reporting.

4.2.4 Reason Code D

FTE designated as reason code D are Most Efficient Organization (MEO) personnel performing the activities as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years.

4.2.5 Reason Code E

Reason code E are FTE pending an agency approved restructuring decision (e.g., closure, realignment) and typically require a signed departmental 10-10.

4.2.6 Reason Code F

Agencies are to designate FTE as reason code F if the commercial activity is performed by government personnel due to a statutory prohibition against private sector performance. FAIR Act Coordinators must supply an electronic document (PDF) of such statute to the OCFO.

5.0 COMMERCIAL ACTIVITIES UNSUITABLE FOR COMPETITION

Commercial reason code A justifications will continue to be submitted with the Commercial Activities (FAIR Act) Inventory. Agencies must provide complete justifications for any function that has been newly designated as reason code A on the 2007 inventory. This requirement must be met to receive credit for satisfying the PMA "green" standard on written justifications for all categories of commercial activities determined to be unsuitable for competition.

5.1 Designating FTE as Commercial Reason Code A

OMB has consistently provided guidelines to aid federal agencies in determining if an FTE function is commercial, assigning a reason code, and offering examples of how to write commercial reason code A justifications. Based on USDA agency inventories, OMB and other federal agency feedback, the OCFO has developed guiding principles to assist FAIR Act Coordinators in making a determination of commercial reason code A activities and writing a justification to support the designation.

USDA recognizes that each agency performs different functions with different amounts of FTE. However, in anticipation of OMB inquiries and in an effort to identify human capital needs, OCFO recommends that agencies who have more than 25 percent of FTE assigned commercial reason code A per function code provide a statement of explanation justifying the necessity for a higher ratio of federal versus non-federal FTE. Agencies should submit the statement electronically to the OCFO at the time of inventory submission.

Note: Agencies' 2007 commercial reason code A FTE will be compared to 2006's commercial reason code A FTE. If there is an increase of commercial reason code A FTE, it should include justifiable rationale.

5.2 Designation Criteria

Due to the interpretation of OMB Circular A-76 and subsequent guidance issued by OMB, OCFO recommends using the following criteria. These criteria will increase consistency and reduce comments from OMB. In addition, OCFO has developed a criteria checklist to determine if the activity is reason code A. FAIR Act Coordinators are urged to apply the criteria to reduce inconsistencies and avoid OMB inquiries.

When determining if an activity is reason code A, three basic questions should be asked and answered. The questions and sample answers that may or may not apply to USDA agency/office FTE have been provided below. In general, if the activities are not the same or similar to those in the examples, they are probably reason code B.

Question 1: What activities do these FTE perform?

Possible Answers:

- Maintains senior level oversight and evaluation of core mission activities in the accounting, acquisition, financial, human resources, and information technology arena on an ongoing basis
- Establishes accountability policies and procedures, and provides independent, day-to-day oversight over accountability of government security documents
- Develops strategic research plans, prepares policy guidance with nationwide impact, monitors the allocation and application of federal resources for research projects, and collaborates with state and international customers, partners, and stakeholders in the development and evaluation of advanced/innovative technology
- Leads development, implementation, and evaluation of new human resources information systems, and provides confidential advisory services to the agency leaders and other senior officials
- Performs personal security processing for new employees and contractors, makes determinations regarding compliance with program requirements, and monitors budgetary expenditures for agency-wide human resources programs
- Provides direction and information regarding agency policies or regulations, such as, attending conferences on behalf of an agency, conducting community relations campaigns, or conducting agency training courses

Question 2: What skills are required to perform the function?

Possible Answers:

- Specialized knowledge of agency operations and analytical skills to advise management
- Expertise and knowledge of restrictive agency-developed automation systems essential to ensure resources are in place for modifications of unique, complex, and sophisticated automation programs and systems
- Extensive historical knowledge to ensure continuity of operations such as serving as program manager for the agency's automated staffing program, managing the personnel action and payroll systems, and integrating new Departmental and Office of Personnel Management requirements into established personnel processing and staffing processes
- A level of technical and operational knowledge essential to achieving the agency's vision and strategic goals for the department

Question 3: Why are they not suitable for competition?

Possible Answers:

- A portion of the commercial work and activities performed within this functional category requires a sufficient number of specialized FTE capable of dealing with, advising, and communicating issues of great public interest. In addition, a sufficient amount of FTE with these skills are necessary for oversight of a non-federal service provider
- This function must be retained to provide a sufficient number of professionally qualified and experienced FTE as an in-house cadre of suitable candidates for the agency's IG management, oversight, and stewardship functions. This function routinely requires working with proprietary, sensitive and pre-decisional business information to develop various proposals for consideration by IG agency final decision makers
- A sufficient number of FTE are required to provide independent, day-to-day oversight of core or mission-essential agency functions
- The agency requires a sufficient number of trained and experienced FTE with historical knowledge to ensure continual performance of a core function
- The FTE performing a commercial function are currently filled by individuals with disabilities
- FTEs currently performing this function require distinct multiple skill sets, so that the agency has the flexibility to rotate FTE between assignments as needed for maximum productivity potential
- This function is preformed by a student intern as part of formalized program for federal recruitment

The following table is a tool for determining if an activity meets the criteria for reason code A status. Follow these steps:

Step	Action
1	Determine whether the activity is commercial
2	Read the Designation Criteria noting if the activity in question meets one of the criteria
3	Determine what evidence supports the activity as a core activity

5.3 Justification Expectations

In providing inventory justifications, the following specific expectations will assist in developing written justification:

- When using the ‘sufficient number’ rationale, even in cases where most or all of the FTE in that function are exempt from competition, it is ordinarily neither necessary nor appropriate to exempt an entire function or business line from competition to avoid substantial risk to the agency.

- The explanations provided should not be overly vague and broad (e.g., with multiple functions lumped together, and using only the generic language from the OMB guidance document). Clarify what specific activities the FTE perform and why they are unsuitable for competition (i.e. clearly identify which FTE in which functions are being exempted and why).

Justifications should reflect an appropriate and consistent application of criteria. They should contain enough information to enable a reasonable lay person to validate the function and reason code designations. Both OMB and USDA require the following key elements to be in the written justification:

1. A thorough definition of the function performed, including required skills and responsibilities
2. A detailed explanation of the responsibilities and daily activities of the function
3. A clear explanation of why it is necessary for the commercial function to be categorized as unsuitable for competition

5.4 Justification Examples

The examples provided are not all inclusive. FAIR Act Coordinators will have to exercise discretion and meet the justification criteria based on the activities performed by their commercial reason code A FTE.

- These FTE develop accountability policies and procedures and provide independent, day to-day oversight over accountability of government security documents produced. They provide a level of technical and operational knowledge essential to achieving the agency's vision and strategic goals for the department nationwide. The FTE routinely requires working with proprietary, sensitive, pre-decisional business information to develop various proposals for consideration by IG final agency decision makers. This agency must retain a sufficient number of professionally qualified and experienced FTE as an in-house cadre of suitable candidates for the agency's IG functions; therefore, these FTE are not suitable for competition under OMB Circular A-76.
- These FTE are responsible for leading development, implementation, and evaluation of new human resources information systems, as well as providing confidential advisory services to the agency leaders and other senior officials. They provide necessary expertise and knowledge of restrictive developed automation systems essential to ensure resources are in place for modifications of unique, complex, and sophisticated automation programs and systems. The Agency requires a core number of trained and experienced FTE with historical knowledge to ensure continual performance of a core function. These FTE are not appropriate for competition under OMB Circular A-76.
- These FTE serve as liaisons and represent the government in face-to-face meetings with other entities (be specific). They provide for continuity of

operations due to their training, experience, and historical knowledge with the requisite expertise in cooperative agreement and interagency agreement systems and procedures. The agency requires a sufficient amount of core staff to ensure its mission. These FTE represent the minimal number with the appropriate training and experience to carry out these functions. They are not appropriate for competition under OMB Circular A-76.

- These FTE serve as COTRs for agency-wide contracts and have the appropriate number of hours of COTR training and procurement ethics training as required by USDA. They perform activities that include approving and or accepting products and services, price analyses, and verifying adherence to the contract terms. The agency requires a sufficient amount of FTE with this knowledge to avoid placing the mission at risk and are therefore inappropriate for competition under OMB Circular A-76.

5.5 Justification Template

To ensure a consistent format, USDA has provided a template for agencies to use for submitting their function code justification summaries. However, agencies are still required to keep records of the delineated justifications for easy reference. In addition to the function code summary justifications, OCFO is requesting additional information be provided on the justification template for internal use. There is a step-by-step narrative of instructions and a sample justification narrative. See APPENDIX I: Commercial Reason Code A and IG Justification Templates.

Function code summaries for commercial reason code A status must include all of the delineated activities, the special skills or knowledge required, what those skills are used for (specific programs, applications, relative function), and why they are not suitable for competition.

Upon submission of agency justifications, the OCFO performs an analysis for consistency and guidance adherence. Inconsistencies or non-adherence to the guidelines will be noted with specific recommendations and subsequently returned to agencies for improvements.

6.0 INHERENTLY GOVERNMENTAL

IG activities normally fall into two categories: (1) the exercise of sovereign government authority or (2) the establishment of procedures and processes related to the oversight of monetary transactions or entitlements. The OCFO supports OMB's definition and furthers it to include that an IG activity also must involve the use of substantial discretion or has final signature authority that binds the government. See Appendix J: FAR Subpart 7.5-IG Functions.

The following table shows the appropriate designation for the FAIR Act Coordinators to apply.

IG Activities	Commercial Activities
<ul style="list-style-type: none"> ▪ Determining policies 	<ul style="list-style-type: none"> ▪ Developing policies
<ul style="list-style-type: none"> ▪ Signing contracts (Warranted Contracting Officers) 	<ul style="list-style-type: none"> ▪ Overseeing contracts (performs as COTR or COR)
<ul style="list-style-type: none"> ▪ Controlling and executing budget priorities 	<ul style="list-style-type: none"> ▪ Preparing and formulating budgets
<ul style="list-style-type: none"> ▪ Certifying position descriptions 	<ul style="list-style-type: none"> ▪ Developing position descriptions
<ul style="list-style-type: none"> ▪ Responding to congressional inquiries 	<ul style="list-style-type: none"> ▪ Organizing congressional inquiries

6.1 Designating FTE as Inherently Governmental

USDA and OMB will continually scrutinize the designations of IG FTE. All activities that do not meet the criteria of IG as prescribed in this guidebook must be designated as commercial. Historically, OMB has not accepted the following specific cases and examples:

- Analysis and compliance assistance are not IG activities
- Activities that support enforcement actions (e.g., service as an expert witness, testing, sample analysis, and evaluation of an accident site) are not IG activities
- General research is not an IG function
- Handling sensitive data should not preclude performance by a commercial entity since many federal contractors handle highly sensitive data

6.2 Designation Criteria

When classifying an FTE as IG, it must meet the criteria for being IG and be accompanied with a justification that can support the decision. If an FTE performs an IG activity, the individual must also have the authority to perform it. According to OMB Circular A-76, IG activities must involve at least one of the actions listed below:

- Binding the United States to take or not to take some action by contract, policy,

- regulation, authorization, order, or otherwise
- Determining, protecting, and advancing economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise
- Significantly affecting the life, liberty, or property of private persons
- Exerting ultimate control over the acquisition, use, or disposition of United States property (real or personal, tangible or intangible), including establishing policies or procedures for the collection, control, or disbursement of appropriated and other federal funds

Note: The justification "significantly affecting the life, liberty, or property of private persons" is to be used with discretion. If used, the justification must clearly show how it can affect the life, liberty, or property of private persons. This usually means the decision can have an immediate affect and is the final authority. Some activities that are used by other Departments include the authority to arrest persons, issue judicial orders, issue emergency evacuations, and to close a facility or operation monitored by the government.

The authority to perform these activities must be formally established. Acceptable authority to perform these activities includes, but is not limited to, the following:

- Warranted contract authority
- By statute or legislation
- Prescribed in position descriptions
- Appointment

While IG activities require the exercise of substantial discretion, not every exercise of discretion is evidence that an activity is IG. The use of discretion shall be deemed IG if it commits the government to a course of action when two or more alternative courses of action exist and decision making is not already limited or guided by existing policies, procedures, directions, orders, and other guidance that

- (1) identify specified ranges of acceptable decisions or conduct; and
- (2) subject the discretionary authority to final approval or regular oversight by agency officials

An activity may be provided by contract support (i.e., a private sector source or a public reimbursable source using contract support) where the contractor does not have the authority to decide on the course of action, but is tasked to develop options or implement a course of action, with agency oversight. An agency shall consider the following to avoid transferring inherently governmental authority to a contractor:

- Statutory restrictions that define an activity as inherently governmental
- The degree to which official discretion is or would be limited, i.e., whether involvement of the private sector or public reimbursable provider is or would be so extensive that the ability of senior agency management to develop and consider options is or would be inappropriately restricted

- In claims or entitlement adjudication and related services (a) the finality of any action affecting individual claimants or applicants, and whether or not review of the provider's action is de novo on appeal of the decision to an agency official; (b) the degree to which a provider may be involved in wide-ranging interpretations of complex, ambiguous case law and other legal authorities, as opposed to being circumscribed by detailed laws, regulations, and procedures; (c) the degree to which matters for decisions may involve recurring fact patterns or unique fact patterns; and (d) the discretion to determine an appropriate award or penalty
- The provider's authority to take action that will significantly and directly affect the life, liberty, or property of individual members of the public, including the likelihood of the provider's need to resort to force in support of a police or judicial activity; whether the provider is more likely to use force, especially deadly force, and the degree to which the provider may have to exercise force in public or relatively uncontrolled areas. These policies do not prohibit contracting for guard services, convoy security services, pass and identification services, plant protection services, or the operation of prison or detention facilities, without regard to whether the providers of these services are armed or unarmed
- The availability of special agency authorities and the appropriateness of their application to the situation at hand, such as the power to deputize private persons
- Whether the activity in question is already being performed by the private sector.

Examples of **activities that require the use of substantial discretion** and are typically made by an individual include, but are not limited to, the following:

- Making judicial decisions
- Closing a facility
- Determining program priorities
- Controlling prosecutions and performance of adjudicatory functions (other than those relating to arbitration or other methods of alternative dispute resolution)
- Determining budget priorities
- Determining the acquisition or disposition of government property

6.3 Justification Expectations

FTE designated as IG will require justifications without room for misinterpretation. Specifically, FAIR Act Coordinators should identify the authority exercised, the activities performed, and the associated area for which they exercise authority. The following are examples of justifications that provide the use of authority and the activities performed.

- FTE bind the government to a course of action by adjudication of contract cases pursuant to the Contract Disputes Act, 41 U.S.C. S 601 et seq., that typically include the conduct of formal or informal hearings that accord appropriate due process
- FTE exercise substantial discretion in determining (specific) program priorities and the allocation of funds

- FTE bind the government to a course of action as prescribed in their position descriptions; specifically, these FTE have the authorization to make staffing decisions that include the selection, termination, and evaluation of federal employees
- FTE are warranted contracting officers who issue contracts, terminate contracts, and authorize payment for services or equipment on behalf of the agency
- FTE have delegated authority to determine and sign into effect policies for the specific agency, office, or program

6.4 Justification Tips

- Use key words, such as "substantial discretion", "decision making", "implementing policy", "signature authority", "exercise ultimate control", "binds the government", or "commits the government"
- Clearly indicate how a position binds the government
- If applicable, indicate what types of staffing decisions are made
- Explain what the FTE exercises ultimate control of (example: exercising ultimate control over the budget for the entire agency or office)
- Include the specific program, office, and/or associated representation information

6.5 Checklist for Completion of Agency FAIR Act Inventory

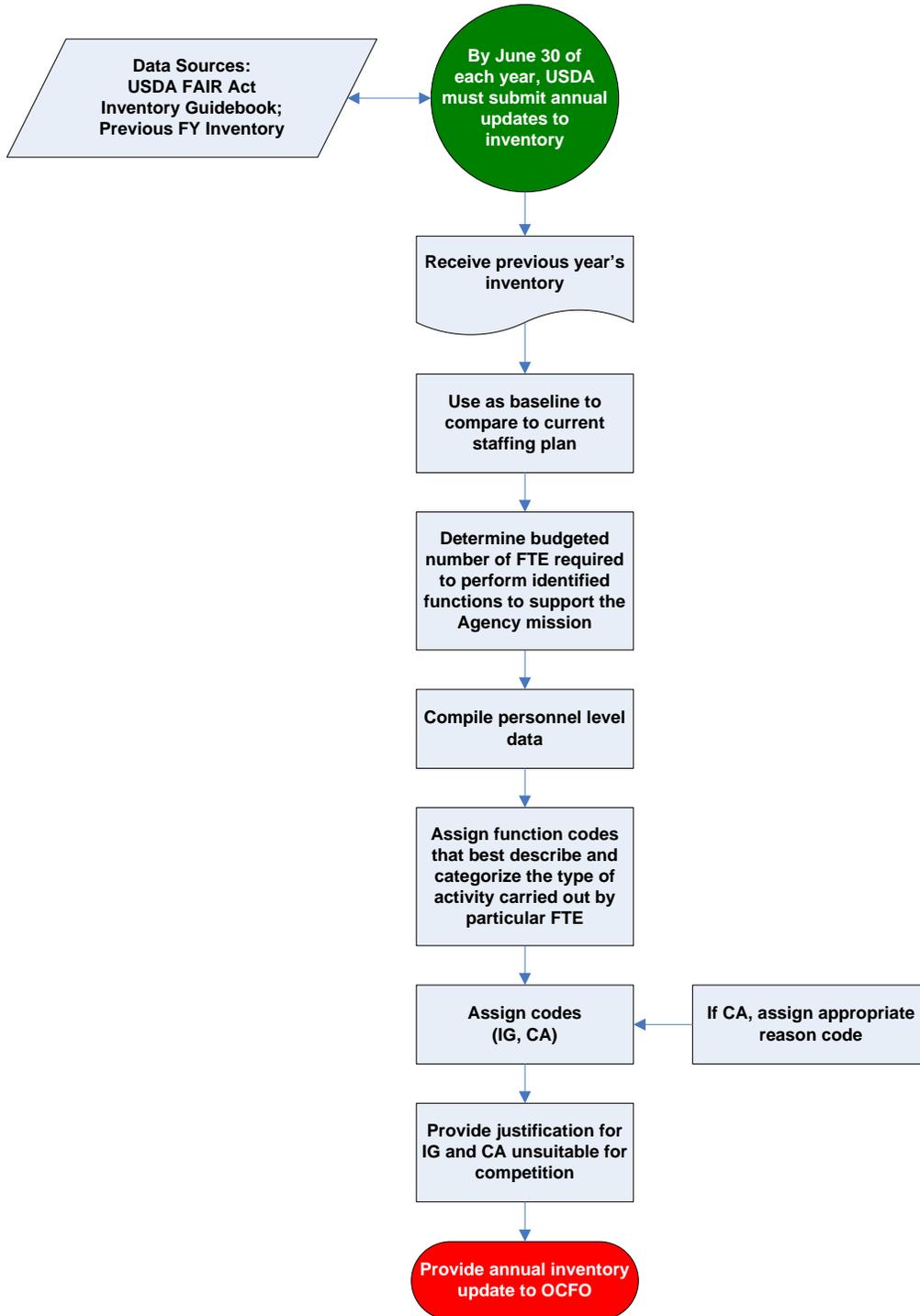
Agency: 005-__

Fiscal Year: ____

	Completed	Date
1. Previous year's Fair Act Inventory obtained and used as a baseline to complete this year's Fair Act Inventory.		
2. Changes and justifications to the Agency Fair Act Inventory for: - New positions possessing I or commercial code A - Existing positions changing to I or commercial code A		
3. Agency Fair Act Inventory checked to ensure that only USDA accepted Function Codes were used.		
4. Total full-time equivalent (FTE) reconciliation.		
4a. If it was necessary to adjust the Agency FTE count to report a number within your budgetary limit (+ or - 5%), please provide an explanation of the degree of adjustment(s) and the methodology used to make the adjustment(s). Attach explanation separately.		
4b. If final Agency FTE count exceeds the current year budget estimate limit of + or - 5%, provide explanation and rationale for the further deviation. Attach explanation separately.		
5. Agency's Inventory and justifications in the proper format prescribed by the Department CSO.		
6. Agency's inventory and justifications approved by your Agency's Head or Subcabinet Official in an Agency cover memo.		

	Completed	Date
7. Electronic files (inventory and justifications) transmitted to the Department's CSO.		
8. Analysis of variances between prior year's Fair Act Inventory conducted and submitted electronically to the Department's CSO.		
9. Inventory files maintained for required retention period.		

7.0 INVENTORY PROCESS FLOWCHART



8.0 FAIR ACT INVENTORY VARIANCE ANALYSIS

A	B	C	D	E	F	G	H	I
(Agency Name)	Current Year (CY) FTE	% of Total FTE for CY	Previous Year (PY) FTE	% of Total FTE for PY	Variance	Difference in % of Total FTE - CY to PY	% Variance of Code from CY to PY	Explanation of Variance as Needed or Required
Commercial Reason Code A	546	16.70%	629	18.83%	-83	-2.12%	-13.20%	
Commercial Reason Code B	2648	81.00%	2654	79.44%	-6	1.57%	-0.23%	
Commercial Reason Code C	0	0.00%	0	0.00%	0	0.00%	0.00%	
Commercial Reason Code D	0	0.00%	0	0.00%	0	0.00%	0.00%	
Commercial Reason Code E	28	0.86%	1	0.03%	27	0.83%	2700.00%	
Commercial Reason Code F	0	0.00%	0	0.00%	0	0.00%	0	
Inherently Governmental	47	1.44%	57	1.71%	-10	-0.27%	-17.54%	
Total FTE for the Year	3269	100.00%	3341	100.00%	-72		-2.16%	
Budgeted FTE	3369		3300					
Variance	100		-41					
% of Variance*	3.06%		-1.23%					

* Please explain variances + or - 5% of your agency's Total FTE to Budgeted FTE

FORMULAS FOR CALCULATIONS:

COLUMN C (% of Total FTE for CY) = Current Year FTE (Column B) divided by Total FTE for the Year (CY)

COLUMN E (% of Total FTE for PY) = Previous Year FTE (Column D) divided by Total FTE of the Year (PY)

COLUMN F (Variance) = Current Year FTE (Column B) minus PY FTE (Column D)

COLUMN G (Difference in % of Total FTE - CY to PY) = Column C minus Column E

COLUMN H (% Variance of Code from CY to PY) = Column F divided by Column D

APPENDICES

APPENDICES

APPENDIX A:	March 23, 2005: M-05-12 – 2005 Inventories of Commercial and Inherently Governmental Activities
APPENDIX B:	March 8, 2006: M-06-08 – Memorandum for Heads of Executive Departments and Agencies: 2006 Inventories of Commercial and Inherently Governmental Activities
APPENDIX C:	May 3, 2007: M-07-14 – Memorandum for Heads of Executive Departments and Agencies: 2007 Inventories of Commercial and Inherently Governmental Activities
APPENDIX D:	March 26, 2008: M-08-14 - 2008 Inventories of Commercial and Inherently Governmental Activities
APPENDIX E:	OMB Circular A-76 Attachment A
APPENDIX F:	Federal Activities Inventory Reform Act of 1998
APPENDIX G:	OMB Approved Commercial Activities Inventory Function Codes
APPENDIX H:	USDA Standard Function Code Definitions Crosswalk
APPENDIX I:	USDA Standard Function Code Definitions
APPENDIX J:	Reason Codes and Definitions for Commercial Activities Inventory
APPENDIX K:	Commercial Reason Code A and Inherently Governmental Justification Templates
APPENDIX L:	FAR Subpart 7.5-Inherently Governmental Functions
APPENDIX M:	Acronyms

OFFICE OF FEDERAL
PROCUREMENT POLICY**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

May 23, 2005

M-05-12

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: David H. Safavian
Administrator

A handwritten signature in black ink, appearing to read "D. Safavian", with a long horizontal stroke extending to the right.

SUBJECT: 2005 Inventories of Commercial and Inherently Governmental
Activities

This memorandum provides guidance to assist agencies in preparing inventories of their commercial and inherently governmental activities. The Federal Activities Inventory Reform (FAIR) Act of 1998 (P.L. 105-270), requires federal agencies to prepare and submit to the Office of Management and Budget (OMB), by June 30th of each year, inventories of commercial activities performed by federal employees. OMB Circular A-76, Performance of Commercial Activities, further requires agencies to submit inventories of their inherently governmental activities to OMB.

By annually reviewing and revising complete workforce inventories, agencies are better able to understand the functions their workforce is performing and how those functions relate to the agency's mission. Agency managers should use this analysis to improve ways of managing their human capital resource distribution. Functions found to be inherently governmental or commercial, but not suitable for competition, may undergo reengineering efforts or management reviews. Functions deemed suitable for competition may be examined as potential candidates for competitive sourcing studies.

General Instructions

For the 2005 submission of commercial and inherently governmental inventories, agencies should use the standard spreadsheet template posted on OMB's website: www.whitehouse.gov/omb/procurement/fair-index.html. All other templates are incompatible with OMB's governmentwide database. Inventories prepared using other templates will be returned to the agency. Agencies must also conform to the US Postal city and state codes and limit themselves to only those function codes provided on the OMB approved list.

Function Codes. OMB maintains the only list of approved function codes. Agencies must use these codes, but have flexibility in defining the codes. Agencies may use the DOD function code definitions or create definitions that are tailored to fit their agency. For informational purposes, OMB intends to compile a comprehensive list of function code definitions which will be made available for the FY2006 inventory via the internet. Therefore,

please submit agency-specific function code definitions as a word document at the time of your inventory submission. Agencies may select the format.

Reason Codes. The reason codes are the same as those used for the 2004 inventories. Accordingly, an agency may exempt, with sufficient written justification, commercial activities performed by government personnel using reason code A. Agencies shall include the commercial reason code A justifications with each agency's inventory submission. Justifications should be provided as a separate word document to both OFPP and the appropriate RMO.

Agencies must provide complete justifications for any function that has been newly designated as reason code A on the 2005 inventory. This requirement must be met to receive credit for satisfying the PMA "green" standard on "written justifications for all categories of commercial activities determined to be unsuitable for competition." Summary justifications may be provided for commercial functions which have been historically listed as reason code A. However, RMO examiners and OFPP analysts may request that the agency prepare and submit a complete justification for a function, if questions remain after reviewing the summary justifications.

OMB has developed guidance to help agencies in structuring their reason code A justifications. This document is available on OMB's webpage and includes a number of sample justifications (www.whitehouse.gov/omb/procurement/fair-index.html). One sample justification describes how agencies may, at their option, use reason code A in connection with positions held by individuals with disabilities. In addition to the use of reason code A, agencies have options to address the handling of functions performed by disabled individuals that can be exercised during the competition planning process. A separate memorandum will be issued to address competition considerations associated with functions performed by individuals with disabilities.

FTEs Reported. The number of FTE reported in each agency's inventory should be consistent with the estimated FTE funding levels for FY2005. Therefore, all budgeted FTE should be included in agency inventories regardless of personnel status (i.e. Civil Service, Political Appointees, and Foreign Service). Moreover FTE ought to be reported whether the FTE is filled, vacant, on a non-reimbursable detail, or on extended leave. If the number of FTE reported deviates more than 5 percent from the number of budgeted FTE assigned, a written justification must be provided to OMB along with the inventory submission.

OMB allows for the reporting of fractional FTE in the inventory submission in instances such as part-time or seasonal employees. Splitting FTE into multiple function codes should only be done in cases where a single FTE performs two or three completely separate functions. For instance, nearly all positions have an administrative component to them; however, it is unnecessary to artificially separate this out from the rest of the position duties. Except in rare instances, an FTE should be assigned a single function code selected on the basis of the predominant type of work performed. In reporting any fractional FTE, agencies shall not report

fractions smaller than one-quarter unless a request for a waiver is granted by OMB. Agencies may aggregate like fractional FTE (those that share the same function code, status code, location, etc.) into a single reporting line.

Point of Contact Information. At the time of inventory submission, each agency shall provide OMB the website address on which they plan to post their inventory and the name and telephone number of the point of contact the agency would like have published in the *Federal Register*.

If there are alternate agency points of contact OMB may need to reach (i.e. bureaus representatives or agency database operators), please provide those as well. After review and consultation, OMB will publish this information in the *Federal Register* Notice of Availability. The primary agency point of contact will be notified by their examiner when their agency's inventory has been sent to the *Federal Register*.

By June 30, 2005 the FY 2005 inventories and commercial reason code A justifications shall be submitted via e-mail (hard copies and faxes are not required) to the appropriate OMB Resource Management Office (RMO) and to the Office of Federal Procurement Policy (OFPP) at FAIRAct2005@omb.eop.gov consistent with the guidance provided in OMB Circular A-76 (www.whitehouse.gov/omb/circulars/index-procure.html) and the instructions provided in this memorandum.

Review and Consultation

The following agencies will be notified in writing when OMB has completed reviewing the content of the agency inventories: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Environmental Protection Agency, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Veterans Affairs, Agency for International Development, Corps of Engineers, General Services Administration, National Aeronautics and Space Administration, National Science Foundation, Office of Personnel Management, Small Business Administration, Smithsonian Institution, and Social Security Administration.

Agencies not listed above may assume that OMB has completed reviewing the inventories 30 days after the electronic submission of their inventories to OMB unless otherwise directed by OMB. Not sooner than 45 days after the electronic submission of their inventories to OMB, unless otherwise directed, these agencies should release their inventories to the public, and place both inventories on the agency's website. In accordance with the FAIR Act, the challenge and appeals process begins when OMB publishes the Notice of Availability in the *Federal Register*. Therefore, it is important that inventories are posted in Excel format on agency websites within twenty-four hours of publishing in the *Federal Register*. There will be approximately three OMB submissions to the *Federal Register*.

All agencies are also responsible for reporting their inventories to Congress. Once agencies have been notified that OMB has cleared their inventory, agencies should mail a copy of their inventory summary, along with a cover letter, to the President of the Senate and the Speaker of the House.

Future Submissions

OMB is currently in the process of developing a new FAIR Act database called Workforce Inventories Tracking System (WITS). WITS, a web-based system that will be managed by OMB, is scheduled to be operational in time for the 2006 submissions. Our goal is for individual agency inventory data to be received by either bulk uploading (most likely via XML) or by direct web interface. Additional information will be provided before the database becomes operational.

OMB developed the changes in this FAIR Act inventory submission process with the assistance of an inter-agency working group. OMB will continue to seek agency input for additional improvements in the 2006 inventory submission process. OMB also invites agencies to include any suggestions with their inventory submissions in June 2005.

Additional Resources

Additional resources are provided on OMB's website www.whitehouse.gov/omb/procurement/fair-index.html. These include (1) a copy of this memorandum (2) commercial reason code A guidance (3) the list of 2005 OMB approved function codes (4) Department of Defense (DOD) function code definitions (5) and spreadsheet guidance. An inventory best practices guide and a summary of an inventory exercise conducted by a Chief Acquisition Officer Council working group will also be posted on OMB's website in the coming weeks.

Please address any questions regarding the development of the 2005 inventories to Renee Courtland, Office of Federal Procurement Policy, at (202) 395-7318.

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
 WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
 PROCUREMENT POLICY

OMB Guidance for use of Commercial Reason Code A Justifications

OMB Circular A-76 authorizes an agency's Competitive Sourcing Official to exempt a commercial function performed by government personnel from competition on the basis that the activity is not appropriate for private sector performance.

The Circular requires agencies to prepare justifications to support the designation of commercial reason code A functions. The OMB FY 2005 FAIR Act guidance requires agencies to submit these justifications along with their annual inventory. OMB intends to review these justifications beginning with those provided for functions listed as commercial reason code A for the first time in the 2005 inventory.

The Circular does not specify what constitutes an acceptable reason for categorizing a function as reason code A. This document serves as guidance to help agencies structure their reason code A justifications so that agencies may achieve incremental improvements with each inventory submission.

Justification Expectations

Justifications should reflect an appropriate and consistent application of criteria. They should contain enough information to enable a reasonable lay person to validate the function and reason code designations. The key elements of a complete justification are the following: a thorough definition of the function performed, including required skills and responsibilities, and a clear explanation of why it is necessary for the commercial function to be categorized as unsuitable for competition.

Risk to the Agency. Many agencies seek to exempt certain functions from competition on the grounds that the function is "core," as in "core to the agency's mission." As a general matter, a function should be considered core to an agency's operation only if -- and only to the extent that -- loss of in-house performance of the function would result in *substantial risk* to the agency's ability to accomplish its unique mission. Consider the following examples:

- Project managers and designated contracting officer representatives (commonly referred to as CORs or COTRs) may be considered core functions. An agency is likely to find that its operations would be at substantial risk if there were no in-house employees to perform these functions. However, these functions should be considered core only to the extent required to avoid substantial risk – i.e., not every FTE in these categories is necessarily core since it would not put an agency's mission at risk to have a portion of

these functions performed by contractors, so long as a sufficient number of FTE remained in house to perform the necessary oversight.¹

- Repairing computers and routing telephone calls are not core functions. Although these functions provide essential support to daily agency operations, they do not accomplish the unique mission of any agency and the potential conversion of the entire function to contract performance would not, in the ordinary course, expose the agency to substantial risk.²

Preponderance of Duty. When evaluating functions, the FTE should be categorized based on the work they are actually performing, not on the title assigned or the certification acquired. For example, an FTE who has taken COR training, but does not perform that function as part of their regular duties, can not be considered a COR for purposes of assigning status or reason code on the inventory.

Examples of Acceptable Reasons to Use Commercial Reason Code A

The statements below are examples of summary justifications that offer meaningful rationales to explain why a particular activity is not suitable for competition. The examples are illustrative and agencies need not use the exact verbiage in the examples in order to have a reasonable justification.

Note: Many of the acceptable reasons cited below for categorizing a function under reason code A include the qualifying phrase “sufficient number” to indicate that only a fraction of the total number of FTEs performing the function have been designated as reason code A. As explained above, it is ordinarily neither necessary nor appropriate to exempt an entire function or business line from competition to avoid substantial risk to the agency. There is no prescribed ratio of commercial reason code B to commercial reason code A FTEs within a function; this ratio will vary depending on the nature of the function. The same risk analysis conducted to determine whether a function is “core” should be conducted to determine the “sufficient number” of any given commercial reason code A function.

- A *sufficient number* of FTE are required to provide independent, day-to-day oversight of core agency function.
- Function requires a *sufficient number* of specialized FTE with expertise of agency systems and procedures.
- Agency requires a *sufficient number* of trained and experienced FTE with historical knowledge to ensure continual performance of a *core* function.
- Agency requires a *sufficient number* of FTE within this function to provide an in-house cadre of suitable candidates for career growth in mission critical areas of the agency.

¹ Unlike CORs or COTRs, Contracting Officers should be listed on workforce inventories as inherently governmental because they bind the federal government to a particular course of action.

² There may be other bases for concluding that the activity should not be competed; however, in the example provided the “core” justification would not apply.

- Function routinely requires working with proprietary, sensitive, pre-decisional business information to develop various proposals for consideration by inherently governmental final agency decision makers.
- The FTE performing a commercial function are currently filled by individuals with disabilities.³
- FTEs currently performing function require distinctly multiple skill sets, so that the agency has the flexibility to rotate FTE between assignments as needed for maximum productivity potential.⁴
- Function is preformed by a student intern as a part of formalized program for federal recruitment.

Examples of Acceptable Complete Justifications for Commercial A Functions

The examples below illustrate what may constitute an acceptable complete justification. Agencies are allowed flexibility in defining function codes, so mock function codes have been substituted.

DXXX Commercial - This FTE establishes accountability policies and procedures, and provides independent, day-to-day oversight over accountability of Government security documents manufactured. The FTE draws on specialized knowledge of the Bureau's manufacturing and accountability systems and procedures to ensure that assets are safeguarded from waste, loss, misappropriation, etc. The systems accountant is responsible for conducting physical inventories that are reviewed by external auditors. This FTE is responsible for conducting unannounced inventories of various products. The FTE provides software application support, to include system enhancements, for all manufacturing and accountability systems users. The FTE coordinates system requirements for production and support division with various headquarter offices for proper tracking of the product through production process. Specialized knowledge and expertise in the Bureau's Product Accountability System is required to adequately perform these functions.

CXXX Commercial - The Bureau must have a sufficient number of trained and experienced staff to ensure the timely and accurate formulation, completion and review of all required financial reports. This requires employees with prerequisite accounting skills and specialized knowledge of the Bureau's revolving fund financing, as well as a thorough understanding of the Bureau mission. The need for these FTE's to provide essential technical information, advice, review and oversight increases directly with the increase in the degree of involvement of contractors in the Bureau's financial activities. Additionally, this function has historically provided an in-house cadre of talented financial management candidates for the Bureau's core functions.

³ This justification must be applied on an individual FTE basis. In other words, it may not be applied to all FTE within a function simply because the majority of those FTE are currently filled by individuals with disabilities.

⁴ It is expected that this justification will be used by a small number of agencies. An example of appropriate application would be for an FTE who primarily performs a physically or mentally straining activity, but it is periodically assigned desk work in part to provide relief from the strain and maintain sharpness in their primary duty.

CXXX Commercial - The FTE's associated with Cost Accounting are primarily responsible for developing prices of Bureau products for the purpose of funding present and future operations and maintaining the integrity of the Bureau's revolving fund. They are also responsible for monitoring monthly manufacturing performance with respect to established standards, and reporting such findings to management. The development, and subsequent review, of product prices is a challenging task, due to the complexity and dynamics of the security-printing environment. The historical knowledge of Bureau operations, the specialized knowledge and analytical skills required by these positions, and their impact on the integrity of the Bureau's revolving fund, require that these skills remain in-house. Additionally, this function has historically provided an in-house cadre of talented candidates for the Bureau's core functions.

CXXX Commercial - Cost analysis is directly linked to the Bureau's mission "to securely and efficiently produce currency." The FTE's involved in cost analysis are responsible for monitoring the effectiveness of product prices, performing cost analyses used for go/no go decision making, and analyzing favorable and unfavorable cost variances related to monthly manufacturing performance. Their analyses help ensure the integrity of the Bureau's revolving fund. Further, this function routinely works with proprietary, pre-decisional business information to develop cost analyses on various proposals and what-if scenarios for the exclusive, confidential consideration of Bureau executive management. Because of the specialized knowledge of Bureau operations and analytical skills required to provide management with the information needed to effectively and efficiently operate the Bureau, these positions should remain in-house. Additionally, this function has historically provided an in-house cadre of talented financial management candidates for the Bureau's inherently governmental management and oversight functions.

TXXX Commercial - These FTE's are currently occupied by individuals with severe physical disabilities, psychiatric disabilities, or who are mentally challenged, who were hired non-competitively on the basis of their disabilities using Schedule A authority, and who require ongoing and continuing employment accommodation. These positions have been set aside for the larger governmental purpose of providing gainful employment for those individuals who otherwise have limited employment options in the private sector. This action is consistent with the federal government's role as a model employer for persons with disabilities. Accordingly, the Bureau has no intent of competing these positions at this time.

DXXX Commercial - These FTE's provide oversight to the Bureau's Quality Management System and Management Controls programs by conducting Internal Quality audits and Internal Control reviews (including unannounced physical inventories reviewed by external auditors) of BEP production, support, and administrative activities.

Appendix A

An Internal Quality audit program is required to maintain International Organization of Standards (ISO) certification. Due to the specialized knowledge of Bureau quality procedures, access to confidential business information, and the nature of the production, support, and administrative operations to be audited, contracting out this function would not be appropriate. The Internal Control reviews also performed by these FTE's are often focused on security and accountability over Bureau products and require access to sensitive security information, and consequently, contracting out this function would pose risk and vulnerability to the Bureau.

YXXX Commercial - These core functions are critical to the agency's mission as they entail the operation of offset and intaglio printing equipment and electronic inspection equipment by highly skilled plate printers, pressmen, and bookbinders. The Bureau of Engraving and Printing is the largest single employer of plate printers in the United States with only a limited number of private sector companies with a limited number of individuals employing this particular skill. Bookbinders and Pressmen, either trained in the private sector or trained in-house, have specialized knowledge of major pieces of inspection and processing equipment and they too, are in short supply in the private sector. Plate Printing operations, inspection operations, and finishing operations coupled with the highly skilled, difficult-to-replace individuals in both the Washington, DC and Fort Worth, TX facilities must remain an integral part of the Bureau and cannot be contracted to the private sector. This level of sophistication and experience of the workforce enables the flexibility to assign individuals to either the currency program or the special security products program and enhancing the productivity of both programs.

BXXX Commercial - This is a Schedule B FTE under the Student Educational Employment Program (SEEP). SEEP is a program specifically designed to further the government objectives of encouraging individuals to attend institutions of higher learning by providing an additional source of income to offset some of the expenses incurred in attending school. The program also increases student and society awareness of the Federal government as an employer and expands employment opportunities for students in school. Therefore, it is reasonable that this position while clearly a commercial activity not be considered under the A-76 process for commercialization.



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

March 8, 2006

M-06-08

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:

Clay Johnson III
Deputy Director for Management

A handwritten signature in black ink, appearing to read "Clay Johnson III", is written over the typed name and title.

SUBJECT:

2006 Inventories of Commercial and Inherently Governmental
Activities

This memorandum provides guidance to assist agencies in preparing inventories of their commercial and inherently governmental activities. The Federal Activities Inventory Reform (FAIR) Act of 1998 (P.L. 105-270), requires federal agencies to prepare and submit to the Office of Management and Budget (OMB), by June 30th of each year, inventories of commercial activities performed by federal employees. OMB Circular A-76, Performance of Commercial Activities, further requires agencies to submit inventories of their inherently governmental activities to OMB.

Pursuant to Section 840 of the FY 2006 Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act (P.L. 109-115), any agency with fewer than 100 full-time employees as of the first day of the fiscal year is exempt from submitting an inventory of non-inherently governmental (i.e., commercial) activities performed by federal government sources if the agency does not plan to conduct a public-private competition. OMB is also exempting these agencies from submitting an inventory of inherently governmental activities. If an agency of this size is considering a public-private competition that may be announced in FYs 2006, 2007, or 2008, they should prepare and submit inventories of their commercial and inherently governmental activities.

General Instructions

Submission information. For the 2006 submission of commercial and inherently governmental inventories, agencies must use the standard Excel spreadsheet format posted on OMB's website: www.whitehouse.gov/omb/procurement/fair-index.html. Agencies must also conform to the US Postal city and state codes and limit themselves to only those function codes on the OMB approved list. Inventories prepared using other formats, address codes, and function codes will be returned to the agency.

Agencies shall combine all agency component inventories into a single inventory before submitting to OMB. Do not submit separate spreadsheets for each agency component.

By June 30, 2006 the FY 2006 inventories shall be submitted via e-mail (hard copies and faxes are not required) to the appropriate Resource Management Office (RMO) and the Office of Federal Procurement Policy (OFPP) at FAIRAct@omb.eop.gov consistent with the guidance provided in OMB Circular A-76 (<http://www.whitehouse.gov/omb/circulars/index-procure.html>) and the instructions provided in this memorandum.

In addition, agencies must provide justifications for any function that has been newly designated as reason code A on the 2006 inventory. RMO examiners and OFPP analysts may also request that agencies refine previously submitted justifications for other reason code A functions if there are questions. These efforts will help to satisfy the “green” success standard for the competitive sourcing initiative on the President’s Management Agenda that requires “written justifications for all categories of commercial activities determined to be unsuitable for competition.” Agencies shall include the commercial reason code A justifications with their inventory submissions. Justifications must be provided as a separate Word document to both OFPP and the appropriate RMO.

Agencies should refer to OMB Memorandum M-05-12 (May 23, 2005), available at <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-12.pdf>, for guidance regarding the use of function codes, reason codes (including the development of justifications in the use of reason code A), and full-time-equivalent employees (FTE) reporting. Agencies may wish to refer to SHARE A-76!, the governmentwide knowledge management system for competitive sourcing, for function code definitions used by various agencies.¹ Agencies that have developed agency-specific function code definitions should submit them to OMB for posting. This information must be provided as a separate Word document at the time of your inventory submission.

Point of contact information. At the time of inventory submission, each agency shall provide to OMB the website address (URL) on which it plans to post its inventory and the name and telephone number of the primary point of contact the agency would like have published in the *Federal Register*. This information should be entered into the “Contact” tab of the provided Excel spreadsheet template. If there are alternate agency points of contact OMB may need to reach (e.g., bureaus representatives or agency technical points of contact), please provide those as well. Following review and consultation, OMB will publish a Notice of Availability in the *Federal Register*. The primary agency point of contact will be notified by their examiner when their agency’s inventory has been sent to the *Federal Register*.

Review and Consultation

The following agencies will be notified in writing when OMB has completed reviewing the content of the agency inventories: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Department of Veterans Affairs, Agency for International Development, Corps of Engineers, Environmental

¹ SHARE A-76 is maintained by the Department of Defense. Agency function code definitions are available at [http://sharea76.fedworx.org/inst/sharea76.nsf/\(LibraryByOrgStep3byTitle\)?OpenView&RestrictToCategory=Department+of+Defense~Inventory](http://sharea76.fedworx.org/inst/sharea76.nsf/(LibraryByOrgStep3byTitle)?OpenView&RestrictToCategory=Department+of+Defense~Inventory).

Protection Agency, General Services Administration, National Aeronautics and Space Administration, National Science Foundation, Office of Personnel Management, Small Business Administration, Smithsonian Institution, and Social Security Administration.

Agencies not listed above may assume that OMB has completed reviewing the inventories 30 days after the electronic submission of their inventories to OMB unless otherwise directed by OMB. Not sooner than 45 days after the electronic submission of their inventories to OMB, unless otherwise directed, these agencies should release their inventories to the public, and place both inventories on the agency's website. Please note that in accordance with the FAIR Act, the challenge and appeals process begins when OMB publishes the Notice of Availability in the *Federal Register*. Therefore, it is important that inventories are posted in Excel format on agency websites within twenty-four hours of publishing in the *Federal Register*.

All agencies are also responsible for reporting their inventories to Congress. Once agencies have been notified that OMB has cleared their inventory, agencies should mail a copy of their inventory summary, along with a cover letter, to the President of the Senate and the Speaker of the House.

The Workforce Inventories Tracking System and Future Submissions

OMB is currently in the process of developing a FAIR Act database called the Workforce Inventories Tracking System (WITS). WITS, a web-based system that will be managed by OMB, is scheduled to be operational in FY 2006. However, due to time constraints, agencies will submit their 2006 inventories to OMB using the OMB spreadsheet template. OMB will then load the data into WITS.

For future submissions (2007 and beyond), agencies will be expected to submit their inventories through WITS, either by direct web interface or by a bulk uploading process that transmits data compiled by an agency's existing system in a format that is compatible with WITS. The direct web interface will allow agencies to compile and submit their inventories on the system itself, rather than using Excel spreadsheets. Agencies planning to use an existing system to compile their inventories will need to develop a means of exporting that system's output into an extensible markup language (XML) format for bulk upload into WITS. Additional information, including the XML format, will be provided to the agencies as the system is implemented.

Additional Resources

Additional resources are provided on OMB's website at www.whitehouse.gov/omb/procurement/fair-index.html. These include (1) a copy of this memorandum, (2) the list of 2006 OMB approved function codes, and (3) spreadsheet guidance. Agencies may also wish to review *Managing the Workforce Inventory Development Process: Practices to Avoid, Best Practices & Guidance References*, which is available on the Chief Acquisition Officers Council website at http://caoc.gov/documents/Managing_the_Workforce_Inventory_Development_Process.doc.

Please address any questions regarding the development of the 2006 inventories to Jim Daumit, Office of Federal Procurement Policy, at (202) 395-1052.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

May 3, 2007

M-07-14

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Paul A. Denett
Administrator

A handwritten signature in black ink that reads "Paul A. Denett".

SUBJECT: 2007 Inventories of Commercial and Inherently Governmental
Activities

This memorandum provides supplementary guidance to assist agencies in preparing inventories of their commercial and inherently governmental activities. The Federal Activities Inventory Reform (FAIR) Act of 1998, P.L. 105-270, requires federal agencies to prepare and submit to the Office of Management and Budget (OMB), by June 30th of each year, inventories of commercial activities performed by federal employees. OMB Circular A-76, Performance of Commercial Activities, further requires agencies to submit inventories of their inherently governmental activities to OMB.

By annually reviewing and revising complete workforce inventories, agencies are better able to understand the functions their workforce is performing and how those functions relate to the agency's mission. Agency managers should use this analysis to improve ways of managing their human capital resource distribution. Functions found to be inherently governmental or commercial, but not suitable for competition, may undergo reengineering efforts or management reviews. Functions deemed suitable for competition may be examined as potential candidates for competitive sourcing.

Inventories shall be prepared in accordance with Attachment A of Circular A-76. Additional instructions are included in the Attachment. Pursuant to Section 840 of the FY 2006 Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act, P.L. 109-115, any agency with fewer than 100 full-time employees as of the first day of the fiscal year is exempt from submitting an inventory of non-inherently governmental (i.e., commercial) activities performed by federal government sources if the agency does not plan to conduct a public-private competition. OMB is also exempting these agencies from submitting an inventory of inherently governmental activities. If an agency of this size is considering a public-private competition that may be announced in FYs 2007, 2008, or 2009, they should prepare and submit inventories of their commercial and inherently governmental activities.

Please address any questions regarding the development of the 2007 inventories to Jim Daumit, Office of Federal Procurement Policy, at (202) 395-1052.

Supplementary Guidance for the Preparation of Fiscal Year 2007 Inventories of Commercial and Inherently Governmental Activities

Inventories shall be prepared in accordance with Attachment A of OMB Circular A-76. Agencies should also refer to OMB Memorandum M-05-12 (May 23, 2005) for guidance regarding the use of function codes, reason codes, and full-time-equivalent employees (FTE) reporting. Memorandum M-05-12 is available at <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-12.pdf>. Agencies may refer to SHARE A-76!, the governmentwide knowledge management system for competitive sourcing, for function code definitions used by various agencies.

General Instructions

Submission information. By June 30, 2007 the FY 2007 commercial and inherently governmental inventories shall be submitted to OMB via its web-based database application, the Workforce Inventories Tracking System (WITS) (e-mailed copies, hard copies, and faxes of the inventories are not required). WITS is accessible on the OMB MAX Portal at <https://max.omb.gov/maxportal/home.do>. If you do not have a user account, one will need to be created for the CSTS/WITS application under the “register here” link. A handbook on WITS is available at www.whitehouse.gov/omb/procurement/fair-index.html.

In addition, agencies must provide justifications for any function that has been newly designated as reason code A on the 2007 inventory. Consolidated justifications shall be uploaded into WITS as a Word document. Resource management office (RMO) examiners and OFPP analysts may also request that agencies refine previously submitted justifications for other reason code A functions if there are questions. These efforts will help to satisfy the “green” success standard for the competitive sourcing initiative on the President’s Management Agenda that requires “written justifications for all categories of commercial activities determined to be unsuitable for competition.”

Agencies must conform to the US Postal city and state codes and limit themselves to only those function codes on the OMB approved list unless otherwise approved. Links to approved city, state, and function codes are available at <http://www.whitehouse.gov/omb/procurement/fair-index.html>. Inventories prepared using other address and function codes will not be approved.

Agencies that have developed agency-specific function code definitions should submit them to OMB for posting. This information must be provided as a separate Word document at the time of your inventory submission, and should be sent to OFPP at FAIRAct@omb.eop.gov.

Point of contact information. As part of the inventory submission via WITS, each agency shall provide the website address (URL) on which it plans to post its inventory. The agency should also identify the name and telephone number of the primary point of contact for publication in the *Federal Register* notice. This information should be entered into the “edit contact” link within the WITS application. If there are alternate agency points of contact OMB

may need to reach (i.e., chief agency contact or agency technical point of contact), please provide those as well. Following review and consultation, OMB will publish a Notice of Availability in the *Federal Register*. The primary agency point of contact will be notified by OMB's RMO when the agency's inventory has been sent to the *Federal Register*.

Review and Consultation

The following agencies will be notified in writing when OMB has completed reviewing the content of the agency inventories: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Department of Veterans Affairs, Agency for International Development, Corps of Engineers, Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, National Science Foundation, Office of Personnel Management, Small Business Administration, Smithsonian Institution, and Social Security Administration.

Agencies not listed above may assume that OMB has completed reviewing the inventories 30 days after the electronic submission of their inventories to OMB unless otherwise directed by OMB. Not sooner than 45 days after the electronic submission of their inventories to OMB, unless otherwise directed, these agencies should release their inventories to the public, and place both inventories on the agency's website. Please note that in accordance with the FAIR Act, the challenge and appeals process begins when OMB publishes the Notice of Availability in the *Federal Register*.

All agencies are responsible for reporting their inventories to Congress and for posting their inventory on their agency's public website. Once agencies have been notified that OMB has cleared their inventory, agencies shall mail a copy of their inventory summary, along with a cover letter, to the President of the Senate and the Speaker of the House. Agencies shall also post their full inventory (in Excel format) and inventory summary on the URL address provided under *point of contact information* (above) within twenty-four hours of publishing of the Notice of Public Availability in the *Federal Register*.

Additional Resources

Additional resources are provided on OMB's website at www.whitehouse.gov/omb/procurement/fair-index.html. These include (1) a copy of this memorandum, (2) the list of US Postal Service city and state codes, (3) the list of 2007 OMB approved function codes, (4) the WITS Handbook, and (5) WITS XML schema. Agencies may also wish to review *Managing the Workforce Inventory Development Process: Practices to Avoid, Best Practices & Guidance References*, which is available on the Chief Acquisition Officers Council website at http://caoc.gov/documents/Managing_the_Workforce_Inventory_Development_Process.doc.



OFFICE OF FEDERAL
PROCUREMENT POLICY

Appendix D

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

March 26, 2008

M-08-14

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:

Paul A. Denett
Administrator

SUBJECT:

2008 Inventories of Commercial and Inherently Governmental
Activities

The Federal Activities Inventory Reform (FAIR) Act of 1998, P.L. 105-270, requires federal agencies to prepare and submit to the Office of Management and Budget (OMB), by June 30th of each year, inventories of commercial activities performed by federal employees. OMB Circular A-76, Performance of Commercial Activities, further requires agencies to submit inventories of their inherently governmental activities to OMB.

Inventories shall be prepared in accordance with Attachment A of Circular A-76. Additional instructions are included in the Attachment. Pursuant to Section 840 of the FY 2006 Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act, P.L. 109-115, any agency with fewer than 100 full-time employees as of the first day of the fiscal year is exempt from submitting an inventory of non-inherently governmental (i.e., commercial) activities performed by federal government sources if the agency does not plan to conduct a public-private competition. OMB is also exempting these agencies from submitting an inventory of inherently governmental activities. If an agency of this size is considering a public-private competition that may be announced in FYs 2008, 2009, or 2010, they should prepare and submit inventories of their commercial and inherently governmental activities.

Please address any questions regarding the development of the 2008 inventories to Jim Daumit, Office of Federal Procurement Policy, at (202) 395-1052.

Supplementary Guidance for the Preparation of Fiscal Year 2008 Inventories of Commercial and Inherently Governmental Activities

General Instructions

Submission information. By June 30, 2008 the FY 2008 commercial and inherently governmental inventories shall be submitted to OMB via its Web-based database application, the Workforce Inventories Tracking System (WITS) (e-mailed copies, hard copies, and faxes of the inventories are not required). WITS is accessible on the OMB MAX Portal at <https://max.omb.gov/maxportal/home.do>. If you do not have a user account, one will need to be created for the CSTS/WITS application under the “register here” link. A handbook on WITS is available at www.whitehouse.gov/omb/procurement/fair-index.html.

Agencies must conform to the U.S. Postal city and state codes and limit themselves to only those function codes on the OMB approved list unless otherwise approved. Links to approved city, state, and function codes are available at <http://www.whitehouse.gov/omb/procurement/fair-index.html>. Inventories prepared using other address and function codes will not be approved.

Agencies that have developed agency-specific function code definitions should submit them to OMB for posting. This information must be provided as a separate Word document at the time of your inventory submission, and should be sent to OFPP at FAIRAct@omb.eop.gov.

Point of contact information. As part of the inventory submission via WITS, each agency shall provide the Web site address (URL) on which it plans to post its inventory. The agency should also identify the name and telephone number of the primary point of contact for publication in the *Federal Register* notice. This information should be entered into the “edit contact” link within the WITS application. If there are alternate agency points of contact OMB may need to reach (i.e., chief agency contact or agency technical point of contact), please provide those as well. Following review and consultation, OMB will publish a Notice of Availability in the *Federal Register*. The primary agency point of contact will be notified when the agency’s inventory has been sent to the *Federal Register*.

Review and Consultation

The following agencies will be notified in writing when OMB has completed reviewing the content of the agency inventories: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Department of Veterans Affairs, Agency for International Development, Corps of Engineers, Environmental Protection Agency, General Services Administration, National Aeronautics and Space

Administration, National Science Foundation, Office of Personnel Management, Small Business Administration, Smithsonian Institution, and Social Security Administration.

Agencies not listed above may assume that OMB has completed reviewing the inventories 30 days after the electronic submission of their inventories to OMB unless otherwise directed by OMB. Not sooner than 45 days after the electronic submission of their inventories to OMB, unless otherwise directed, these agencies should release their inventories to the public, and place both inventories on the agency's Web site. Please note that in accordance with the FAIR Act, the challenge and appeals process begins when OMB publishes the Notice of Availability in the *Federal Register*.

All agencies are responsible for reporting their inventories to Congress and for posting their inventory on their agency's public Web site. Once agencies have been notified that OMB has cleared their inventory, agencies shall mail a copy of their inventory summary, along with a cover letter, to the President of the Senate and the Speaker of the House. Agencies shall also post their full inventory (in Excel format) and inventory summary on the URL address provided under *point of contact information* (above) within twenty-four hours of publishing of the Notice of Public Availability in the *Federal Register*.

Additional Resources

Additional resources are provided on OMB's Web site at www.whitehouse.gov/omb/procurement/fair-index.html. These include: (1) a copy of this memorandum, (2) a copy of OMB Memorandum M-05-12, which provides additional guidance on function codes, reason codes, and FTE reporting, (3) the list of U.S. Postal Service city and state codes, (4) the list of 2008 OMB approved function codes, (5) the WITS Handbook, and (6) the WITS XML schema. Agencies may also wish to review *Managing the Workforce Inventory Development Process: Practices to Avoid, Best Practices & Guidance References*, which is available on the Chief Acquisition Officers Council Web site at http://caoc.gov/documents/Managing_the_Workforce_Inventory_Development_Process.doc. Agencies may also wish to refer to *SHARE A-76!*, the government-wide knowledge management system for competitive sourcing, for function code definitions used by various agencies.

Appendix E

**OMB Circular No. A-76
May 29, 2003**

**Attachment A
Inventory Process**

INVENTORY PROCESS

A. INVENTORY REQUIREMENTS.

1. Agency Inventories. An agency shall prepare two annual inventories that categorize all activities performed by government personnel as either commercial or inherently governmental.

2. Annual Requirement. By June 30 of each year, an agency shall submit the following by electronic mail (e-mail) to OMB (a) an inventory of commercial activities performed by government personnel; (b) an inventory of inherently governmental activities performed by government personnel; and (c) an inventory summary report. An agency may provide aggregate data for uniformed services personnel and foreign nationals performing inherently governmental activities. For annual inventories, an agency shall use the format and data requirements found at the OMB web site (www.OMB.gov).

3. OMB Review and Consultation. OMB shall, on an annual basis, review both agency inventories and consult with the agency regarding the content of both agency inventories.

4. Congressional and Public Notification. After OMB review and consultation, an agency shall make both inventories available to Congress and the public unless the inventory information is classified or otherwise protected for national security reasons. OMB shall publish a notice of availability in the *Federal Register*.

5. Inventory Summary Report. An agency shall submit an annual inventory summary in the format in Figure A1. to identify aggregate data. The total of the two agency inventories shall reasonably equate to an agency's authorized personnel requirements. An agency shall make the annual inventory summary report available to the public unless the inventory information is classified or otherwise protected for national security reasons.

Fiscal Year XXXX Annual Inventory Summary									
AGENCY:	COMMERCIAL ACTIVITY INVENTORY					INHERENTLY GOVERNMENTAL INVENTORY			
	FAIR Act	Uniformed Services	Foreign Nationals	Other	TOTAL	Inherently Governmental*	Uniformed Services	Foreign Nationals	TOTAL
Agency Component A									
Agency Component B									
AGENCY TOTAL									

*Minus uniformed services personnel and foreign nationals

Figure A1.

Appendix E

**OMB Circular No. A-76
May 29, 2003**

**Attachment A
Inventory Process**

**B. CATEGORIZING ACTIVITIES PERFORMED BY GOVERNMENT PERSONNEL AS
INHERENTLY GOVERNMENTAL
OR COMMERCIAL.**

- 1. Inherently Governmental Activities.** The CSO shall justify, in writing, any designation of government personnel performing inherently governmental activities. The justification shall be made available to OMB and the public upon request. An agency shall base inherently governmental justifications on the following criteria:
 - a.** An inherently governmental activity is an activity that is so intimately related to the public interest as to mandate performance by government personnel. These activities require the exercise of substantial discretion in applying government authority and/or in making decisions for the government. Inherently governmental activities normally fall into two categories: the exercise of sovereign government authority or the establishment of procedures and processes related to the oversight of monetary transactions or entitlements. An inherently governmental activity involves:
 - (1)** Binding the United States to take or not to take some action by contract, policy, regulation, authorization, order, or otherwise;
 - (2)** Determining, protecting, and advancing economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise;
 - (3)** Significantly affecting the life, liberty, or property of private persons; or
 - (4)** Exerting ultimate control over the acquisition, use, or disposition of United States property (real or personal, tangible or intangible), including establishing policies or procedures for the collection, control, or disbursement of appropriated and other federal funds.
 - b.** While inherently governmental activities require the exercise of substantial discretion, not every exercise of discretion is evidence that an activity is inherently governmental. Rather, the use of discretion shall be deemed inherently governmental if it commits the government to a course of action when two or more alternative courses of action exist and decision making is not already limited or guided by existing policies, procedures, directions, orders, and other guidance that (1) identify specified ranges of acceptable decisions or conduct and (2) subject the discretionary authority to final approval or regular oversight by agency officials.
 - c.** An activity may be provided by contract support (i.e., a private sector source or a public reimbursable source using contract support) where the contractor does not have the authority to decide on the course of action, but is tasked to develop options or implement a course of action, with agency oversight. An agency shall consider the following to avoid transferring inherently governmental authority to a contractor:
 - (1)** Statutory restrictions that define an activity as inherently governmental;

Appendix E

**OMB Circular No. A-76
May 29, 2003**

**Attachment A
Inventory Process**

- (2) The degree to which official discretion is or would be limited, i.e., whether involvement of the private sector or public reimbursable provider is or would be so extensive that the ability of senior agency management to develop and consider options is or would be inappropriately restricted;
- (3) In claims or entitlement adjudication and related services (a) the finality of any action affecting individual claimants or applicants, and whether or not review of the provider’s action is de novo on appeal of the decision to an agency official; (b) the degree to which a provider may be involved in wide-ranging interpretations of complex, ambiguous case law and other legal authorities, as opposed to being circumscribed by detailed laws, regulations, and procedures; (c) the degree to which matters for decisions may involve recurring fact patterns or unique fact patterns; and (d) the discretion to determine an appropriate award or penalty;
- (4) The provider’s authority to take action that will significantly and directly affect the life, liberty, or property of individual members of the public, including the likelihood of the provider’s need to resort to force in support of a police or judicial activity; whether the provider is more likely to use force, especially deadly force, and the degree to which the provider may have to exercise force in public or relatively uncontrolled areas. These policies do not prohibit contracting for guard services, convoy security services, pass and identification services, plant protection services, or the operation of prison or detention facilities, without regard to whether the providers of these services are armed or unarmed;
- (5) The availability of special agency authorities and the appropriateness of their application to the situation at hand, such as the power to deputize private persons; and
- (6) Whether the activity in question is already being performed by the private sector.

2. Commercial Activities. A commercial activity is a recurring service that could be performed by the private sector and is resourced, performed, and controlled by the agency through performance by government personnel, a contract, or a fee-for-service agreement. A commercial activity is not so intimately related to the public interest as to mandate performance by government personnel. Commercial activities may be found within, or throughout, organizations that perform inherently governmental activities or classified work.

C. REASON CODES FOR COMMERCIAL ACTIVITIES.

1. Annual Procedures. An agency shall use reason codes A-F, identified in Figure A2. below, to indicate the rationale for government performance of a commercial activity. Annual supplemental procedures for the use of these reason codes may be found at the OMB web site.

REASON CODES AND DEFINITIONS FOR COMMERCIAL ACTIVITIES INVENTORY	
Codes	DEFINITIONS
A	The commercial activity is not appropriate for private sector performance pursuant to a written determination by the CSO.
B	The commercial activity is suitable for a streamlined or standard competition.
C	The commercial activity is the subject of an in-progress streamlined or standard competition.

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**OMB Circular No. A-76
May 29, 2003**

**Attachment A
Inventory Process**

D	The commercial activity is performed by government personnel as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years.
E	The commercial activity is pending an agency approved restructuring decision (e.g., closure, realignment).
F	The commercial activity is performed by government personnel due to a statutory prohibition against private sector performance.

2. **Reason Code A.** The CSO may use reason code A to exempt commercial activities performed by government personnel from private sector performance. The CSO shall provide sufficient written justification for reason code A exemptions. These written justifications for the use of reason code A shall be available to OMB and the public, upon request.

D. INVENTORY CHALLENGE PROCESS. An agency shall implement the following inventory challenge process.

1. **Designation of Inventory Challenge and Appeal Authorities.** The head of the agency shall designate inventory challenge authorities and inventory appeal authorities as follows:
 - a. **Inventory Challenges.** Inventory challenge authorities shall be agency officials at the same level as, or a higher level than, the individual who prepared the inventory. Inventory challenge authorities shall review and respond to challenges of agency inventory decisions.
 - b. **Inventory Appeals.** Inventory appeal authorities shall be agency officials who are independent and at a higher level in the agency than inventory challenge authorities, and shall review and respond to appeals of inventory challenge decisions made by inventory challenge authorities.
2. **Submission of an Inventory Challenge.** After publication of OMB's *Federal Register* notice stating that an agency's inventories are available, an interested party shall have 30 working days to submit a written inventory challenge. The inventory challenge shall be limited to (a) the classification of an activity as inherently governmental or commercial, or (b) the application of reason codes. Function codes shall not be subject to the inventory challenge process. A written inventory challenge shall be submitted to agency inventory challenge authorities and shall specify the agency, agency component, agency organization, function(s), and location(s) for the activities being challenged
3. **Inventory Challenge Decision.** Within 28 working days of receiving the inventory challenge, inventory challenge authorities shall (a) validate the commercial or inherently governmental categorization or reason code designation of the activity, in a written inventory challenge decision; and (b) transmit the inventory challenge decision, including the rationale for the decision, to the interested party. Inventory challenge authorities shall include an explanation of the interested party's right to file an appeal in any adverse challenge decision.
4. **Submission of an Appeal of an Inventory Challenge Decision.** Upon receipt of an adverse inventory challenge decision, an interested party shall have 10 working days to submit a written appeal of this decision to inventory appeal authorities.
5. **Inventory Appeal Decision.** Within 10 working days of receipt of the appeal, inventory appeal authorities shall issue and transmit a written inventory appeal decision to the interested party. This inventory appeal decision shall include the rationale for the decision.

Appendix E

OMB Circular No. A-76
May 29, 2003

Attachment A
Inventory Process

- 6. Inventory Changes.** When the inventory challenge process results in a change to an agency inventory, the agency shall (a) transmit a copy of the change to OMB and Congress; (b) make these changes available to the public; and (c) publish a notice of public availability in the *Federal Register*.

Appendix F



Office of Management and Budget

FEDERAL ACTIVITIES INVENTORY REFORM ACT OF 1998

[[Page 112 STAT. 2382]]
Public Law 105-270
105th Congress

An Act

To provide a process for identifying the functions of the Federal Government that are not inherently governmental functions, and for other purposes. <<NOTE: Oct. 19, 1998 - [S. 314]>>

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, <<NOTE: Federal Activities Inventory Reform Act of 1998. 31 USC 501 note.>>

SECTION 1. SHORT TITLE.

This Act may be cited as the "Federal Activities Inventory Reform Act of 1998".

SEC. 2. <<NOTE: Records.>> ANNUAL LISTS OF GOVERNMENT ACTIVITIES NOT INHERENTLY GOVERNMENTAL IN NATURE.

(a) <<NOTE: Deadline.>> Lists Required.--Not later than the end of the third quarter of each fiscal year, the head of each executive agency shall submit to the Director of the Office of Management and Budget a list of activities performed by Federal Government sources for the executive agency that, in the judgment of the head of the executive agency, are not inherently governmental functions. The entry for an activity on the list shall include the following:

- (1) The fiscal year for which the activity first appeared on a list prepared under this section.
- (2) The number of full-time employees (or its equivalent) that are necessary for the performance of the activity by a Federal Government source.
- (3) The name of a Federal Government employee responsible for the activity from whom additional information about the activity may be obtained.

(b) OMB Review and Consultation.--The Director of the Office of Management and Budget shall review the executive agency's list for a fiscal year and consult with the head of the executive agency regarding the content of the final list for that fiscal year.

(c) Public Availability of Lists.--

(1) Publication.--Upon the completion of the review and consultation regarding a list of an executive agency--

(A) the head of the executive agency shall promptly transmit a copy of the list to Congress and make the list available to the public; and

(B) <<NOTE: Federal Register, Publication.>> the Director of the Office of Management and Budget shall promptly publish in the Federal Register a notice that the list is available to the public.

Appendix F

(2) Changes.--If the list changes after the publication of the notice as a result of the resolution of a challenge under section 3, the head of the executive agency shall promptly--

(A) make each such change available to the public and transmit a copy of the change to Congress; and

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(B) <<NOTE: Federal Register, Publication.>> publish in the Federal Register a notice that the change is available to the public.

(d) Competition Required.--Within a reasonable time after the date on which a notice of the public availability of a list is published under subsection (c), the head of the executive agency concerned shall review the activities on the list. Each time that the head of the executive agency considers contracting with a private sector source for the performance of such an activity, the head of the executive agency shall use a competitive process to select the source (except as may otherwise be provided in a law other than this Act, an Executive order, regulations, or any executive branch circular setting forth requirements or guidance that is issued by competent executive authority). The Director of the Office of Management and Budget shall issue guidance for the administration of this subsection.

(e) Realistic and Fair Cost Comparisons.--For the purpose of determining whether to contract with a source in the private sector for the performance of an executive agency activity on the list on the basis of a comparison of the costs of procuring services from such a source with the costs of performing that activity by the executive agency, the head of the executive agency shall ensure that all costs (including the costs of quality assurance, technical monitoring of the performance of such function, liability insurance, employee retirement and disability benefits, and all other overhead costs) are considered and that the costs considered are realistic and fair.

SEC. 3. CHALLENGES TO THE LIST.

(a) Challenge Authorized.--An interested party may submit to an executive agency a challenge of an omission of a particular activity from, or an inclusion of a particular activity on, a list for which a notice of public availability has been published under section 2.

(b) Interested Party Defined.--For the purposes of this section, the term "interested party", with respect to an activity referred to in subsection (a), means the following:

(1) A private sector source that--

(A) is an actual or prospective offeror for any contract, or other form of agreement, to perform the activity; and

(B) has a direct economic interest in performing the activity that would be adversely affected by a determination not to procure the performance of the activity from a private sector source.

(2) A representative of any business or professional association that includes within its membership private sector sources referred to in paragraph (1).

(3) An officer or employee of an organization within an executive agency that is an actual or prospective offeror to perform the activity.

(4) The head of any labor organization referred to in section 7103(a)(4) of title 5, United States Code, that includes within its membership officers or employees of an organization referred to in paragraph (3).

(c) Time for Submission.--A challenge to a list shall be submitted to the executive agency concerned within 30 days after the publication of the notice of the public availability of the list under section 2.

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(d) <<NOTE: Deadline.>> Initial Decision.--Within 28 days after an executive agency receives a challenge, an official designated by the head of the executive agency shall--

(1) decide the challenge; and

(2) transmit to the party submitting the challenge a written notification of the decision together with a discussion of the rationale for the decision and an explanation of the party's right to appeal under subsection (e).

(e) Appeal.--

(1) <<NOTE: Deadline.>> Authorization of appeal.--An interested party may appeal an adverse decision of the official to the head of the executive agency within 10 days after receiving a notification of the decision under subsection (d).

(2) Decision on appeal.--Within 10 days after the head of an executive agency receives an appeal of a decision under paragraph (1), the head of the executive agency shall decide the appeal and transmit to the party submitting the appeal a written notification of the decision together with a discussion of the rationale for the decision.

SEC. 4. APPLICABILITY.

(a) Executive Agencies Covered.--Except as provided in subsection

(b), this Act applies to the following executive agencies:

(1) Executive department.--An executive department named in section 101 of title 5, United States Code.

(2) Military department.--A military department named in section 102 of title 5, United States Code.

(3) Independent establishment.--An independent establishment, as defined in section 104 of title 5, United States Code.

(b) Exceptions.--This Act does not apply to or with respect to the following:

(1) General accounting office.--The General Accounting Office.

(2) Government corporation.--A Government corporation or a Government controlled corporation, as those terms are defined in section 103 of title 5, United States Code.

(3) Nonappropriated funds instrumentality.--A part of a department or agency if all of the employees of that part of the department or agency are employees referred to in section 2105(c) of title 5, United States Code.

(4) Certain depot-level maintenance and repair.--Depot-level maintenance and repair of the Department of Defense (as defined in section 2460 of title 10, United States Code).

SEC. 5. DEFINITIONS.

In this Act:

(1) Federal government source.--The term "Federal Government source", with respect to performance of an activity, means any organization within an executive agency that uses Federal Government employees to perform the activity.

(2) Inherently governmental function.--

(A) Definition.--The term "inherently governmental function" means a function that is so intimately related to the public interest as to require performance by Federal Government employees.

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(B) Functions included.--The term includes activities that require either the exercise of discretion in applying Federal Government authority or the making of value judgments in making decisions for the Federal Government, including judgments relating to monetary transactions and entitlements. An inherently governmental function involves, among other things, the interpretation and execution of the laws of the United States so as--

(i) to bind the United States to take or not to take some action by contract, policy, regulation, authorization, order, or otherwise;

(ii) to determine, protect, and advance United States economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise;

(iii) to significantly affect the life, liberty, or property of private persons;

(iv) to commission, appoint, direct, or control officers or employees of the United States; or

(v) to exert ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of appropriated and other Federal funds.

(C) Functions excluded.--The term does not normally include--

(i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials; or

(ii) any function that is primarily ministerial and internal in nature (such as building security, mail operations, operation of cafeterias, housekeeping, facilities operations and maintenance, warehouse operations, motor vehicle fleet management operations, or other routine electrical or mechanical services).

SEC. 6. EFFECTIVE DATE.

This Act shall take effect on October 1, 1998.

Approved October 19, 1998.

LEGISLATIVE HISTORY--S. 314:

SENATE REPORTS: No. 105-269 (Comm. on Governmental Affairs).

CONGRESSIONAL RECORD, Vol. 144 (1998):

July 30, considered and passed Senate.

Oct. 5, considered and passed House.

Appendix G

OMB Approved Commercial Activities Inventory Function Codes

A - Recurring Testing and Inspection Services

A100 Electronic
A200 Health Care
A300 Safety
A400 Transportation
A500 Food and Drug
A600 Other Technical Testing or Inspection
A610 Management Headquarters—Test and Evaluation
A620 Test and Evaluation Operations
A630 Management and Support to Test and Evaluation
A699 Other Test and Evaluation Activities
A700 Systems Certification Services
A000 Administrative Support

B - Personnel Management

B100 Classification
B102 Classification Reviews
B200 Employee Development
B300 Staffing Reviews
B301 Processing
B302 Manpower Research and Analysis
B303 Manpower Development
B400 Employee Relations
B401 Benefits Reviews and Analysis
B500 Labor Relations and Support
B501 Agency Equal Employment Opportunity Reviews
B502 Negotiated Dispute Resolution
B600 Examining
B700 Personnel Management Specialist
B701 Personnel Operations Management
B702 Personnel IT Support
B710 Management Headquarters—Civilian Personnel
B720 Civilian Personnel Operations
B810 Management Headquarters—Military Personnel
B820 Military Recruiting and Examining Operations
B830 Military Personnel Operations
B910 Management Headquarters—Personnel Social Action Programs
B920 Personnel Social Action Program Operations
B999 Other Personnel Activities
B000 Personnel Administrative Support

C - Finance and Accounting

C100 Voucher Examining
C110 Management Headquarters—Financial Management
C200 Cash Receipt
C300 Accounting Technicians
C301 Accounts Payable
C302 Travel Processing
C303 Fixed Assets
C304 Accounts Receivable

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C305 Collections
C306 Customer Billings
C307 General Accounting
C308 Financial Report Generation
C309 Cost Accounting
C310 Payroll Processing
C311 Claims Analysis
C312 Payments Issuance Support/Processing
C313 Financial Systems Support
C314 Financial Management and Program Planning
C315 Financial Management Operations
C316 Financial Systems Development and Planning
C317 Financial Systems Operations
C400 Budget Support
C401 Financial Analysis
C402 Cash and Debt Management
C403 Financial Program Management
C404 Business Performance Reporting
C405 Business Performance Analysis
C406 Cost Analysis
C407 Mortgage Analysis
C408 Asset Management and Disposal
C409 Property Oversight
C500 External Auditing
C501 Internal Auditing
C700 Finance/Accounting Services
C999 Other Financial Management Activities
C000 Administrative Support

D - Regulatory and Program Management Support Services

D100 Regulatory Activities Support
D101 Regulatory Economists/Statisticians
D102 Regulatory Audits
D103 Salary/Wages Reviews
D104 Labor Wage and Hour Compliance Reviews
D105 Education Benefits and Entitlements Analysis
D106 Loan Guaranty Benefits and Entitlements Analysis
D107 Vocational Entitlements Analysis
D200 Data Collection and Analysis
D201 Customer Surveys and Evaluations
D300 Statistical Analysis
D350 Economic Policy
D351 Economic Analysis
D400 Compliance Surveys and Inspections
D410 Compliance Operations
D411 Compliance Assessments
D500 Benefits and Entitlements Services
D501 Customer Services
D502 Administrative Reviews
D503 Compensation Claims Reviews
D504 Insurance Analysis
D505 Compensation Claims Examining
D601 Revenue Agent
D602 Revenue Officer
D603 Tax Examiners
D604 Customer Service Contacts

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D606 Asset Appraisal and Valuation
D607 Critical Infrastructure Identification and Operations
D608 Critical Infrastructure Management and Analysis
D609 Critical Infrastructure Situational Awareness
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D705 Program Marketing and Outreach
D706 Program Monitoring
D707 Program Evaluation
D708 Application Receipt/Processing
D709 Mortgage Underwriting
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews
D800 Air Traffic Control
D801 Air Traffic Systems Inspections
D900 Maritime Traffic Control
D910 Operation of Locks and Dams
D920 Buoy Maintenance
D930 Mine Safety and Health
D000 Administrative Support
D001 Management

E - Environment

E100 Hazardous Waste Management
E101 Environmental Restoration Analysis
E102 FIFRA/FDCA Risk Analysis
E103 FSCA Risk Analysis
E104 Environmental Clean-up Services
E110 Management Headquarters—Environmental Security
E120 Environmental and Natural Resource Services
E200 Solid Waste Data Collection/Analysis
E220 Safety
E225 Occupational Health Services
E230 Explosives Safety
E250 Response to Hazardous Material Mishaps
E300 Pollution Prevention
E400 Air Pollution Data Collection/Analysis
E401 Clean Air Act Pollution Prevention
E500 Water Data Collection/Analysis
E501 Clean Water Act Compliance/Pollution Prevention
E502 Safe Drinking Water Act Compliance/Pollution Prevention
E503 Occupational Safety, Health and Environmental Compliance
E600 Environmental Planning/NEPA
E601 Environmental Impact Statements
E602 Environmental Impact Statement Reviews
E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800 Multimedia Compliance/Pollution Prevention
E801 Trusteeship
E999 Other Environmental Security Activities
E000 Administrative Support

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F - Procurement

F100 Quality Assurance
F110 Management Headquarters—Systems Acquisition
F120 Systems Acquisition—Program Management
F140 Technology Transfer and International Cooperative Program Management
F150 Systems Acquisition—Research and Development Support
F160 Systems Acquisition—Other Program Support
F199 Other Systems Acquisition Activities
F200 Contracting (Operational)
F300 Contracting (Analysis)
F310 Management Headquarters—Procurement and Contracting
F320 Contract Administration and Operations
F399 Other Procurement and Contracting Activities
F400 Recurring Purchasing
F510 Engineering Support at Maintenance Depots
F520 All Other Engineering Support
F000 Administrative Support

G - Social Services

G001 Care of Remains of Deceased Personnel & Funeral Services
G006 Commissary Management
G008 Commissary Operations
G009 Clothing Sales Store Operations
G010 Recreational Library Services
G011 Morale, Welfare, and Recreation Services
G012 Community Services
G013 Military Exchange Operations
G050 Management Headquarters—Community and Family Services
G055 Morale, Welfare, and Recreation (MWR) Services
G060 Family Center Services
G065 Child-Care and Youth Programs
G080 Homeowners' Assistance Program
G090 Employee Relocation Assistance Program
G100 Disaster Relief Applications Services
G101 Disaster Relief Services
G102 Librarian Services
G103 Library Operations and Management
G104 Technical/Professional/Legal Library Information Services
G105 Recreational Library Operations
G210 Postal Services
G220 Military Bands
G900 Chaplain Activities and Support Services
G901 Housing Administrative Services
G910 Temporary Lodging Services
G902 Casualty and Mortuary Affairs
G904 Family Services
G905 Community Relations
G910 Temporary Lodging Services
G999 Other Social Services
G000 Administrative Support

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H - Health Services

H010 Management Headquarters—Health Services
H050 Hospital/Clinic Management
H100 Medical Care
H101 Hospital Care
H102 Surgical Care
H103 Surgical Services
H105 Nutritional Care
H106 Pathology Services
H107 Radiology Services
H108 Pharmacy Services
H109 Physical Therapy
H110 Materiel Services
H111 Orthopedic Services
H112 Ambulance Services
H113 Dental Care
H114 Dental Laboratories
H115 Clinics and Dispensaries
H116 Veterinary Services
H117 Medical Records
H118 Nursing Services
H119 Preventive Medicine
H120 Occupational Health
H121 Drug Rehabilitation
H125 Rehabilitation Services
H127 Alcohol and Drug Rehabilitation
H201 Medical Services
H202 Psychiatric and Psychology Services
H203 Ambulatory Care Services
H204 Domiciliary Care
H205 Extended Care Services
H206 Social Work
H207 Field Pathology & Laboratory Medicine
H208 Audiology & Speech Pathology Services
H209 Nuclear Medicine Services
H210 Pediatric Services
H211 Optometric Services
H212 Spinal Cord Injury Services
H213 GRECC Services
H214 Neurology Services
H215 Dermatology Services
H216 Radiation Therapy Services
H217 Mental Illness Research, Education & Clinic
H218 Rehabilitation Medicine Services
H219 Nutrition & Food Production Services
H220 Blind Rehabilitation Services
H221 Recreation Services
H222 Prosthetics & Sensory Aides Services
H223 Ambulatory Care Administration
H224 Learning Resource Centers
H225 Federal Employee Health Services
H226 VISN Services & VISN Support Service Center
H227 Veterans Canteen Service
H250 Medical and Dental Devices Development
H300 Emergency Medical Services Management Planning
H301 Emergency Medical Services
H350 Hospital Food Services and Nutritional Care
H400 Medical Evaluation Services

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H401 Medical Officers
H402 Industrial Hygiene Reviews and Analysis
H403 Health Inspections
H404 Health Services Administration and Management
H450 Medical Records and Medical Transcription
H500 Dialysis Services
H501 Anesthesiology
H502 Diagnostic Radiology
H503 Geriatrics
H504 Geriatric Research
H505 Geriatric Clinical Centers
H506 Orthopedic Shoe Services
H507 Orthotics Laboratory
H600 Hospital Administration
H601 Ward Administration
H602 Income Verification
H603 Claims Analysis
H604 Hospital Supply and Distribution
H605 Ambulatory Care Administration
H606 Information Resource Management Services
H607 Voluntary Services Administration
H608 Records Administration
H609 Bed Services and Patient Assistance
H610 Waste Management
H650 Hospital Supplies and Equipment
H710 Medical Transportation Services
H999 Other Health Services
H000 Administrative Support

I - Investigations

I100 Inspector General Services
I105 IG Legal Services
I110 Management Headquarters—Audit
I115 IG Program Management
I120 Audit Operations
I200 Safety
I412 Investigative Data Analysis
I415 Non-field Technical Support to Criminal Investigations
I416 Non-Field Administrative Support Criminal Investigations
I420 Financial Audits
I430 Performance Audits
I440 Management Evaluations/Audits
I441 Logistics Audits
I500 Background investigations
I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition
I510 Personnel Security Clearances and Background Investigations
I520 Criminal, Counter Intelligence, and Administrative Investigative Services
I530 Industrial Security Assessments
I999 Other Audit and Investigative Activities
I000 Administrative Support

Appendix G

J - Intermediate, Direct or General Repair and Maintenance of Equipment

J410 Organizational and Intermediate Repair and Maintenance Management
J501 Aircraft
J502 Aircraft Engines
J503 Missiles
J504 Vessels
J505 Combat Vehicles
J506 Non-Combat Vehicles and Equipment
J507 Electronic and Communication Equipment
J510 Railway Equipment
J511 Special Equipment
J512 Armament
J513 Dining Facility Equipment
J514 Medical and Dental Equipment
J515 Containers, Textile, Tents, and Tarpaulins
J516 Metal Containers
J517 Training Devices and Audiovisual Equipment
J518 Support Equipment
J519 Industrial Plant Equipment
J520 Test, Measurement and Diagnostic Equipment (TMDE)
J521 Other Test, Measurement and Diagnostic Equipment
J522 Aeronautical Support Equipment
J550 Software Support for Embedded and Mission Systems
J555 Tactical Automatic Data Processing Equipment (ADPE)
J570 Armament and Ordnance
J575 Munitions
J600 Metal and Other Containers, Textiles, Tents and Tarpaulins
J700 Portable Troop Support Equipment
J750 Portable Field Medical and Dental Equipment
J999 Organizational and Intermediate Maintenance and Repair of
Other Equipment
J000 Administrative Support

K - Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment

K410 Depot Management
K531 Aircraft
K532 Aircraft Engines
K533 Missiles
K534 Vessels
K535 Combat Vehicles
K536 Non-Combat Vehicles and Equipment
K537 Electronic and Communication Equipment
K538 Railway Equipment
K539 Special Equipment
K540 Armament
K541 Industrial Plant Equipment
K542 Dining and Facility Equipment
K543 Medical and Dental Equipment
K544 Containers, Textile, Tents, and Tarpaulins
K545 Metal Containers
K546 Test, Measurement and Diagnostic Equipment (TMDE)
K547 Other Test, Measurement and Diagnostic Equipment
K548 Aeronautical Support Equipment

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K549 Support Equipment
K550 Software Support for Embedded and Mission Systems
K555 Tactical Automatic Data Processing Equipment (ADPE)
K570 Armament and Ordnance
K575 Munitions
K600 Metal and Other Containers, Textiles, Tents and Tarpaulins
K700 Portable Troop Support Equipment
K750 Portable Field Medical and Dental Equipment
K999 Depot Repair and Maintenance of Other Equipment
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L200 Grants Monitoring and Evaluation
L000 Administrative Support

M - Forces And Direct Support

M120 Combatant Headquarters—CINC Command Authority
M145 Combatant Headquarters—Military Department Command Authority
M150 Support to the CINCS—Information
M199 Other Operational Command and Control Activities
M301 Management Headquarters—Intelligence
M302 Intelligence Policy and Coordination
M306 Classification Management
M310 Counterintelligence
M312 Imagery Intelligence (IMINT)
M314 Imagery Acquisition
M316 Geospatial Information Production
M318 Geospatial Information Acquisition and Processing
M320 Open Source Intelligence (OSINT) Collection/Processing
M322 Language Exploitation
M324 Multidisciplinary Collection and Processing
M326 Intelligence Communications and Filtering
M328 All Source Analysis
M330 Intelligence Production Integration and Analytic Tools
M334 Intelligence Requirements Management and Tasking
M399 Other Intelligence Activities
M410 Expeditionary Force Operations
M610 Homeland Defense Operations
M611 Emergency Management Planning and Development
M612 Emergency Management Program Oversight and Management
M615 Program Policy and Planning
M616 Emergency Management Program and Policy Evaluation
M810 Military Space Operations

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P110 Management Headquarters—Logistics
P119 Other Logistics Activities
P120 Management Headquarters—Maintenance
P000 Administrative Support

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Q - Civil Works

Q120 Management Headquarters—Civil Works
Q220 Water Regulatory Oversight and Management
Q240 Natural Resources Oversight and Management
Q260 Civil Works Planning Production and Management
Q420 Bank Stabilization
Q440 Maintenance of Open Waterways for Navigation
Q460 Maintenance of Jetties and Breakwaters
Q520 Operation and Maintenance of Locks and Bridges
Q540 Operation and Maintenance of Dams
Q560 Operation and Maintenance of Hydropower Facilities
Q580 Operation and Maintenance of the Washington Aqueduct
Q620 Operation and Maintenance of Recreation Areas
Q999 Other Civil Works Activities

R - Research, Development, Test, and Evaluation (RDT&E)

R100 Theoretical Research
R102 Biomedical Research Support
R103 Biomedical Research
R104 Animal Research
R201 Laboratory and Clinical Research Support
R110 Management Headquarters—Research and Development
R120 Science and Technology
R140 Management and Support to R&D
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R601 Applied Research Support
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance
R902 Models Design and Construction
R999 Other S&T and R&D Management and Support Activities
R000 Administrative Support

S - Installation Services

S100 Management Headquarters—Installations
S200 Installation, Base, or Facility Management
S210 Building Management
S310 Housing Management
S410 Custodial Services
S420 Collection and Disposal of Trash and Other Refuse
S430 Collection and Disposal of Hazardous Material (HAZMAT)
S435 Pest Management
S440 Fire Prevention and Protection
S450 Laundry and Dry Cleaning Operations
S499 Other Building and Housing Management Services
S500 Management of Law Enforcement, Physical Security and Security
Guard Operations
S510 Law Enforcement, Physical Security, and Security Guard Operations
S520 Support Services to Law Enforcement, Physical Security, and Security
Guard Operations

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S540 Security of Classified Material
S560 Special Guard Duties
S700 Natural Resource Services
S701 Public Affairs/Relations
S702 Financial and Payroll Services
S703 Debt Collection
S706 Bus Services
S713 Food Services
S714 Furniture Repair
S715 Office Equipment Maintenance and Repair
S716 Motor Vehicle Operation
S717 Motor Vehicle Maintenance
S719 Confinement Facility Operations
S720 Prison Operations and Maintenance
S721 Prison Security Operations (Guards)
S723 Other Prison Operations (Food, Administrative)
S724 Other Law Enforcement, Physical Security and Security Guard Operations
S725 Electrical Plant and Distribution Systems Operation and Maintenance
S726 Heating Plant and Distribution Systems Operation and Maintenance
S727 Water Plant and Distribution Systems Operation and Maintenance
S728 Sewage and Waste Plant and Distribution Systems Operation
and Maintenance
S729 Air-Conditioning and Cold Storage Plant and Distribution Systems
Operation and Maintenance
S730 Incinerator Plant and Sanitary Fill Operations
S731 Supply Operations
S732 Warehousing and Distribution
S733 Building Services
S734 Leasing Services
S735 Engineering Services
S736 Plumbing Craft Support Services
S737 Electrical Craft Support Services
S739 Locksmithing
S740 Transportation Management Services
S741 Supply, Warehousing and Distribution Services Management
S742 Inventory Analysis and Management
S743 Vehicle Acquisition Support Services
S744 Fleet Management Services
S745 Security and Protection Services
S750 Museum Operations
S751 Curator Services
S752 Exhibits Management and Planning
S753 Facility Security Management
S760 Contractor-Operated Parts Stores & Civil Engineering Supply Stores
S799 Other Utility Plant and Distribution Systems Operation and Maintenance
S999 Other Installation Services
S000 Administrative Support

T - Other Non-Manufacturing Operations

T101 Management Headquarters—Supply
T110 Retail Supply Operations
T120 Wholesale/Depot Supply Operations
T130 Storage and Warehousing
T140 Supply Cataloging
T150 Warehousing and Distribution of Publications
T160 Bulk Liquid Storage
T165 Distribution of Petroleum Oil and Lubricant Products

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T167 Distribution of Liquid, Gaseous and Chemical Products
T175 Troop Subsistence
T177 Food Supply
T180 Military Clothing
T190 Preparation, Demilitarization and Disposal of Excess and
Surplus Inventory
T199 Other Supply Activities
T600 Real Property Management
T601 Real Property Disposal
T602 Property Development
T603 Real Property Acquisition Support Services
T700 Miscellaneous Program Management
T701 Management Headquarters—Transportation
T710 Traffic/Transportation Management Services
T800 Ocean Terminal Operations
T801 Storage and Warehousing
T802 Cataloging
T803 Acceptance Testing
T804 Architect-Engineering
T805 Operation of Bulk Liquid Storage
T806 Printing and Reproduction
T807 Visual Information
T810 Air Transportation Services
T811 Water Transportation Services
T812 Rail Transportation Services
T813 Engineering and Technical Services
T814 Aircraft Fueling Services
T815 Scrap Metal Operation
T817 Other Communications and Electronics Systems
T818 Systems Engineering and Installation of Communications Systems
T819 Preparation and Disposal of Excess and Surplus Property
T820 Administrative Support Services
T821 Special Studies and Analysis
T822 Operations Research
T823 Actuarial Services
T824 Motor Vehicle Transportation Services
T826 Air Traffic Control
T830 Interior/Facility Design
T831 Drafting Services
T832 Construction Management
T833 Civil Engineering & Analysis Services
T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T838 Safety Engineering & Analysis Services
T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis
T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T854 Royalty Management Operations
T855 Industrial Engineering
T899 Other Transportation Services
T900 Training Aids, Devices, and Simulator Support
T999 Other Non-Manufacturing Operations
T000 Administrative Support

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U - Education and Training

U001 Management Headquarters—Military Education and Training
U050 Military Institutional Education and Training Management
U100 Recruit Training
U150 Multiple Category Training
U200 Officer-Acquisition (Pre-Commissioning) Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training
U305 Vocational Rehabilitation
U400 Flight Training
U500 Professional Development Training
U501 Management Training
U502 Medical & Health Training
U503 Engineering & Architectural Training
U504 Legal Training
U505 Business/Financial/Budget Training
U506 Inspection (IG) Training
U510 Professional Military Education
U520 Graduate Education, Fully Funded, Full-time
U530 Other Full-time Education Programs
U540 Off-Duty and Voluntary Education Programs
U550 Training Development and Support for Military Education and Training
U599 Other Military Education and Training Activities
U600 Civilian Education and Training
U605 Management Headquarters—Civilian Education and Training
U610 Law Enforcement Training
U611 Law Enforcement Training Policy
U612 Law Enforcement Training Development and Support
U620 Management of Civilian Institutional Training, Education, and Development
U630 Acquisition Training, Education, and Development
U640 Civil Works Training, Education, and Development
U650 Intelligence Training, Education, and Development
U660 Medical Training, Education, and Development
U699 Other Civilian Training, Education and Development
U700 Dependent Education
U710 Management Headquarters—Dependent Education
U720 Dependent Education Field Management
U760 Dependent Education—Teacher Instruction
U770 Dependent Education—Substitute Instruction
U780 Dependent Education—Aides for Instruction
U799 Other Dependent Education Activities
U800 Training Development and Support
U999 Other Training Functions
U000 Administrative Support

W - Communications, Computing, and Other Information Services

W100 Management Headquarters—Communications, Computing and Information
W210 Telephone Systems
W220 Telecommunication Centers
W299 Other Communications Systems
W310 Computing Services and Data Base Management
W399 Other Computing Services

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W410 Information Operations and Information Assurance/Security
W430 Mapping and Charting
W440 Meteorological and Geophysical Services
W499 Other Information Operation Services
W500 Data Maintenance
W501 Report Processing/Production
W600 Data Center Operations
W601 Information Technology Management
W824 Data Processing Services
W825 Maintenance of ADP Equipment
W826 Systems Design, Development and Programming Services
W827 Software Services
W828 Seat Management Services
W829 Client Services
W999 Other ADP Functions
W000 Administrative Support

X - Products Manufactured and Fabricated In-House

X931 Ordnance
X932 Products Made From Fabric or Similar Materials
X933 Container Products and Related Items
X934 Preparation of Food and Bakery Products
X935 Liquid, Gaseous and Chemical Products
X936 Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937 Logging and Lumber Products
X938 Communications and Electronic Products
X939 Construction Products
X940 Rubber and Plastic Products
X941 Optical and Related Products
X942 Sheet Metal Products
X943 Foundry Products
X944 Machined Parts
X999 Other Products Manufactured and Fabricated
X000 Administrative Support

Y - Force Management And General Support

Y105 Management Headquarters—Defense Direction and Policy Integration
Y115 Management Headquarters—Joint Staff Direction of the Armed Forces
Y130 Intelligence
Y150 Classified Activities
Y160 Corporate Planning
Y199 Other Force Management and General Support Activities
Y210 Management Headquarters—Operation Planning and Control
Y215 Operation Planning and Control
Y217 Combat Development Evaluations and Experimentation
Y220 National Mobilization and Emergency Preparedness Management
Y240 Management Headquarters—Manpower Management
Y245 Manpower Management Operations
Y310 Management Headquarters—Foreign Military Sales and
Security Assistance
Y315 Foreign Military Sales and Security Assistance Program Management
Y320 Support External to DOD—Not Identified
Y400 Legal Services
Y401 General Attorney's Services
Y403 Paralegal

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Y405 Management Headquarters—Legal Services
Y410 Criminal Investigation
Y415 Legal Services and Support
Y440 Federal Licensing and Permitting
Y450 Maritime Activities
Y451 Search and Rescue
Y452 Aids to Navigation
Y453 Marine Safety/Inspection
Y501 Management Headquarters—Public Affairs
Y510 Budget and Financial Program Management
Y511 Budget Execution Support Services
Y515 Public Affairs Program Activities and Operations
Y520 Public Works and Real Property Maintenance Program Management
Y525 Protocol Operations
Y527 Other Protocol Activities
Y530 Personnel, Community Activities and Manpower Program Management
Y540 Maintenance and Logistics Program Management
Y550 Information and Telecommunications Program Management
Y560 Management Headquarters—Visual Information
Y570 Visual Information Program Activities and Operations
Y610 Management Headquarters—Legislative Affairs
Y620 Legislative Affairs
Y650 Acquisition (Equipment and Weapons Systems)
Y651 Identifying and Developing Consumer/Customer Information Services
Y710 Management Headquarters—Historical Affairs
Y720 Historical or Heraldry Services
Y730 Museum Operations
Y810 Management Headquarters—Administrative Support
Y815 Administrative Support Program Management
Y820 Administrative Management and Correspondence Services
Y830 Documentation Services
Y840 Directives and Records Management Services
Y850 Microfilming and Library Services
Y860 Printing and Reproduction Services
Y880 Document Automation and Production Services
Y899 Other Administrative Support Activities
Y999 Other Functions
Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

Z101 Corps of Engineers Program and Project Management
Z110 Management of Major Construction of Real Property
Z120 Real Estate/Real Property Acquisition.
Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects
Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects
Z145 Architect-Engineering-National Projects
Z148 Architect-Engineering-Local Projects
Z199 Other Real Property Program and Project Management Activities
Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures
Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other Than Family Housing
Z993 Maintenance and Repair of Grounds and Surfaced Areas
Z997 Maintenance and Repair of Railroad Facilities

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Z998 Maintenance and Repair of Waterways and Waterfront Facilities
Z999 Maintenance, Repair and Minor Construction of Other Real Property
Z000 Administrative Support

Appendix H



**USDA STANDARD FUNCTION CODE DEFINITIONS
MODIFIED FY07 FUNCTION CODE DEFINITIONS CROSS-WALK**

The following matrix contains USDA Standard Function Code Definitions that have been changed from FY06 code locations.

Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency
Priority One					
F320	Contract Administration and Operations	Appropriate specialty "F" code	TBD	10	FAS
Priority Two					
T130	Storage and Warehousing	S732	Warehousing and Distribution	1	AMS
		S741	Supply, Warehousing and Distribution Services Management	101	DA
Priority Three					
A300	Safety	D712	Safety and Occupational Health Management	32.75	FS
A610	Management Headquarters - Test and Evaluation	A630	Management and Support to Test and Evaluation	17	AMS
				3	FSIS
A700	Systems Certification Services	W410	Information Operations and Information Assurance/Security	5	FSIS
				5	RD
B301	Processing	B100	Classification	1	OIG
				1	RD
B401	Benefits Reviews and Analysis	B700	Personnel Management Specialist	1	OIG
B701	Personnel Operations Management	B700	Personnel Management Specialist	13	OCIO
B999	Other Personnel Activities	B000 or B700	Personnel Administrative Support	1	OIG
			Personnel Management Specialist		
C110	Management Headquarters - Financial Management	C403	Financial Program Management	2	OC
				2	OBPA
C300	Accounting Technician	C301	Accounts Payable (includes Travel Processing)	1	OC
C303	Fixed Assets	C409	Property Oversight	18	FS
C306	Customer Billings	C315 / F320	Financial Management Operations / Contract Administration and Operations	2	FAS
C307	General Accounting	C315	Financial Management Operations	4	ARS
C309	Cost Accounting	Appropriate specialty "C" code	TBD	1	RD
C310	Payroll Processing	C301	Accounts Payable (includes Travel Processing)	6	APHIS
C311	Claims Analysis	C304	Accounts Receivable	2	FSA
C312	Payments Issuance Support / Processing	C301	Accounts Payable (includes Travel Processing)	5	FSA
C314	Financial Management and Program Planning	C403	Financial Program Management	1	OCFO
				24	RD
C401	Financial Analysis	C315	Financial Management Operations	4	APHIS
				2	OIG
				3	FSA
C404	Business Performance Reporting	C403	Financial Program Management	1	OCFO ACFO P&P
C700	Finance / Accounting Services	C313	Financial Systems Support	3	FSA
				26	APHIS

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Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency
C999	Other Financial Management Activities	Appropriate specialty "C" code	TBD	0.75	OCFO AMD
D400	Compliance Surveys and Inspections	D350	Compliance Surveys and Inspections	70	FSA
D604	Customer Service Contacts	D501	Customer Services	1.75	RD
D706	Program Monitoring	D704	Program Monitoring and Evaluation	2	GIPSA
D707	Program Evaluation	D704	Program Monitoring and Evaluation	24	OBPA
D711	External Equal Employment Opportunity Reviews	Appropriate specialty "D" code	TBD	1.75	RD
D713	Safety and Occupational Health Inspections	D712	Safety and Occupational Health Management	1	GIPSA
D720	Independent Appeals Reviews	Y415	Legal Services and Support	4	RMA
E601	Environmental Impact Statements	E120	Environmental and Natural Resource Service	5.25	RD
E602	Environmental Impact Statement Reviews	E120	Environmental and Natural Resource Service	1.5	RD
F200	Contracting (Operational)	F320	Contract Administration and Operations	19.75	FS
F399	Other Procurement and Contracting Activities	F000	Administrative Support	7	FSA
		F000	Administrative Support	2	OIG
		F320 / F400	Contract Administration and Operations / Recurring Purchasing	9	ARS
				24.5	RD
F520	All Other Engineering Support	T833	Civil Engineering and Analysis Services	1	RD
G102	Librarian Services	G104	Technical / Professional / Legal Library Information Services	2	APHIS
				17	FS
H117	Medical Records	H000	Administrative Support	1	FS
H120	Occupational Health	D712	Safety and Occupational Health Management	1	AMS
				1	FS
				2	FSA
				1	NRCS
H221	Recreation Services	Q120 or Q620	Management Headquarters - Civil Works	44	FS
			Operation and Maintenance of Recreation Areas		
I105	Investigative Administrative Support	I100	Inspector General Services	11	OIG
I110	Management Headquarters - Audit	C501	Internal Auditing	3	FSA
				1	FSIS
				16	OIG
I115	IG Program Management	I100	Inspector General Services	3	OIG
I200	Safety	D712	Safety and Occupational Health Management	34.25	FS
				4	OIG
I440	Management Evaluations / Audits	I110	Management Headquarters - Audit	2	AMS
				5	RD
I501	IG Data Collection and Analysis	I110	Management Headquarters - Audit	2	RD
I999	Other Audit and Investigative Activities	I110	Management Headquarters - Audit	2	FAS
		D411	Compliance Assessments	42	RD
J999	Organizational and Intermediate Maintenance and Repair of Other Equipment	J410	Organizational and Intermediate Repair and Maintenance Management	2	FSA
				1	FSIS

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Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency
L100	Application Services	R000	Administrative Support	7	CSREES
		L101	Application Reviews and Evaluations	56.25	FS
		L101	Application Reviews and Evaluations	3	RD
M318	Geospatial Information Acquisition and Processing	M316	Geospatial Information Production	0.25	RMA
				1	FSA
Q540	Operation and Maintenance of Dams	Q520	Operation and Maintenance of Locks and Bridges	1.5	FS
R104	Animal Research	R120	Science and Technology	8	APHIS
R300	Developmental	R140	Management and Support to R&D	6	GIPSA
R400	Testing	R120	Science and Technology	10	GIPSA
R999	Other S&T and R&D Management and Support Activities	Appropriate specialty code	TBD	1	FSIS
S100	Management Headquarters - Installations	Y210	Management Headquarters- Operation Planning and Control	1	FSA
S200	Installation, Base, or Facility Management	S210	Building Management	6	DA
S510	Law Enforcement, Physical Security, and Security Guard Operations	S500	Management of Law Enforcement, Physical Security and Security Guard Operations	4	DA
				2	RD
S520	Support Services to Law Enforcement, Physical Security, and Security Guard Operations	S500	Management of Law Enforcement, Physical Security and Security Guard Operations	2	APHIS
				S510	Law Enforcement, Physical Security and Security Guard Operations
S540	Security of Classified Material	I510	Personnel Security Clearances and Background Investigations	3	FAS
S700	Natural Resource Services	T000	Administrative Support	5	AMS
S724	Other Law Enforcement, Physical Security and Security Guard Operations	S716	Motor Vehicle Operation	4	DA
S730	Incinerator Plant and Sanitary Fill Operations	S799	Other Utility Plant and Distribution Systems Operation and Maintenance	35	APHIS
S733	Building Services	S210	Building Management	8	APHIS
				4	DA
				26	FS
				17	FSA
S742	Inventory Analysis and Management	S741	Supply, Warehousing and Distribution Services Management	1	DA
S753	Facility Security Management	S500	Management of Law Enforcement, Physical Security and Security Guard Operations	5	DA
				1	FSIS
S999	Other Installation Services	S210	Building Management	6.6	ARS
		W410	Information Operations and Information Assurance/Security	19	NFC
		T150	Warehousing and Distribution of Publications	33	DA
T101	Management Headquarters - Supply	S741	Supply, Warehousing and Distribution Services Management	2	DA
				1	FSIS
T150	Warehousing and Distribution of Publications	S731	Supply Operations	1	AMS
				1	DA
T177	Food Supply	T700	Miscellaneous Program Management	21	FNS

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Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency
T199	Other Supply Activities	T700	Miscellaneous Program Management	9	FNS
		S742	Inventory Analysis and Management	1	FSIS
T601	Real Property Disposal	T600	Real Property Management	0.25	RD
T602	Property Development	T600	Real Property Management	1	FSA
				3	FSIS
T710	Traffic / Transportation Management Services	Appropriate specialty code	TBD	2	FAS
T801	Storage and Warehousing	S732	Warehousing and Distribution	43	FS
T803	Acceptance Testing	W826	Systems Design, Development and Programming Services	0.5	RMA
T806	Printing and Reproduction	Y860	Printing and Reproduction Services	21.72	FS
				20	FSA
T807	Visual Information	Y570	Visual Information Program Activities & Operations	5	APHIS
				4.4	ARS
				23	FSA
				2	NFC
T817	Other Communications and Electronics Systems	Appropriate specialty "W" code	TBD	19	OCIO
T820	Administrative Support Services	T000	Administrative Support	1	AMS
		Appropriate specialty "000" code	TBD	2	FSA
		Y000	Administrative Support	15	NRCS
		Appropriate specialty "000" code	TBD	1	RMA
		Y000	Administrative Support	1	RD
		Appropriate specialty "W" code	TBD	23	OIG
T824	Motor Vehicle Transportation Services	S716	Motor Vehicle Operation	4	OBPA
				53	FS
T999	Other Non-Manufacturing	T819	Preparation and Disposal of Excess and Surplus Property	4	ARS
U302	Training Administration	U301	Training Management	6	AMS
				1	OCIO
				1.25	RD
U303	Training Technical Support	U301	Training Management	4.8	FSIS
				7	OCFO COD
U501	Management Training	U301	Training Management	8	FSIS
U699	Other Civilian Training, Education and Development	U600	Civilian Education and Training	1	FSIS
U800	Training Development and Support	B200	Employee Development	2	FSA
W210	Telephone Systems	W824	Data Processing Services	7	OCIO
W399	Other Computing Services	W000	IT Administrative Support	5.5	ARS
		W829	Client Services	1	OCIO
W499	Other Information Operation Services	W299	Other Communication Systems	2	FAS
W500	Data Maintenance	W310	Computing Services and Data Base Management	1	OIG
W501	Report Processing and/or Production	W000	IT Administrative Support	1	AMS
W600	Data Center Operations	Appropriate specialty "W" code	TBD	1.5	FS
				23	OCIO
W827	Software Services	Appropriate specialty "W" code	TBD	18	OCIO

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Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency				
W999	Other ADP Functions	Appropriate specialty "W" code	TBD	14	OCIO				
		W499	Other Information Operation Services	1	RD				
Y160	Corporate Planning	Y210	Management Headquarters - Operation Planning and Control	5	FAS				
				3	FSIS				
Y199	Other Force Management and General Support Activities	Y210	Management Headquarters - Operation Planning and Control	2	RD				
Y245	Manpower Management Operations	Y210	Management Headquarters - Operation Planning and Control	9.75	FS				
				1	RD				
Y400	Legal Services	Y415	Legal Services and Support	2	APHIS				
				6	DA				
				8	NAD				
Y501	Management Headquarters-Public Affairs	Y515	Public Affairs Program Activities and Operations	6	ARS				
				2	CSREES				
				20	FS				
				7	FSIS				
				2	NAD				
				9	OC				
				5.5	RD				
				1	RMA				
				Y510	Budget and Financial Program Management	C315	Financial Management Operations	43	APHIS
						C400	Budget Support	6	FAS
Appropriate specialty "C" code	TBD	1	FSIS						
	TBD	3	ARS						
C315	Financial Management Operations	1	DA						
C400	Budget Support	2	OC						
C403	Financial Program Management	1	OGC						
Appropriate specialty "C" code	TBD	1	OIG						
	TBD	12	RD						
	TBD	1	NAD						
Y511	Budget Execution Support Services	Appropriate specialty "C" code	TBD	4	OIG				
		C400	Budget Support	2	FSA				
		Appropriate specialty "C" code	TBD	12	ARS				
		C315	Financial Management Operations	4	DA				
		C400	Budget Support	1	OGC				
		Appropriate specialty "C" code	TBD	1	NAD				
Y560	Management Headquarters - Visual Information	Y570	Visual Information Program Activities & Operations	1	FSIS				
				7	OC				
				1	RD				
Y610	Management Headquarters - Legislative Affairs	Y620	Legislative Affairs	7	NRCS				
				7	FSIS				
				1	CSREES				
				5	FAS				
				3	OS				
				1	RD				
Y710	Management Headquarters - Historical Affairs	Y720	Historical or Heraldry Services	1	NRCS				
Y730	Museum Operations	S750	Museum Operations	19.25	FS				
Y850	Microfilming and Library Services	Y880	Document Automation and Production Services	22	NFC				

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Function Code (FY06)	Function Code Title (FY06)	Function Code (FY07 Recode)	Function Code Title (FY07 Recode)	Impacted FTEs	Impacted Agency
Y999	Other Functions	Appropriate specialty code	TBD	1	OC
		Y880	Document Automation and Production Services	10	AMS
		Appropriate specialty code	TBD	1	NAD
		D411 / Y820	Compliance Assessments / Administrative Management and Correspondence Service	2	RD
Z145	Architect - Engineering - National Projects	D101	Regulatory Economists / Statisticians	1	RD

Appendix I
USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
A - Recurring Testing and Inspection Services					
A000	Administrative Support	AMS	This function includes FTE that perform administrative support for recurring testing and inspection services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P2	148
A300	Safety		Use D712 (Safety and Occupational Health Management)	P3	32.75
A500	Food and Drug		This function includes those processes involving the management, supervision, and performance of organoleptic and analytical testing of food commodities and fiber products to determine the quality and condition for grade purposes. The procedures require pulling representative samples for analytical testing and the independent judgment of inspectors and graders as to the grade of the commodities or fiber products as well as weighing and equipment testing. Depending upon the outcome of these inspections, the products are assigned an official USDA grade, thereby directly affecting their marketability in domestic and international markets.	P1	2130.5
A600	Other Technical Testing or Inspection		This function includes those processes involving the physical and analytical testing of commodities to determine the quality and condition for grade purposes. The procedures require pulling representative samples from producer inventories for further analytical testing and the independent judgment of inspectors and graders as to the grade of the commodities. Depending upon the outcome of these inspections, the commodities are assigned an official USDA grade, thereby directly affecting their marketability in domestic and international market channels.	P3	50
A610	Management Headquarters - Test and Evaluation		Use A630 (Management and Support to Test and Evaluation)	P3	20
A630	Management and Support to Test and Evaluation		This function includes the oversight, direction, and control of test and evaluation programs and subordinate acquisition organizations and centers. This includes developing and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance. This function also includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations such as management of test and evaluation laboratories and facilities and other test and evaluation support which includes target development and general test instrumentation.	P2	119
A700	Systems Certification Services		Use W410 (Information Operations and Information Assurance / Security)	P3	10
B - Personnel Management					
B000	Personnel Administrative Support	DEPT HR	This function includes FTE that perform non-severable administrative support of personnel management for Human Resource (HR) activities. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function. Refers to HR assistance work requiring substantial knowledge of civilian HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. The work refers to clerical support (rather than technical support) that does not require the broad knowledge of Federal HR systems or the in-depth knowledge about HR concepts, principles, and techniques that are characteristic of the recognized HR specialist positions. Technical support (HR specialist positions) should be reflected under specific B function codes.	P2	566.43

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
B100	Classification	DEPT HR	This function includes specialist work that involves position evaluation, adjudicating classification appeals, establishing and maintaining a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design. NOTE: <i>FY06 Inventory incorporated Function Code B102</i>	P3	67.79
B200	Employee Development	DEPT HR	The function includes specialist work that involves planning, administering, executing and/or evaluating programs designed to develop employees and manage learning in the organization.	P3	42.5
B300	Staffing Reviews	DEPT HR	This function includes specialist work that involves recruiting, examining, selecting and placing employees; performing job analysis; and advising management in identifying, attracting, and retaining a high quality and diverse workforce that is capable of accomplishing the organization's mission.	P3	30.45
B301	Processing		Use B100 (Classification)	P3	2
B302	Manpower Research and Analysis	DEPT HR	This function includes specialist work that involves strategic human capital planning, workforce planning and analysis; research and analysis, developing and monitoring reporting systems, and/or organizational analysis and development.	P3	45.5
B400	Employee Relations	DEPT HR	This function includes specialist work that involves providing advice and assistance to employees and managers, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.	P3	91.5
B401	Benefits Reviews and Analysis		Use B700 (Personnel Management Specialist)	P3	1
B500	Labor Relations and Support	DEPT HR	This function includes specialist work that involves establishing and maintaining effective relationships with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters.	P3	23
B501	Agency Equal Employment Opportunity Reviews	DEPT HR / Civil Rights	Positions coded in this function are only applicable to FTE supporting agency Civil Rights Offices. This function involves the development, administration, evaluation, and advisement on the Federal Government's internal and external equal employment opportunity (EEO) programs. This requires knowledge of Federal EEO laws, regulations and principles, including compliance and enforcement skills, administrative, management, and consulting skills and knowledge of the Federal personnel system. The work also involves analyzing and solving equal opportunity and civil rights problems through fact-finding, problem analysis, negotiation, and voluntary compliance programs. Refers to oversight, direction, and control of EEO, Affirmative Employment, and Special Emphasis Program Managers (SEPM).	P2	308.25
B502	Negotiated Dispute Resolution	DEPT HR / Civil Rights / REE / NRCS	Positions coded in this function only applies to those FTE either supporting agency HR activities or Civil Rights Offices. This function includes policy, operations, and procedures for the alternative dispute resolution process. This function includes conducting mediation sessions with employees and customers attempting to resolve program disputes, workplace conflicts, grievances and complaints arising from employment issues. Examples of positions completing this function are Alternative Dispute Resolution Specialists. NOTE: <i>Investigations should be coded under I - Investigations (specifically, Civil Rights investigations should use I502).</i>	P3	24

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
B700	Personnel Management Specialist	DEPT HR	This function refers to HR generalists that perform a variety of human resources management specialist (HRM) functions not otherwise identified predominantly with codes B100-500 as well as HR work that provides consultation on the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission. Management relies on this specialist work to help them apply merit system principles to attracting, developing, managing, and retaining a high quality and diverse workforce. Employees rely on this specialist work to provide information and assistance that sustain important features of the employer employee relationship, such as employee benefits and incentive awards. These functions may provide products and services for a wide variety of employee categories that involve different systems with different statutory and regulatory authorities.	P1	1174.84
B701	Personnel Operations Management		Use B700 (Personnel Management Specialist)	P3	13
B702	Personnel IT Support	DEPT HR	This function provides IT systems support to the HR processes including developing HR systems, databases and reporting requirements requiring specialized IT expertise as well as substantive knowledge of HR regulations and policies.	P3	57.25
B710	Management Headquarters-Civilian Personnel	DEPT HR	This function includes oversight, policy development/implementation, regulatory oversight, direction, and control of agency HR programs. Function includes defense of personnel policies; and providing policy guidance to personnel operations. Includes evaluation and review of other personnel offices. Examples of positions completing this function are human resources specialists performing in the role of policy-making decisions and program oversight.	P2	126
B999	Other Personnel Activities		Use B000 (Personnel Administrative Support) or B700 (Personnel Management Specialist)	P3	1
C - Finance and Accounting:					
C000	Administrative Support	OCFO	This function includes FTE that perform administrative support for finance and accounting services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P2	371.15
C110	Management Headquarters - Financial Management		Use C403 (Financial Program Management)	P3	4
C300	Accounting Technician		Use C301 (Accounts Payable)	P3	1
C301	Accounts Payable	OCFO	This function is responsible for cash and debt management activities concerned with very diversified inventories, and with receivables and payables involving voluminous income and expense accounts. This function may include activities in support of Travel Processing (C302), Payroll Processing (C310), Payments Issuance Support/Processing (C312), and/or Mortgage Analysis (C407).	P2	675.25
C303	Fixed Assets		Use C409 (Property Oversight)	P3	18

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
C304	Accounts Receivable	OCFO	This function includes the billing and collecting of debts from Federal employees and other individuals or vendors having outstanding debts with the government, to include the billing and collecting of fees charged by any agency. This function also includes activities in support of Cash Receipts (C200), Customer Billings (C306), Collections (C305), Claims Analysis (C311), and Cash and Debt Management (C402).	P2	457.75
C306	Customer Billings		Use C315 (Financial Management Operations) or F320 (Contract Administration and Operations)	P3	2
C307	General Accounting		Use C315 (Financial Management Operations)	P3	4
C309	Cost Accounting		Use another "C" code based on revised definitions	P3	1
C310	Payroll Processing		Use C301 (Accounts Payable)	P3	6
C311	Claims Analysis		Use C304 (Accounts Receivable)	P3	2
C312	Payments Issuance Support/Processing		Use C301 (Accounts Payable)	P3	5
C313	Financial Systems Support	OCFO	This function is primarily responsible for designing and developing new accounting systems while maintaining existing systems. Accounting system design is often a team effort among system users, accountants, and computer specialist. At times, agencies purchase comprehensive accounting and management systems from outside sources rather than developing them in-house. In either case, the systems accountants assists other accountants and management in many different duties. Typical tasks include, defining the nature and scope of activities to be covered by an accounting system, ensuring that all legislative, GAO, Treasury Department, and OMB requirements are satisfied, designing the system of accounts and providing for account recording and reconciliation at all appropriate levels, defining transaction security requirements and providing for audit trails and internal controls, ensuring the software architecture provides for future expansion or changes, facilitating system access and query by authorized users, providing for timely report generation, and ensuring compliance with Federal Accounting Standards Advisory Board (FASAB) and Joint requirements. This function also includes activities in support of Financial Systems Development and Planning (C316) and Financial Systems Operations (C317).	P2	122.25
C314	Financial Management and Program Planning		Use C403 (Financial Program Management)	P3	25
C315	Financial Management Operations	OCFO	This function is responsible for recording, classifying, interpreting, and reporting, in terms of money, an entity's financial transactions and events with economic consequences for the entity. This includes financial analysis (C401) to interpret and analyze financial information related to financing sources, obligations, and disbursements. The Federal Government's financial reports provide information for formulating policy, planning actions, and evaluating performance.	P2	833.65
C400	Budget Support	OCFO	This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates. It also includes budget execution, distribution of funds, and certification of funds, monitoring of budget execution, and reporting on the status of funds including application of related laws, regulations, policies, precedence, methods and techniques of budgeting.	P2	840.75
C401	Financial Analysis		Use C315 (Financial Management Operations)	P3	9

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
C403	Financial Program Management	OCFO	This function includes the oversight, direction, and control of subordinate financial management functions and organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. This refers to financial management and program planning work conducted at both the headquarters (C110) and field office level (C314). This function also includes activities in support of Business Performance Reporting (C404) and Business Performance Analysis (C405).	P2	645
C404	Business Performance Reporting		Use C403 (Financial Program Management)	P3	1
C409	Property Oversight	OCFO	This function includes the oversight, direction, and control of personal property functions. This function also includes activities in support of Fixed Assets (C303) and Asset Management and Disposal (C408).	P2	137.25
C500	External Auditing	OCFO	This function includes those audit processes that assure entities outside of USDA are in compliance with the terms of their agreements and/or obligations to provide funding for USDA programs. NOTE: FY06 Inventory incorporated Function Code C100	P2	146
C501	Internal Auditing	OCFO	This function provides financial statement audits that give an opinion on whether the financial statements of an audited entity present fairly the financial position. These types of audits assure that entities inside of USDA are in compliance with the terms of their agreements and/or obligations to provide funding for USDA programs. This function also includes activities in support of Voucher Examiner (C100).	P3	66
C700	Finance/Accounting Services		Use C313 (Financial Systems Support)	P3	29
C999	Other Financial Management Activities		Use another "C" code based on revised definitions	P3	0.75
D - Regulatory and Program Management Support Services					
D000	Administrative Support		This function includes FTE that perform a variety of administrative support activities for regulatory and program management support services. Examples of positions completing this function range from clerical staff and program assistants to Administrative Officers (AO's). Student trainees, secretaries, and Office Automation Clerks/Assistants are also included in the administrative support of the program function.	P1	2086.4
D001	Management		TBD	P2	200

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
D100	Regulatory Activities Support	APHIS	This includes personnel supporting the regulatory oversight and compliance of agency requirements. The function includes development of overall policies and procedures, regulatory activities, and operational analysis. It also includes the development and integration of policy, drafting of correspondence, program planning, and management and compliance of programs. This function includes FTEs that safeguard agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests, plant diseases, and noxious weeds. Activities include the use of a system of safeguarding tools and techniques such as pest surveying, the collection and analysis of national pest information, the development of quarantines and regulatory policies, pest detection activities, pest management and mitigation efforts, offshore activities, pest risk assessments, SPS trade support, issuing permits, laboratory assessments and ongoing analyses.	P1	3869.25
D101	Executive and Program Mangers	FAS	Coordinate development of U.S. Government policies and strategies for advancing U.S. agricultural interests. Support USDA senior officials in developing strategic relationships and addressing economic, legal, and policy issues relating to agriculture with U.S. stakeholders and foreign governments. Prepare briefing memorandums and policy documents for official consultations. In FAS, these documents may be for U.S. stakeholders, foreign governments, and multilateral organizations and activities require representation on behalf of the U.S. Government with foreign government officials. Examples of positions in this function in FAS include country desk officers and regional area directors.	P2	137.5
D102	Regulatory Audits		TBD	P2	144.25
D106	Loan Guaranty Benefits and Entitlements Analysis	RD	This function determines applicant/lender eligibility, reviews analyzes and recommends actions on loan applications which support Agency efforts to guarantee quality loans. Develop regulations, policies and procedures concerning the loan application and approval process, and respond to technical and administrative issues including input for regulatory changes, preparing status reports, special reports and materials. This function evaluates loan processing programs at the origination level by oversight and regular monitoring. This function evaluates and ascertains whether lending institution's procedures, practices, programs and reports comply with Federal laws, regulations, board and bank procedures, generally accepted accounting principles, and prudent operating practices. Conducts audits of liquidation accounts and reviews loan to determine why loan failed and whether reason exists for reducing or denying claims. Approves loss payment. Approves and oversees the preparations and delivery of conditional commitments and guarantees to lenders. Examples of positions completing this function are Guaranteed Housing Specialist and Loan Gua	P3	26
D200	Data Collection and Analysis		This function includes the collection, analysis, documentation, maintenance, and dissemination of a wide variety of data pertaining to regulatory and program management.	P2	465.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
D300	Statistical Analysis	NASS	<p>This function covers those who perform a broad range of activities including formulating, planning, directing, and coordinating the execution of approved statistical programs and policies which applies Federal Government authority in advancing economic information under his or her direction. They are responsible for developing and defining statistical input and output specifications including the development of sampling, editing, and summarizing procedures; providing contract management of data collection activities; evaluating, developing, initiating, and adopting of new improved survey and estimating techniques; making value judgments in the decision process in analysis and interpretation of survey and related data for setting official and state agricultural estimates; preparation of special statistics, forecasts, estimates and reports upon request; developing and justifying budget estimates; establishing and maintaining working relationships with officials in Federal and State agencies, professional, trade, and industry groups; serving as member of the Agricultural Statistics Board and World Agricultural Outlook</p> <p>Board; serving as a special agent for the Bureau of the Census for analytical assistance, and interpretation and execution of the laws binding the agency. This function includes FTE that advise on, administer, supervise, or perform work that requires professional education and training in the field of mathematics. This work includes research on basic mathematical principles, methods, procedures, techniques or relationships; the development of mathematical methods in the solution of a variety of scientific, engineering, and economic problems, where the exactitude of the relationships, the rigor and economy of mathematical operations, and the logical necessity of the results are the controlling considerations. This includes FTE the duties of which are to administer or perform professional work, or to provide professional consultation in the application of statistical theories, techniques and methods to the gathering and/or interpretation of quantified information. They can also provide support to statisticians. Examples of positions completing this function are Mathematics and Statisticians.</p>	P2	666.4
D350	Compliance Surveys and Inspections		<p>This function includes oversight and control of agricultural and conservation programs and policies. It includes ensuring compliance with program rules and regulations. At field operations, the function is performed by internal control officials (County Office Reviewers) who are responsible for reviewing Service Centers to maintain program integrity. In the loan program area, the function includes compliance reviews and inspections for Federal agricultural loan program internal controls and oversight of Federal loan program compliance with Federal Regulations. It also includes the establishment of Federal loan program policies and the determination of content and application of Federal Regulations. FLP Senior Loan Officer and Program Analyst perform these tasks.</p>	P3	32.25

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
D351	Economic Analysis		This function includes FTE that require application of a professional knowledge of economics in the performance of duties that include: research into economic phenomena, analysis of economic data, and the preparation of interpretive reports; advice and consultation on economic matters to governmental officials and private organizations or citizens; and the performance of other professional work in economics including supervision and the direction of economists engaged in the various economic programs of the Federal Government. Examples of positions completing this function are Agriculture Economists and Economists. In FAS this function includes economic, legal, and policy analysis and advice in support of the implementation and enforcement of U.S. trade laws and policies. All activities require representation on behalf of the U.S. Government with foreign government officials. Examples of positions in this function area include international trade specialists and economists.	P2	153.3
D400	Compliance Surveys and Inspections		Use D350 (Compliance Surveys and Inspections)	P3	70
D410	Compliance Operations		These activities are associated with designing the framework for how compliance examinations and audit reviews are conducted; designing instruments to be used in determining compliance; developing the guidelines, timeframes, and frequency of compliance reviews; performing the actual examinations and/or audits to determine compliance; and determining misconduct, discriminatory misconduct or violations of outside services.	P2	238
D411	Compliance Assessments	FNS	This function includes FTE involved in ensuring compliance with specific regulatory requirements, services, licenses, and initiatives. This function includes a variety of investigative activities such as compliance inspections associated with program delivery. This function also includes activities in support of Other Audit and Investigative Activities (1999).	P2	298.25
D500	Benefits and Entitlements Services	RD	This category includes loan specialists who process and ensure the accuracy of interest subsidies on borrower accounts qualifying for payment assistance. The work includes benefit origination, update, revision and verification on accounts based on documentation supporting requests and follow-up investigation where required.	P3	63.75
D501	Customer Services	RD	This function provides support for handling information requests and dealing with customers seeking information via written or electronic mail, in person and through any toll free telephone numbers. Activity requires an in depth knowledge of Federal program regulations and they must be available on site throughout the day to deal with the public and customers	P2	142
D502	Administrative Reviews	RD	This function is responsible for the administration of the Agency's regulatory review program. Develops, implement, and interpret policy regarding the agency's regulations. Provides guidance in the regulatory review process and certifies regulations for publication. This function must also determine budget policy, guidance and strategy for the state allowances. Examples of positions completing this function are Senior Management and Area Program coordinators.	P3	45.5
D504	Insurance Analysis		TBD	P2	157
D604	Customer Service Contacts		Use D501 (Customer Services)	P3	1.75

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
D606	Asset Appraisal and Valuation	FSA	This function develops policy and directs field staff in real estate appraisal operations supporting Housing programs and assures that policy is in place to regulate operations fairly and appraisals are being performed according to government standards and procedures. Independently performs or reviews appraisals from outside contractors in order to provide loan approval officials information on home values in order to determine the loan amount. This information binds the agency to a debt level and protects the Government's loan security. These appraisals are needed in order to provide with property values to determine loan amounts and the government's security in the properties. Accuracy of decisions affects a series of subsequent decisions on loan making or loan servicing options. This function also includes the determination of the market value of real property and chattel property. The employee applies and correlates the basic valuation approaches and modifies and adapts standard appraisal techniques to estimate property values. Determines the value of intangible rights and considers complicating properties value estimates. The employee reviews the work of contract appraisers. Positions completing this function are typically Appraisers or Review Appraisers and Engineers.	P3	90.75
D700	Systems Design, Testing and Certification	REE	In NASS, the function provides technical support to the statisticians. Under the general guidance of statisticians, computer assistants perform recurring and one-time activities associated with computer processing requirements ranging from definition of requirements through preparation, entry, control, scheduling, resolving abnormal terminations, and output distribution. More complex tasks such as debugging of programs and related problems will be performed after consultation with other personnel, if necessary. Many of the assignments are subject to strict deadlines, since one or more surveys may be occurring simultaneously and must be adept at managing time and in establishing priorities.	P2	100
D702	Program Planning, Coordination and Support	DA	This function varies from agency to agency depending on the types of programs the FTE support in terms of program mission for regulatory agencies and administrative staff offices. Examples would be the establishment, analysis and evaluation of long-range and strategic planning as well as goals, progress, and accountability; coordinating and conducting studies, analyses and evaluation of program effectiveness; and development of program policies and procedures. Also includes technical support.	P1	2385.45
D704	Program Monitoring and Evaluation	DA	This function varies from agency to agency depending on the types of programs the FTE support in terms of program mission for regulatory agencies and administrative staff offices. This function includes FTE that perform analysis of program performance, records, progress reports, financial and performance goals to assist managers in regulatory agencies and administrative staff offices. Work may include tracking progress and providing technical assistance to managers at all levels. FTE exist as experts in mission objectives. Examples of positions completing this function are Management Analysts, Program Analysts, and Functional Experts.	P1	1715.5
D705	Program Marketing and Outreach	DA / FAS	This function includes marketing specific program services and initiatives to USDA customers. This could include marketing and outreach for both program and administrative functions. Also includes activities in support of Program Marketing and Outreach (D701). This includes trade capacity building and development such as liaison activities, coordination of international economic development projects and science-based training and technical assistance to aid countries in addressing complex agricultural policy development. Examples of positions in this function are agricultural research advisors, international affairs specialists, development resources specialists, and project management liaisons.	P2	435.5
D706	Program Monitoring		Use D704 (Program Monitoring and Evaluation)	P3	2

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
D707	Program Evaluation		Use D704 (Program Monitoring and Evaluation)	P3	24
D708	Application Receipt/Processing	FNS	This function includes receipt and processing of loan applications or other applications (retailer applications to accept food stamps) and subsequent distribution to the customers and related activities. Employees are responsible for collection of funds due to the Government as well as obligation of Government funds. They must exercise discretion in applying Government authorities and make value judgments as it pertains to the use of Government funds and asset protection. Employees are responsible for servicing actions and in some cases, loan approval authority and have an in depth knowledge of Federal program regulations. Includes activities in support of D703.	P1	4375.75
D709	Mortgage Underwriting	RD	Position has underwriting responsibilities for Federal housing program and employees must make value judgments as it pertains to the use of Government funds and asset protection. Position also has the responsibility for collection of funds due the Government as well as obligation of Government funds.	P2	567.75
D710	Field Inspection Services		This function includes the management, supervision or performance of regulatory front line inspection of food commodities to ensure compliance with regulations and the protection of public health.	P1	8189.2
D711	External Equal Employment Opportunity Reviews		Use another "D" code based on revised definitions	P3	1.75
D712	Safety and Occupational Health Management	FNS	This function includes the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. Eliminates or minimizes human injury and property and productivity losses caused by harmful contact incidents through the design of effective management policies, programs, or practices. This function ensures that agency and program operations can continue, safely and effectively, in the event of threats or incidents. This function determines agency policy and program operations for homeland security activities. This function develops Continuity of Operations Plan and contingency plans for essential functions. Conducts building and work site safety inspections; compliance reports to determine applicable standards and regulations, and developing and maintaining building Occupant Emergency Plans. This function responds to incidents involving the release of contaminants into the environment and developing response and contingency plans, as required by EPA. Develops and implements comprehensive radiation safety and health programs. Oversee and review acquisition, use, and disposal of radiation sources, emergency preparedness, and environmental health and protection.	P3	87
D713	Safety and Occupational Health Inspections		Use D712 (Safety and Occupational Health Management)	P3	1
D720	Independent Appeals Reviews		Use Y415 (Legal Services and Support)	P3	4
E - Environment					
E000	Environmental Planning Administrative Support	DA	Refers to non-severable administrative support for environmental planning activities. This refers to clerical support rather than technical support. Technical support should be reflected under specific E function codes.	P3	68

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
E100	Hazardous Waste Management		This function includes oversight, direction and control of environmental requirements at locations and facilities. It includes ensuring compliance with rules and regulations and the management of hazardous materials and waste management natural resource projects that are environmental compliance-conservation related. Example positions include: Environmental Program Managers/Environmental Program Specialists.	P3	39.25
E101	Environmental Restoration Analysis		This function includes environmental policy analysis and reporting (Natural Resource policy analysis and reporting). It includes activities that exercise judgment in making decisions for environmental safety and natural resource reporting and includes policy decision making and compliance decisions.	P3	81.25
E110	Management Headquarters - Environmental Security	REE	This function includes oversight, direction and control of environmental requirements at locations and facilities. This includes assuring compliance with rules and regulations; management of hazardous materials and waste management; natural resource projects that are environmental compliance/conservation related. This function also includes Natural Resource Services (S700).	P3	10
E120	Environmental and Natural Resource Services	NRCS	This function includes operations that ensure compliance with statutory and regulatory environmental and conservation requirements to include oversight direction of energy, environment, and energy conservation programs. This includes efforts that implement natural resource management plans involving soil, water, air, plants, animals and human interactions. This includes protection and security of the nations' soil and water resources. This function area determines agency policy, sets federal priorities, budget requests, supervises federal employees, selects individuals for federal employment, and controls finances. Examples of positions completing this function are the Chief, Regional Conservationists, Regional Strategic Planners, Partnership Liaison, Program Specialist, State Conservationists, Deputy State Conservationists.	P1	2409.5
E220	Safety	REE / DoD	This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of mishaps. This includes efforts to protect personnel from safety and health rights; hazard investigations; and, worksite inspections, assessments, reviews and illness and injury trend analyses.	P3	53.15
E225	Occupational Health Services	REE / DoD	This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support.	P3	9.9
E503	Occupational Safety, Health and Environmental Compliance	DA	This function includes FTE responsible for conducting building and work site safety inspections; compliance reports to determine applicable standards and regulations, and developing and maintaining building Occupant Emergency Plans. Responsible for responding to incidents involving the release of contaminants into the environment and developing response and contingency plans, as required by EPA. Positions responsible for development and implementation of comprehensive radiation safety and health programs. Positions include oversight and review of acquisition, use, and disposal of radiation sources, emergency preparedness, and environmental health and protection.	P3	9

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
E600	Environmental Planning/NEPA	NRCS / FS	This function includes FTE that involve professional work in archeology, the scientific study of past human activities through the physical remains of life and past human activities. Work may include research, field investigations, laboratory analysis, library research, interpretation or consultative work preparation of reports for publication, duration and exhibition of collections, or development and implementation of programs and projects that carry out such work. Refers to activities such as Forest Planning, NRIS, and related data call and database management and maintenance efforts. Refers to development of Environmental Impact Statement and Reviews. Examples of positions completing this function are Cultural Resources Specialists, Archeologists, and Meteorologists.	P2	752.75
E601	Environmental Impact Statements		Use E120 (Environmental and Natural Resource Services)	P3	6.25
E602	Environmental Impact Statement Reviews		Use E120 (Environmental and Natural Resource Services)	P3	1.5
F- Procurement					
F000	Administrative Support		This function includes FTE that perform administrative support for procurement services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function. This support function also includes Procurement Technicians.	P3	96
F100	Quality Assurance		This function includes oversight of contracted services to ensure compliance with and evaluation of performance of the government statement of work.	P2	196.7
F110	Management Headquarters - Systems Acquisition	DA	This function includes the oversight, direction, and control of acquisition programs and includes positions involved with procurement systems acquisition, implementation and management.	P3	11
F200	Contracting (Operational)		Use F320 (Contract Administration and Operations)	P3	26.75
F300	Contracting (Analysis)	REE	This function includes analysis of the procurement processing requirements including analysis of legislation, regulations, and methods used in contracting to assure compliance with business and industry practices, sources of supply, costs factors, etc. Examples of positions completing this function are Procurement Analysts.	P3	25.5
F310	Management Headquarters - Procurement and Contracting	REE / DoD	This function includes the oversight and direction of procurement and contracting through developing policies, providing policy guidance and reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.	P3	65.75
F320	Contract Administration and Operations		This function includes the administration and operation of contract functions which includes Function Code F200 - Contracting (Operational). This function develops, awards, and administers contracts for the government. It includes operational procurement and contracting services including negotiation, award and post-award administration of contracts, and oversight of contractor performance to assure compliance with contract and subcontract requirements. Examples of positions completing this function are Contracting Officers and Contracting Specialists.	P1	1993.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
F399	Other Procurement and Contracting Activities	FNS	This work involves defining and developing work statements, accepting and monitoring work performance and accepting final product. Examples of positions performing this function are COTRs.	P3	45.5
F400	Recurring Purchasing		This function includes operational work to acquire supplies, services, and construction by purchase, rental, or lease through small purchasing procedures. Examples of positions performing the function include Purchasing Agents.	P2	274.55
F520	All Other Engineering Support		Use T833 (Civil Engineering & Analysis Services)	P3	1
G - Social Services					
G000	Administrative Support	DA	Refers to non-severable administrative support for Job Corps activities. This refers to clerical support rather than technical support. Technical support should be reflected under specific G function codes.	P2	147.65
G101	Disaster Relief Services	FNS	This function includes agency's efforts to plan and provide for the provision of commodity and Food Stamp benefits during natural disasters. It includes determining government policy including determining the content and application of regulations relating to FNS programs and make decisions during disasters. It includes work with States to approve and update State disaster plans; and modify program rules with consideration given to EBT implementation.	P3	7
G102	Librarian Services		Use G104 (Technical/Professional/Legal Library Information Services).	P3	19
G103	Library Operations and Management	REE	This function includes a full knowledge of library and information science theories, principles, and techniques including literature resources, collection, organization, preservation, and retrieval of knowledge in print and digital form. Typical functions in this category would include: selection, acquisition, cataloging and classification, mediated information services, library management and systems planning. Developing and strengthening library services through the networking, consortia, development and/or application of state-of-the-art electronic information systems and creation of databases is also included.	P3	85.5
G104	Technical/Professional/Legal Library Information Services	REE	This function includes duties and responsibilities involved in the direction, administration, coordination and/or provision of technical library and information services. Subject-matter knowledge typically covers a broad field with services targeted to specific technical, professional or legal specialties. Positions involve analysis and dissemination of intellectual content in science, technology and other specialized areas. Duties can include, collection development, indexing and abstracting, development of thesauri, searching the literature, development of bibliographies and other information products, and specialized reference research services. This includes the operational librarians who perform general library services.	P3	47.4
G999	Other Social Services	NRCS	This function includes FTE the duties of which are to advise on, supervise or perform research or other professional and scientific work in the anthropological sciences, except archeology. This work may be specialized in one or several occupational series. Examples of positions completing this function are Social Science Aids, Sociologists and Anthropologists.	P3	11
H - Health Services					
H000	Administrative Support	DA	This function includes FTE that perform administrative support for health services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P3	3

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
H116	Veterinary Services	APHIS	This function includes FTEs that are responsible for protecting and improving the health, quality and marketability of the Nation's agricultural animals, animal products, and veterinary biologics by preventing, controlling and/or eliminating animal diseases, and monitoring and promoting animal health and productivity. Activities include: coordinating national animal health emergency preparedness and management; excluding imports of unsafe animals, animal products, and veterinary biologics; diagnosing foreign and domestic animal disease; monitoring the health and disease status of US livestock and poultry; certifying animals, animal products, and veterinary biologics for export; delivering scientific and economic information, policy, advice, risk assessment and other data to address challenges faced by animal producers and stakeholders; certifying quality assurance methods used in animal production; providing standards for safe, potent, and effective animal vaccines; and directing national programs to eradicate selected animal diseases.	P1	1126
H117	Medical Records		Use H000 (Administrative Support)	P3	1
H118	Nursing Services	DA	This function includes Occupational Health Services provided by on-site nurses at various USDA locations.	P3	48
H120	Occupational Health		Use D712 (Safety and Occupational Health Management)	P3	5
H127	Alcohol and Drug Rehabilitation	DoD	This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.	P3	11
H202	Psychiatric and Psychology Services	NRCS	This function includes FTE involving professional work relating to the behavior, capacities, traits, interests and activities of human and animal organisms. This work may involve any one of a combination of the following functions: (1) experimenting with or systemically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience, or physiology, or to develop practical applications of findings: (2) applying professional knowledge of psychological principles, theories, methods, or data to practical situations and problems: and (3) providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use. Examples of positions completing this function are Psychologists.	P3	3
H206	Social Work		Refers only to Job Corps.	P2	361
H221	Recreation Services		Use Q120 (Management Headquarters Civil Works) or Q620 (Operation and Maintenance of Recreation)	P3	44
H401	Medical Officers	DA	This function includes the USDA Medical Officer responsible for providing medical services, preventative health maintenance and screening programs, safety and occupational health education and awareness activities and responding to health emergencies arising during the workday at USDA.	P3	2
I - Investigations					
I000	Investigation Administrative Support	DA	Refers to non-severable administrative support for investigative activities. This refers to clerical support rather than technical support. Technical support should be reflected under specific function codes.	P2	103
I100	Inspector General Services		TBD	P3	18
I105	IG Legal Services		Use I100 (Inspector General Services)	P3	11

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
I110	Management Headquarters-Audit		Use C501 (Internal Auditing)	P3	20
I115	IG Program Management		Use I100 (Inspector General Services)	P3	3
I120	Audit Operations	DoD	This function includes the supervision and performance of individual audits and evaluations.	P3	36
I200	Safety		Use D712 (Safety and Occupational Health Management)	P3	38.25
I415	Non-field Technical Support to Criminal Investigations		TBD	P3	5
I420	Financial Audits		TBD	P3	37
I430	Performance Audits		TBD	P2	224.25
I440	Management Evaluations/Audits		Use I110 (Management Headquarters - Audit)	P3	7
I501	IG Data Collection and Analysis		Use I110 (Management Headquarters - Audit)	P3	2
I502	Case Assessment/Management/Disposition	ASCR	This function requires knowledge of federal civil rights laws, regulations, Executive Orders, directives, and principles, including compliance and enforcement skills. This work involves processing employment or program discrimination complaints, investigative research and review, report writing, interpretation and analysis of complaints, and providing advice and guidance to the Branch and Division Chiefs on civil rights complaints. This function also includes the enforcement and regulation of; and adjudication of cases on prohibited program and employment discrimination. Examples of positions performing this function are Equal Opportunity Specialists, Equal Employment Specialists, and Agricultural Program Compliance Investigators and Examiners.	P3	59
I510	Personnel Security Clearances and Background Investigations	REE	This function includes the administration, investigation, and analyses of personnel security investigation conducted as the bases for both suitability and personnel security clearance eligibility for both federal and contractor personnel. This includes initial investigations, reinvestigations, and adjudications.	P3	14
I520	Criminal, Counter Intelligence, and Administrative Investigative Services		This function includes administration, investigation, and analysis of special investigations (to include counter intelligence and fraud investigations and intelligence oversight reviews). Refers to all law enforcement activities and misconduct investigations. Not to include Forest Protection Officers.	P2	460.25
I999	Other Audit and Investigative Activities	APHIS	This function includes jobs that involve planning and conducting investigations covering the character, practices, suitability or qualifications of persons or organizations seeking, claiming or receiving Federal benefits, permits or employment when the results of the investigation are used to make administrative judgments, sanctions, or penalties.	P2	132
J - Intermediate, Direct or General Repair and Maintenance of Equipment					
J000	Administrative Support	DA	Refers to non-severable administrative support for intermediate, direct or general repair and maintenance of equipment activities. This refers to clerical support rather than technical support. Technical support should be reflected under specific J function codes.	P3	6.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
J410	Organizational and Intermediate Repair and Maintenance Management	DoD	This function includes overseeing, directing, and controlling organizational or intermediate level repair and maintenance of material from non-deployable units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below. This function also includes organizational and intermediate repair or maintenance of materiel not addressed by other function codes.	P3	40
J501	Aircraft	APHIS	This function includes jobs involved in the maintenance, troubleshooting, repair, overhaul, and modification of fixed and rotary wing aircraft systems, airframes, components, and assemblies.	P3	3.5
J504	Vessels	DoD	This function includes the maintenance and/or repair of all vessels, including armament, electronics, communications and any other equipment that is an integral part of the vessel.	P3	4.75
J507	Electronic and Communication Equipment	FS	Expected move based on human capital and strategic plan.	P3	8.75
J511	Special Equipment	APHIS	This function includes jobs that supervise or perform work involved in collecting, analyzing and developing specialized information about equipment; providing this information to those who design, test, produce, procure, operate, repair, or dispose of equipment; and/or develop, inspect, install, or revise equipment maintenance programs. This includes special equipment such as ATVs, snow mobiles, and sprayers.	P3	95.5
J515	Containers, Textile, Tents, and Tarpaulins	FS	Expected move based on based on human capital and strategic plan.	P3	1
J518	Support Equipment	DoD	This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.	P3	7.25
J520	Test, Measurement and Diagnostic Equipment (TMDE)		This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers.	P3	3
J999	Organizational and Intermediate Maintenance and Repair of Other Equipment		Use J410 (Organizational and Intermediate Repair and Maintenance Management).	P3	3
L - Grants Management					
L000	Administrative Support	DA	This function includes FTE that perform a variety of administrative support activities for regulatory and program management support services. Examples of positions completing this function range from clerical staff and program assistants to Administrative Officers (AO's). Student trainees, secretaries, and Office Automation Clerks/Assistants are also included in the administrative support of the program function.	P3	24.75

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
L100	Application Services		Use L101 (Application Reviews and Evaluations) or R000 (Administrative Support)	P3	66.25
L101	Application Reviews and Evaluations		This function includes those processes that support the negotiation and administration of Federal financial assistance awards, including preparation of award documents, reviewing and analyzing financial data and information, as well as the termination and closeout of Federal financial assistance awards (including loans and loan guarantee programs). This function involves the receipt and processing of applications and subsequent distribution of applications to assigned Program Specialists. This includes acknowledgment to applicants of receipt of applications, review of applications for compliance to published Requests for Applications, assignment of agency codes, compilation of program data, entering information into agency tracking system, and tracking the status of applications.	P3	98.25
L200	Grants Monitoring and Evaluation		This function includes the oversight and direction of the Federal financial assistance awards process by reviewing and signing grants and cooperative agreements for the obligation of Federal funds, developing policy, and providing policy guidance, as well as ensuring that laws, regulations and policies are followed.	P2	191.7
M - Forces and Direct Support					
M316	Geospatial Information Production		This function provides Service Center Support of Geospatial Information (via digitally produced or scanned) as it pertains to Aerial Imagery for the National Agricultural Imagery Program (NAIP). The function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery information acquisition and processing. Data is used to create databases, maps, charts, and other products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. Imagery collection, processing, and analysis are also included in this function. Examples of positions performing this function are GIS Specialist, NRI, Geography, and Cartographic Technicians. This function may also include the acquisition and translation/transformation of non-imagery information such as geographical names, boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services. This function includes	P2	242.25
M318	Geospatial Information Acquisition and Processing		Use M316 (Geospatial Information Production)	P3	1.25
Q - Civil Works					
Q120	Management Headquarters - Civil Works		Refers to overall policy, guidance, and leadership of civil engineering services. Also refers to resource/recreation management at Forest and Regional level. Civil engineering program management at RO/Station/Areas/Forests.	P2	282.25

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Q520	Operation and Maintenance of Locks and Bridges	DoD	This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes operation, maintenance, and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.	P3	1.5
Q540	Operation and Maintenance of Dams		Use Q520 (Operation and Maintenance of Locks and Bridges)	P3	1.5
Q620	Operation and Maintenance of Recreation Areas		Refers to recreation site maintenance. Includes key measures 1-4 (Health and Cleanliness, Setting, Safety and Security, and Responsiveness) are included. Key Measure # 5 (Condition of Facilities) is split. If the constructed feature in question is located in the Facilities, Water, or Wastewater Modules in INFRA, see Z992-B. For trail maintenance, see Z993.	P2	270.25
R -Research, Development, Test, and Evaluation (RDT&E)					
R000	Administrative Support		This function includes FTE that perform administrative support for research, development, test, and evaluation services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P1	1003.9
R100	Theoretical Research		This function code includes the systematic, critical, intensive investigation directed toward development of new or fuller knowledge of the subject studied. It may be with or without reference to a specific application. Such research includes, but is not limited to, theoretical and experimental investigations (1) to determine the nature, magnitude and inter-relationships of economic and social phenomena and processes; (2) to create or develop theoretical or experimental means of investigating such phenomena and processes; and (3) to develop principles, criteria, methods, and a body of data and analysis of general applicability for use by others.	P2	212.9
R104	Animal Research		Use R120 (Science and Technology)	P3	8
R110	Management Headquarters - Research and Development		Responsible for establishing Agency strategic plans for research priorities and direction, interacting with national stakeholders, responding to congressional inquiries and investigations, coordinating Agency activities with other Federal Agencies, especially with Federal Agencies responsible for establishing federal policy based on achieved research objectives. Determines and assigns resource and funding allocations consistent with achieving Program Assessment Rating Tool (PART) objectives, and in responding to Departmental, OMB, and Congressional direction.	P2	341.95

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
R120	Science and Technology		This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. This function is limited to the development and execution of original research and utilization of specialized technology typically carried out by scientists. It does not include program management of grants administration coded L200. This function includes engineering research that is an inherent part of the science and technology process. Engineering support functions to facility operations is coded as Z148. Examples of positions performing this function include Research Scientists. This function also includes Animal Research (R104).	P1	2916.25
R140	Management and Support to R&D		This function includes all efforts that are directed toward management and support of R&D. This includes management of R&D laboratories and facilities, project management of R&D programs, management of international cooperative R&D efforts, support science and technician support, management of technical integration efforts at laboratories and R&D facilities, studies and analyses in support of R&D programs, and other R&D support. It also excludes severable support covered by other function codes (custodial services (S410), operation and maintenance of physical plant R900), and facility engineering coded (Z148).	P1	4506.97
R300	Developmental		Use R140 (Management and Support to R&D)	P3	6
R400	Testing		TBD or use R120 (Science and Technology)	P3	57.5
R500	Acceptance		This function conducts analytical testing for a variety of reasons including quality assurance, molecular biological testing for genetically modified organisms, commodity contamination via pesticides, microbials, or other foreign materials, determination that commodities meet specifications established in grade standards, documentation that commodities sold for export meet export certification requirements, and assurance that commodities purchased by government agencies meet the specifications set forth in purchase contracts. The types of positions performing this function might include chemists, microbiologists, molecular biologists, geneticists, and supporting technicians.	P3	54
R660	RDT&E	FS	Refers to professional research support or technical support. Examples of positions typically performing this function include Technicians, Aids, and Wage-Grade.	P1	1397.5
R900	Operation and Maintenance of Physical Plant	REE / FS	This function includes efforts directly responsible for the physical plant operations and maintenance of research facilities. It includes functions responsible for the operation of HVAC, boiler, electrical distribution, water supply, wastewater treatment, and building services. It includes minor repair and maintenance such as painting, plumbing, electrical, minor alterations, fixed equipment and building systems. It does not include custodial services (S410), grounds maintenance (Z993), or management of major construction (Z110).	P2	330.73
R999	Other S&T and R&D Management and Support Activities		Use another specialty code based on revised definitions	P3	1
S - Installation Services					
S000	Administrative Support		This function includes FTE that perform administrative support for installation services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P2	124.75
S100	Management Headquarters - Installations		Use Y210 (Management Headquarters - Operation Planning and Control).	P3	1

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
S200	Installation, Base, or Facility Management		Use S210 (Building Management)	P3	6
S210	Building Management	DA	This function includes responsibility for the oversight of operations and maintenance of buildings and facilities. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds; the administration of rental property; and the administration (to include contract administration) of building services. It includes planning physical space needs related to real property program and project management activities. It includes activities to provide administrative and logistical support related to building services. It includes building space management, and moving and handling of office furniture and equipment except IT operations covered by W function codes. This function also includes the Senior Facilities Management Officers delegated the responsibility for the oversight of operations and maintenance of the USDA facilities.	P3	25
S410	Custodial Services	REE / DoD	This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.	P3	31.55
S440	Fire Fighters	FS	S440-A Refers to all fire management activities including suppression, prevention, detection, hazardous fuel treatment and other disaster/emergency response work, except those covered in S440-B. Refer to A300 for fire-related Safety Manager activities. Refer to B100 through B700 for fire-related HR activities. Refer to C400 for fire related budget and business management activities. Refer to C700 for fire-related payroll activities. Refer to F200 for fire-related simplified acquisition, contract and leasing activities. Refer to F400 for fire-related recurring procurement activities, including micro purchases. Refer Y515 or Y620 for fire-related External Affairs activities. Refer to W299 for fire-related IT and Communication activities. Refer to W430/M318 for fire-related GIS activities. Refer to Z993/999 for fire-related Facilities Maintenance. S440-B Refers to fire management preparedness activities for, and response to, initial attack. Refers to all related training, staffing, and standby as well as the actual suppression action for initial attack during the fire season as defined in the fire management plan. See S440-A for all other fire-related activities.	P1	7916.25
S499	Other Building and Housing Management Services	DA	This function includes building and housing management services not covered by one of the other function codes. This includes specialists responsible for the building operations and maintenance as well as technical oversight for multiple facilities service contractors. This includes the repair and maintenance of furniture and equipment (except for repair and maintenance of communications and computing equipment).	P3	24

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
S500	Management of Law Enforcement, Physical Security and Security Guard Operations	REE / DA	This function includes providing overall direction, administration, planning, programming, supervision, and coordination for the management of a comprehensive physical security program. Provides for the control of personnel access, enforcement of laws and regulations, the physical security of facilities, and the protection of personnel and government assets. The function includes the management of a contract special police officer and security guard force, the conduct of security surveys, investigations, physical security risk assessments, and compliance review of facilities. This entails the development of system security standards and conducting initial, annual, and random evaluation within the organization to evaluate effectiveness. This function includes activities involved in planning and implementing physical security assessments as well as Facility Security Management (S753).	P3	10
S510	Law Enforcement, Physical Security, and Security Guard Operations	DA	Refers to providing physical security inspection, survey, tech assistance and operational support to the physical security program; conducting Mission Essential Vulnerability Assessments and counterintelligence support activities; and, conducting risk analysis for facilities and assets. Includes preparation of physical security inspection and survey reports; support to personnel security programs; and providing intelligence support for security program planning. Law Enforcement, Physical Security, and Security Guard Operations. Includes operations that provide for the physical security of government facilities and property and in-transit protection of property from loss or damage. Ingress and Egress Control. Includes regulation of people, material, and vehicles entering/exiting a designated area to provide protection of the government facilities and property. Physical Security Patrols and Posts. Includes mobile and static physical security guard activities for protection of installation or government property, motor vehicle traffic mgmt, investigation of motor vehicle accidents, apprehension and restraint of offenders, and special protection of high value property and physical resources. This function includes all administrative operations. This function also includes Support Services to Law Enforcement, Physical Security, and Security Guard Operations (S520).	P2	491.25
S520	Support Services to Law Enforcement, Physical Security, and Security Guard Operations		Use S500 (Management of Law Enforcement, Physical Security and Security Guard Operations) or S510 (Law Enforcement, Physical Security and Security Guard Operations)	P3	15
S540	Security of Classified Material	DoD	Use I510 (Personnel Security Clearances & Background Investigations)	P3	3
S700	Natural Resource Services		Use T000 (Administrative Support)	P3	5
S713	Food Services	FS	Expected move based on based on human capital and strategic plan	P3	65.75
S715	Office Equipment Maintenance and Repair		This function includes activities that maintain and repair office equipment such as typewriters, calculators, adding machines, etc.	P3	3

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
S716	Motor Vehicle Operation	DA	This function includes the operation of motor vehicles such as buses, vans, pickups, light duty trucks, forklifts, and shuttles and vehicles for mail courier services and executive driving services. Vehicles are driven primarily in an urban setting, moving forms, supplies, property and mail between the warehouse and USDA office. The operator loads and unloads vehicle, assures displacement of load, and assures load is properly secured. Can operate additional equipment, such as pallet packs, hand trucks, and flat bed carts, etc., and is responsible for receipt, stocking, and maintenance of requests for supplies and bulk materials. WDC operator shuttles personnel from various USDA offices and other government installations in the Washington, DC commuting area.	P3	37
S717	Motor Vehicle Maintenance		This function includes motor vehicle maintenance and repair for auto, truck, tractors, etc. Refers to all fleet maintenance activities. See J511 for special equipment maintenance.	P3	57.75
S724	Other Law Enforcement, Physical Security and Security Guard Operations		Use S716 (Motor Vehicle Operation)	P3	4
S725	Electrical Plant and Distribution Systems Operation and Maintenance		This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.	P3	4
S727	Water Plant and Distribution Systems Operation and Maintenance		This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at USDA facilities.	P3	1
S729	Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance		This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at USDA facilities.	P3	2
S730	Incinerator Plant and Sanitary Fill Operations		Use S799 (Other Utility Plant and Distribution Systems Operation and Maintenance)	P3	35
S731	Supply Operations	REE / DA	This function includes activities to maintain and operate central storerooms and supply operations at USDA locations. This function includes Supply Specialists and Technicians responsible for acquiring and distributing supply items, forms, and publications. This function also includes services provided by publication distribution centers (i.e., paper-based) to include central storage and issue of stock and non-stock numbered publications, blank forms, regulations, directives and other official publications. This includes receipt of products in bulk, sorting by individual customer, and mailing. This function also includes other duties involved in the operation and maintenance of facilities not covered elsewhere.	P3	35

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
S732	Warehousing and distribution	DA	This function includes Laborer and Materials Handler activities providing warehousing and facilities distribution services at USDA locations. This function is responsible for coordinating incoming and outgoing shipments and placement of materials. Scheduling to facilitate movement of materials, furniture, etc. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of material is accomplished, distribution status information is provided for workload planning.	P3	24
S733	Building Services		Use S210 (Building Management)	P3	55
S734	Leasing Services	FSA, APHIS	This function includes administration for contractual procurement such as, but not limited to office leasing, office equipment, supplies, appraisal services, land surveys, limited construction projects, chattel appraisals, credit reports, auctioneer services, comparable sales data public sales and leasing data, securing inventory property and various disposal services. Employees advise on space leasing requirements and provides guidance on relocation planning; reviews advertisements for space before published to ensure compliance. Example positions include: Procurement and Property Management Specialists.	P3	8
S736	Plumbing Craft Support Services		This function includes plumbing maintenance at Federal facilities.	P3	1
S741	Supply, Warehousing and Distribution Services Management	(Input from DA)	This function includes the management and oversight of supply, warehousing, and distribution operations with responsibility for supervising or performing work to acquire supplies and services. Work requires knowledge of policies and procedures for technical guidance on major program aspects including budget, delivery orders and small purchases; program performance; inventory management and accountability; inventory systems; and quality assurance. Also requires knowledge of commercial supply sources and common business practices related to sales, prices, and discounts, units of measurement, deliveries, stocks and shipments. Includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning. Also includes performing or supervising clerical and technical work that supports the procurement of supplies, services, and /or construction. Examples of positions performing this function can range from Supply Management Off	P3	53
S742	Inventory Analysis and Management		Use S741 (Supply, Warehousing and Distribution Services Management)	P3	1
S744	Fleet Management Services		Refers to all fleet management activities.	P2	112.75

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
S750	Museum Operations		This function includes technical and specialized duties in connection with daily operation of museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., artifacts and works of art). Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged. This function includes museum operations such as museum facilities management, museum visitor services, exhibit planning and fabrication, and limited, supervised collections management functions. It includes daily management and operational decisions related to access and use, cataloging and preservation of objects in museum collections for exhibition, research, publication, or other public uses unless they fall outside of established policy, procedure and law. It excludes those inherently governmental Federal trust responsibilities that are required to ensure the national heritage preservation, such as the establishment of final agency collections management policies and procedures or final accessions, deaccessions, loans, and special or unique conservation.	P3	10
S752	Exhibits Management and Planning	DA	This function includes planning, constructing, installing and operating exhibits or preparation of exhibits to be displayed. This function also includes the responsibility for the operation of the USDA Visitors Center.	P3	1
S753	Facility Security Management		Use S500 (Management of Law Enforcement, Physical Security and Security Guard Operations)	P3	6
S999	Other Installation Services		Other duties involved in the operation and maintenance of facilities not covered elsewhere such as mail sorting and delivery.	P3	91.6
T - Other Non-Manufacturing Operations					
T000	Administrative Support		This function includes FTE that perform administrative support for other non-manufacturing operations. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P1	1414
T101	Management Headquarters-Supply		Use S741 (Supply, Warehousing and Distribution Services Management)	P3	3
T130	Storage and Warehousing		Use S732 (Warehousing and Distribution) or S741 (Supply, Warehousing and Distribution Services Management)	P2	102
T150	Warehousing and Distribution of Publications		FY06 use S731; FY07 inherits mail FTE (duties that involve mail sorting and delivery).	P3	2
T177	Food Supply		Use T700 (Miscellaneous Program Management)	P3	21
T199	Other Supply Activities		Use S742 (Inventory Analysis and Management) or T700 (Miscellaneous Program Management)	P3	10
T600	Real Property Management	REE	This function includes the acquisition and management of real property, developing policies, establishing precedents and resolving issues to manage real property involving several thousand leases and covering properties located nation-wide. Provides support, guidance, planning, development, and administration of policies and programs to provide real property support, and develops policy and procedures for the acquisition, management, accountability, and disposition of controlled leases.	P3	39.75
T601	Real Property Disposal		Use T600 (Real Property Management)	P3	0.25

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
T602	Property Development		Use T600 (Real Property Management)	P3	4
T700	Miscellaneous Program Management		This function includes planning information for the Agency's efforts to ensure that entitlement and bonus food commodities are available for the operation of the Agency's programs. It includes such activities as monitoring of commodities against entitlements; planning of purchases, the tracking of commodity shipments, and the oversight of State Agency management of commodities.	P1	1265.75
T710	Traffic/Transportation Management Services		Expected move based on reorganization.	P3	2
T801	Storage and Warehousing		Use S732 (Warehousing and Distribution)	P3	43
T803	Acceptance Testing		Use W826 (Systems Design, Development and Programming Services)	P3	0.5
T804	Architect-Engineering		This function includes FTE that perform or supervise professional work in the planning and design of land areas and concurrent landscape construction and maintenance for integrated developments to meet specific human needs. It involves the analysis of land characteristics, operational requirements, land use intensities, and commensurate land values and includes the efficient correlation of ground and water forms, plant forms, structures, roads, and walks to serve esthetic, functional, economic, and other interrelated purposes. FTE in this series require professional landscape architectural planning and design ability and require knowledge of the allied physical planning fields of architectural and civil engineering, and the biological sciences of agronomy, plant ecology, horticulture, and botany as they affect land development. Examples of positions completing this function are Landscape Architect.	P2	167.25
T806	Printing and Reproduction		Use Y860 (Printing and Reproduction Services)	P3	41.75
T807	Visual Information		Use Y570 (Visual Information Program Activities & Operations)	P3	38.4
T810	Air Transportation Services		Refers to the management and operation of aircraft that are assigned to each mission area. This function is typically performed by pilots.	P3	58.25
T813	Engineering and Technical Services		This function includes FTE that provides technical assistance from planning conservation measures to building and supervision of construction to construction checking. Many of these functions require technical skills developed from training and even certifications and other measures of competence. In most instances, these functions protect the public interest or public health while providing a sustainable ecosystem that meets human needs. Examples of positions completing this function are Civil Engineering Tech, Soil Conservation Technicians, Survey Technician, Engineering Draftsman, Electronics Technician, Construction Inspector.	P1	2380
T817	Other Communications and Electronics Systems		Use another "W" code based on revised definitions	P3	19

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
T819	Preparation and Disposal of Excess and Surplus Property	REE	This function includes administrative and technical responsibilities for redistribution, donation, sale, abandonment, and destruction of excess and surplus personal property. This function also includes activities such as planning, program direction, and coordination of Property Management Program such as the planning and directing the acquisition, utilization, protection, and disposition of federally owned property. Specific activities may also include inventory, property identification and classification, repair and rehabilitation.	P3	25
T820	Administrative Support Services		Use another "000" code based on revised definitions	P3	48
T821	Special Studies and Analysis	FNS	This function captures the work performed to conduct special studies and to analyze the effectiveness of USDA programs. The studies and analysis are conducted by a variety of types of positions including Economists, Marketing Specialists, Nutritionists, Transportation Specialists, and other specialized job series. The studies performed include a variety of study topics such as reengineering the welfare system, school feeding research projects, school nutrient data intake, new agricultural commodities sold in domestic and international markets, commodity transportation issues, and determining the need for new or improved marketing facilities or strategies.	P3	25
T823	Actuarial Services	RMA	This function involves employees coordinating with the RMA Regional Offices and other Divisions of APDD to assure accurate actuarial documents, files, and supporting information (program dates, SPOI statements, maps, etc.) for every program insurance offer are provided timely to the crop insurance industry. They develop and communicate, in coordination with AIPS, the data layouts, procedures and techniques for collecting, recording, storing, analyzing and presenting actuarial data to insurance providers of RMA. They perform data validation and data quality checks on the data extracted from AFS to assure the reliability, adequacy and accuracy of the data released in the ADM to the AIP's. They provide technical information, documentation and assistance to the AIP's, RO's, and others within the Agency and the Industry, to resolve questions or problems with all components of each actuarial filing.	P3	4
T824	Motor Vehicle Transportation Services		Use S716 (Motor Vehicle Operation)	P3	53
T830	Interior/Facility Design	DA	This function is responsible for interior design services for USDA space.	P3	1
T831	Drafting Services	FS	Expected move based on based on human capital and strategic plan.	P3	28
T832	Construction Management	RD	This function is responsible for a variety of directives including complete compliance regarding budgeting policy approvals, and the issuance and termination of contract awards. This function also coordinates reviews, analyses and inspections of construction plans, designs, layouts and the construction of Rural Development financed projects and provide oversight to the already contracted team for construction of property and projects funded by the agency. Examples of positions completing this function are Engineers, Appraisers, and Construction Analyst and Construction Inspectors.	P3	16

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
T833	Civil Engineering & Analysis Services		This function includes FTE involved in the core engineering skills of survey, design, evaluation and construction. Duties include developing technical standards and using mathematical and engineering skills to design and build complex solutions to problems. Examples of positions completing this function are State Conservation Engineers and Assistant State Conservation Engineers, Environmental Engineers, Hydraulic Engineers, and Area Engineers.	P1	1318
T834	General Engineering & Analysis Services		This function includes engineering activities with conservation structures or systems requiring knowledge in one or more agricultural sciences, including soil conservation and professional competence in engineering.	P2	344.25
T836	Electrical Engineering & Analysis Services	FS	Expected move based on based on human capital and strategic plan.	P3	5.25
T839	Mining Engineering & Analysis Services		TBD	P2	120
T840	Geodetic Engineering and Analysis Services	FS	Expected move based on based on human capital and strategic plan.	P3	60
T841	Geological Analysis	NRCS	This function includes the geological investigations for purposes of determining suitability of sites and conservation planning decision making. Other investigations study soil erosion rates and life expectancies of conservation structures being affected by erosion. Examples of positions completing this function are Geologists.	P3	42
T851	Forestry Operations	NRCS /FS	This function include the identification of woodland plant species, making interpretations for planning activities, making recommendations for the best management solutions of woodland resources. Duties include the development, production, conservation, management and utilization of forest resources. Examples of positions completing this function are Foresters. This function refers to timber (not CO, SA, ER - see F320 for these) and silviculture (all activities). Also refers to nursery activities and landscape architecture; state and private forestry; recreation (special uses, dispersed, developed, wilderness, VIS); vegetation management, excessive fuel load, and urban interface; watershed and soil conservation activities which protect and develop fish and wildlife habitats; and management expenses for forest areas; all rangeland management activities; and International Forestry (excluding the disaster response component).	P1	7090
T852	Soil Conservation Evaluation & Analysis		This function provides basic conservation data for the purposes of planning and application of conservation measures. The data in many instances is complex and requires in-depth scientific analysis including laboratory investigations. Interpretations are built from this analysis of data into tables and other formats, including computer databases, to try to help simplify the planning and application phases of conservation activities. Duties include professional and scientific work in the investigation of soils, soils management and adaptation for alternative uses. Examples of positions completing this function are Soil Scientists and staffs, and Soil Chemists.	P2	948

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
T853	Soil Conservation Operations		This function provides basic conservation data for the purposes of planning and application of conservation measures. The data in many instances is complex and requires in-depth scientific analysis including laboratory investigations. Interpretations are built from this analysis of data into tables and other formats, including computer databases, to try to help simplify the planning and application phases of conservation activities. Duties include professional and scientific work in the investigation of soils, soils management and adaptation for alternative uses. Examples of positions completing this function are Soil Scientists and staffs, and Soil Chemists.	P1	5292
T854	Royalty Management Operations	FS	Expected move based on based on human capital and strategic plan.	P3	1.25
T899	Other Transportation Services	DoD	This function includes transportation services not addressed by one of the other function codes.	P3	12
T999	Other Non-Manufacturing Operations		Use T819 (Preparation and Disposal of Excess and Surplus Property)	P3	4
U - Education and Training					
U000	Administrative Support		This function includes FTE that perform administrative support for education and training services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P3	42.8
U300	Specialized Skill Training		This category of institutional training provides personnel with new or higher level skills in specialties or functional areas to match specific job requirements. Refers to activities such as fire training and fire apprentice program.	P2	126.5
U301	Training Management	RD	This function manages the organizational training program by giving cohesive direction to, and evaluating the various facets of the over-all education and training program to accomplish the agency learning objectives. Implements a broad program of planning and developing for the entire agency and develops internal program policies and procedures. Prepares budget estimates and administers available funds, including determining their internal allocation amount and the various activities of the overall education program.	P3	8.25
U302	Training Administration		Use U301 (Training Management)	P3	8.25
U303	Training Technical Support		Use U301 (Training Management)	P3	11.8
U500	Professional Development Training		Use U301 (Training Management)	P3	39
U501	Management Training		Use U301 (Training Management)	P3	8
U600	Civilian Education and Training		Refers only to Job Corps - includes vocational education, GED, high school. This function also includes Other Civilian Training, Education and Development (U699). This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.	P2	216

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
U699	Other Civilian Training, Education and Development		Use U600 (Civilian Education and Training)	P3	1
U800	Training Development and Support		This function includes positions that primarily involve professional work in the field of education and training when the work is not more appropriately covered by another professional series. Included are positions where: (1) the work has characteristics that may be identified with more than one professional education series with none predominant; (2) the combination of professional knowledge required by the work is not specifically covered by another function code; or (3) the work is in a specialized professional field not readily identifiable with other existing function codes.	P3	13
W - Communications, Computing, and Other Information Services:					
W000	IT Administrative Support		This function includes FTE that perform non-severable administrative in direct support of IT projects for Communications, Computing, and Other Information Services. This refers to clerical support rather than technical support. Technical support should be reflected under specific W function codes. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function. Also includes activities in support of Report Processing and/or Production (W501).	P2	184.25
W100	Management Headquarters - Communications, Computing and Information	OCIO	This function includes a wide range of IT management activities that typically extend and apply to an entire organization or major components of an organization. This includes strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management, auditing, and information security management. This specialty includes positions that require knowledge of IT Policy and Planning (PLCYPLN). Functions commonly performed by employees in this specialty may include: developing and maintaining strategic plans; assessing policy needs and developing policies to govern IT activities; providing policy guidance to IT management, staff, and customers; defining current and future business environments; preparing IT budgets; managing IT investment portfolios; establishing metrics to measure and evaluate systems performance and total cost of ownership; identifying and addressing IT workforce planning and management issues, such as recruitment, retention, and training; conducting audits of IT programs and projects; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of planning and management services.	P2	603.25
W210	Telephone Systems		USE W824 (Data Processing Services) (NETWORK)	P3	7

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
W299	Other Communication Systems	OCIO	This function includes the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of Web sites. This specialty only includes positions that require the application of technical knowledge of Internet systems, services, and technologies such as IT Specialists (INET). Functions commonly performed by employees in this specialty include: determining overall technical design and structure of Internet services; monitoring functionality, security, and integrity of Internet services; troubleshooting and resolving technical problems with the design and delivery of Internet services; collecting and analyzing Internet services usage and performance statistics; evaluating new Internet services and technologies; providing technical advice to Internet content providers; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of Internet services.	P3	37
W310	Computing Services and Data Base Management	OCIO	This function involves applying analytical processes to the planning, design, development, implementation, and administration of new and improved information systems to meet the business requirements of customer organizations. This specialty area includes positions such as IT Specialist (DATAMGT). Functions commonly performed by employees in this specialty include: analyzing and defining data requirements and specifications; designing, normalizing, developing, installing, and implementing databases, maintaining, monitoring, performance tuning, backup, and recovery of databases, installing, configuring, and maintaining database management systems software, installing, configuring, and maintaining database management systems software, and ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services. This specialty includes activities in support of Data Maintenance (W500).	P2	605
W399	Other Computing Services		Use W000 (IT Administrative Support) or W829 (Client Services)	P3	6.5
W410	Information Operations and Information Assurance/Security	OCIO	This function involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools. This specialty includes positions that require knowledge of Information Security (INFOSEC). Functions commonly performed by employees in this specialty may include: developing policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized system, networks, and data access; conducting risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs; promoting awareness of security issues and ensuring sound security principles are reflected in organizations' visions and goals;	P2	290.25

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
			conducting systems security evaluations, audits, and reviews; developing systems security contingency plans and disaster recovery procedures; developing and implementing programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures; participating in network and systems design to ensure implementation of appropriate systems security policies; facilitating the gathering, analysis, and preservation of evidence used in prosecution of computer crimes; assessing security events to determine impact and implementing corrective actions; and/or ensuring rigorous application of information security/information assurance policies, principles, and practices in delivery of all IT services. This function also includes Other Installation Services(S999): Other duties involved in the operation and maintenance of facilities not covered elsewhere such as mail sorting and delivery.		
W430	Mapping and Charting	FS	Refers to cartographic, remote sensing, and geographic information systems (GIS) activities.	P2	612.25
W440	Meteorological and Geophysical Service	FS	Refers to fire weather/climate and avalanche forecasting.	P3	27.25
W499	Other Information Operation Services	OCIO	Work that involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations. This specialty includes positions that require the knowledge of Operating Systems (OS). Functions commonly performed by employees in the specialty my include: performing needs analyses to define opportunities for new or improved business process solutions; consulting with customers to identify and specify requirements; developing overall functional and systems requirements and specifications; conducting business process reengineering; conducting feasibility studies and trade-off analyses; preparing business cases for the application of IT solutions; defining systems scope and objectives; developing cost estimates for new or modified systems; ensuring the integration of all systems components; e.g., procedures, databases, policies, software, and hardware; planning systems implementation; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process	P3	13
W500	Data Maintenance		Use W310 (DATAMGT)	P3	1
W501	Report Processing and/or Production		Use W000 (IT Administrative Support)	P3	1
W600	Data Center Operations	FS	Refers to operation of NITC (Kansas City), NFC (New Orleans), and similar corporate data centers.	P3	34.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
W601	Information Technology Management	OCIO	This function involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations. This specialty includes positions that require the knowledge of Systems Analysis (SYSANALYSIS). Functions commonly performed by employees in this specialty may include: performing needs analyses to define opportunities for new or improved business process solutions; consulting with customers to identify and specify requirements; developing overall functional and systems requirements and specifications; conducting business process reengineering; conducting feasibility studies and trade-off analyses; preparing business cases for the application of IT solutions; defining systems scope and objectives; developing cost estimates for new or modified systems; ensuring the integration of all systems components; e.g., procedures, databases, policies, software, and hardware; planning systems implementation; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process	P1	1207.6
W824	Data Processing Services		This function involves the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats (data processing services). This specialty includes positions that require knowledge of Networking (NETWORK). Functions performed by employees in this specialty may include: analyzing and defining network requirements; defining and maintaining network architecture and infrastructure; configuring and optimizing network servers, hubs, routers, and switches; analyzing network workload; monitoring network capacity and performance; diagnosing and resolving network problems; developing network backup and recovery procedures; installing, testing, maintaining, and upgrading network operating systems software; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of network services. Also includes activities in support of Telephone Systems (W210) and Telecommunication Center (W220).	P2	368.5
W826	Systems Design, Development and Programming Services	OCIO	Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software. This specialty includes positions that require knowledge of Application Software (APPSW). Functions commonly performed by employees in this specialty may include: analyzing and refining systems requirements; translating systems requirements into applications prototypes; planning and designing systems architecture; writing, debugging, and maintaining code; determining and designing applications architecture; determining output media/formats; designing user interfaces; working with customers to test applications; assuring software and systems quality and functionality; integrating hardware and software components; writing and maintaining program documentation; evaluating new applications software technologies; and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the delivery of application software services. Also includes activities in support of Telephone Systems (W827), and Seat Maintenance Services (W828).	P2	605.6
W827	Software Services		Use another "W" code based on revised definitions	P3	18

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
W829	Client Services	OCIO	This function involves the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. This specialty includes positions that require knowledge of Customer Support (CUSTSPT). Functions commonly performed by employees in this specialty include: include, diagnosing and resolving problems in response to customer reported incidents; researching, evaluating, and providing feedback on problematic trends and patterns in customer support requirements; developing and maintaining problem tracking and resolution databases; installing, configuring, troubleshooting, and maintaining customer hardware and software; developing and managing customer service performance requirements; developing customer support policies, procedures, and standards; providing customer training; and/or, ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of customer support services.	P2	242.05
W999	Other ADP Functions		Use another "W" code based on revised definitions	P3	15
X - Products Manufactured and Fabricated In-House					
X942	Sheet Metal Products		TBD	P3	4
X999	Other Products Manufactured and Fabricated	DoD	This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.	P3	8
Y - Force Management and General Support					
Y000	Administrative Support		This function includes FTE that perform administrative support for workforce management and general support services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P1	1014.95
Y160	Corporate Planning	FNS	This function includes the collection of information about the resources necessary to support the Agency's efforts to plan and direct work and support its mission. The work helps the agency define operating approaches and to report externally on the success in meeting its overall mission and operating objectives. The function covers Agency work planning and may include tasks such as development of Agency operating plans; development of strategic plans and reporting under GPRA; senior executive managers staff time, including the preparation and participation in senior managers meetings; planning and management efforts related to management of leadership institute and leadership institute projects; organizational reengineering; and the management control assessment process and development of the Federal Manager's Financial Integrity Act (FMFIA) requirements	P3	55
Y199	Other Force Management and General Support Activities	DoD	This function includes force management and general support activities not addressed by other function codes.	P3	50.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Y210	Management Headquarters - Operation Planning and Control		This function includes oversight, direction and control of subordinate organizations responsible for the executive leadership and management for carrying out the mission. Includes the evaluation of strategies, development planning, emergency preparedness, Continuity of Operations Plan (COOP), and mobilization planning. This includes issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of resources; and, assessments of those infrastructure operations that directly relate to operational planning and control to include strategic and business planning.	P2	541.7
Y215	Operation Planning and Control	FAS	This function includes operations performed outside the management headquarters that directly support all aspects of operational planning and control including budgeting, strategic planning, data collection and analysis, program implementation, and evaluation. This includes the development and integration of doctrine; evaluating performance, employee development planning and organizational concepts; materiel requirements definition and validation; development of strategy plans/policies and operations/contingency plans; and support for development programs and projects. (FAS) Specifically, FAS includes Foreign Service Nationals (FNS) which we are moving from FAS employees to contracted employees. They remain overseas (almost always in the same office) for their entire career with FAS -- they are the staff that support overseas posts.	P2	630
Y220	National Mobilization and Emergency Preparedness Management	DoD	This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs.	P3	26
Y245	Manpower Management Operations		Use Y210 (Management Headquarters - Operation Planning and Control)	P3	10.75
Y400	Legal Services		Use Y415 (Legal Services and Support)	P3	16
Y401	General Attorney's Services		TBD	P2	174
Y403	Paralegal	RD	This function provides legal assistance and oversight to various programs such as Utilities Program, providing the loan security necessary to insure that the Federal Government is properly protected. This function possesses an in-depth knowledge of the telecommunications program, policies and regulations to complete legal requirements relating to loan making and grant processes that are made or guaranteed by the various programs and whether documents and transactions comply with provisions of various laws and program policies. Collects information, prepares documents and agreements for execution, with area attorney's and reviews transactions to assure all legal requirements are fulfilled.	P3	96

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Y405	Management Headquarters - Legal Services	DoD	This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid-and long-range planning, programming, and budgeting.	P3	69
Y415	Legal Services and Support		This function includes the management of, and operations typically performed by, legal offices at all levels within USDA. Legal operations typically include, but are not limited to, legal advice to directors, managers, supervisors, and members of their organizations as well as to individual members, employees, eligible dependents, and retirees. This includes representation of organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation; adjudication of trial and appellate court cases; and, adjudication of claims and security investigations. It also includes court reporting and legal and litigation studies; law examining, case law research and claims activities. Could include patent attorneys and technical support for the attorneys. This function also includes Independent Appeals Reviews (D720).	P2	140.5
Y440	Federal Licensing and Permitting		This function includes the certification of personnel and facilities with licenses or permits and the subsequent administration of said licenses and/or permits. Refers to activities associated with granting and administering special use permits, licensing for authorized food stamp retailers, etc.	P2	301
Y501	Management Headquarters - Public Affairs		Use Y515 (Public Affairs Program Activities and Operations)	P3	55.5
Y510	Budget and Financial Program Management		Use another "C" code based on revised definitions	P3	71
Y511	Budget Execution Support Services		Use another "C" code based on revised definitions	P3	32
Y515	Public Affairs Program Activities and Operations	OC	This function includes oversight, direction and control of public information, internal information and a national communications program. Functional objectives are achieved through the development and issuance of communications programmatic policy and guidance; oversight, review and evaluations of program performance. There is coordination with Partner organizations; allocation and distribution of resources; and mid and long-range communications planning, programming, and budgeting. This function includes providing advice and counsel to respective senior leadership and staff and subordinate public affairs activities and operations in formulating decision, policies, and position regarding public affairs issues and issue management. This function includes serving as the official spokesperson on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the agency and USDA and external publics on those issues. This function includes providing public affairs activities and operations to include producing and providing public affairs and communication policies,	P1	1061.35

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
			products, and services. Functional objectives include providing advice and counsel to respective leadership and staff in formulating decisions, policies, and positions regarding public affairs issues and issue management. Services include press releases, briefings, speech writing, and advance work for official visits. This function also includes editorial operations; world wide web and other Internet content, products, and services; media relations and operations; public communication and FOIA releases; and internal information and communications. Examples of positions performing this function include Agency Public Affairs/Communications Staff, Writers/Editors.		
Y520	Public Works and Real Property Maintenance Program Management	FS	Expected move based on based on human capital and strategic plan.	P3	50.75
Y525	Protocol Operations	DoD	This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff, and subordinate protocol offices regarding protocol matters and issues. This function also includes conducting and coordinating required support, and developing and determining the correct policy, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function also does not include legislative liaison activities coded Y620.	P3	23
Y550	Information and Telecommunications Program Management	DoD	This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.	P3	20
Y560	Management Headquarters - Visual Information		Use Y570 (Visual Information Program Activities & Operations)	P3	9

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USDA Function Code Definitions

Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Y570	Visual Information Program Activities & Operations	OC	Operations to include producing and providing visual information products and services (either through in-house capabilities or acquired through contract support). Functional objectives are achieved by the development, issuance, and review of programmatic, policy and operating guidance; planning, programming, and budgeting; performance of contracting officer representative duties for visual information and printing related contracts; evaluating operational performance and management of Visual Information support; and establishment and maintenance of Department-wide visual information standards. This also includes the design, generation, storage, production, distribution, disposition, and life cycle management of still photographs, digital still images, motion pictures, analog and digital video recordings, visual information productions, certain graphic arts (such as paintings, line drawings, and montages) and related captions and overlays, desktop publishing, and printing services.	P3	72.4
Y610	Management Headquarters - Legislative Affairs		Use Y620 (Legislative Affairs)	P3	27
Y620	Legislative Affairs	DoD	This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's position on the DoD legislative agenda to senior leadership of the DoD. This function also includes the oversight and management of the mission area agencies legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries. This function also includes liaison activities with the U.S. Congress. Incorporated Management Headquarters-Legislative Affairs (Y610).	P3	35.5
Y710	Management Headquarters - Historical Affairs		Use Y720 (Historical or Heraldry Services)	P3	1
Y720	Historical or Heraldry Services		Refers to historical, cultural, heritage and archeological resources activities. This function includes the oversight, direction, and control of historical and/or museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. The function also performs research or other work in the field of history when such work requires a professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis or presentation of historical facts. Examples of positions completing this function are Historians.	P2	264.75
Y730	Museum Operations		Use S750 (Museum Operations)	P3	19.25
Y810	Management Headquarters - Administrative Support	DA	This function includes the oversight, direction and control of administrative support programs and activities and may include oversight of the following administrative areas: resource coordination, human resources, financial management (finance/budget), acquisition, mail management, property and facilities operation/management, publications, and forms/graphics/records. May also include conference/meeting planning, coordination and monitoring.	P2	154

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Y815	Administrative Support Program Management	FS / NRCS / REE	Refers to activities typically performed by AOs and portions of activities typically performed by Support Services Supervisors (SSS). Refers to management, direction, control, and execution of programs such as Freedom of Information Program (FOIA), Agency-wide Mail Management Program, Privacy Act Program, and Federal Voting Assistance Program. Refers to activities such as administrative management and correspondence services (Controlled Correspondence), documentation services, directives and records management services. This also may include providing advice and assistance to senior leaders and serving as official spokesperson at the designated organizational level on program issues and interests.	P2	817.5
Y820	Administrative Management and Correspondence Services		TBD	P2	261.5
Y840	Directives and Records Management Services	REE	This function includes policy and operational services typically provided by forms and records management specialists including preparation and editorial services; retirement/warehousing of records; filing and retrieval of documents; design, coordination, indexing, distribution, an periodic review of forms, directions, regulations, and other official publications.	P3	37.75
Y850	Microfilming and Library Services		Use Y880 (Document Automation and Production Services)	P3	22
Y860	Printing and Reproduction Services	REE	This function includes support services typically performed by a central printing and reproduction facility including printing, binding, duplication and copying services.	P3	33
Y880	Document Automation and Production Services	REE	This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function includes the management and maintenance of numerous digital document libraries and databases which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It includes the production of ISO compliant CD-Recordable (CD-Rs) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners from a variety of hardcopy and digital files.	P3	26
Y899	Other Administrative Support Activities		This function includes administrative support activities not addressed by other function codes. This may include administrative support in the areas of finance, travel and other executive support services.	P2	115.5
Y999	Other Functions	APHIS	This function includes various force management and general support positions such as Language Specialists, Technical Information Services, and Information and Arts Trainees.	P3	28
Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property					
Z000	Administrative Support		This function includes FTE that perform administrative support for real property maintenance services. Examples of positions completing this function are clerical staff and program assistants. Student trainees, secretaries, and OA's are also included in the administrative support of the program function.	P3	17.5

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Z110	Management of Major Construction of Real Property	REE / DoD	This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of complete work; and technical and policy review of such work. This function includes supervisory and senior General Engineers serving as project managers responsible for management and oversight of USDA design and construction. Responsible for coordinating planning, design and construction activities with USDA officials, other Federal agency officials such as GSA, DOE, EPA, and regulatory/advisory bodies such as the National Capital Planning Commission, the Advisory Council on Historic Preservation, the Commission of Fine Arts, and State and local governments.	P3	25
Z120	Real Estate/Real Property Acquisition	REE / NRCS / FS	This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation application, offers to sell, final title opinion, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes preparations of various real estate documents that may be done in-house or, if performed by contractors, includes contract management (AFM-FD, ARS Area – real property). The Function also refers to disposal of real property, non-recreation special uses, boundary management, right of way management, and claims.	P2	370.25
Z145	Architect-Engineering-Natural Projects		Use D101 (Regulatory Economists / Statisticians)	P3	1
Z148	Architect-Engineering-Local Projects	REE / DA	This function includes full engineering and architectural leadership, professional guidance and support for projects conducted at USDA facilities. This typically includes development of architectural and engineering reports, studies, and design; review and approval of engineering reports, recommendations, drawings, specifications, and cost estimates; criteria and design review; and, processing of clearance waivers and master plans.	P3	22
Z199	Other Real Property Program and Project Management Activities	DoD / DA	This function includes facilities utilization specialists responsible for planning physical space needs related to real property program and project management activities not addressed by other function codes. Responsible for overall Departmental oversight for space assignments and planning in delegated and leased space in the National Capital Region.	P3	7

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Code	Code Title	Source	USDA Standard Definition Baseline	Priority	FTE
Z991	Minor Construction, Maintenance and Repair of Family Housing and Structures	DoD	This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.	P3	28
Z992	Minor Construction, Maintenance and Repair of Building and Structures Other Than Family Housing	REE / DA	This function includes alternation and repair (i.e., minor construction) and associated non-professional design services for buildings and structures other than research facilities. As an example, but not completely inclusive, services may include electrical repair; interior and exterior painting; roofing; tiling; flooring; screens and blinds repair; repair to air conditioning and heating units, etc. It may also include repair to fencing, flagpoles, loading ramps; and other miscellaneous structures. (ARS Location, maintenance personnel).	P2	192
Z993	Maintenance and Repair of Grounds and Surfaced Areas	REE / FS	This function includes maintenance and repair of improved grounds, including lawns, fields, landscape and windbreak plants, turf grass, ground cover planting, crushed rock and gravel blankets, and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations. (ARS Location, grounds personnel). This also includes surfaced areas such as trails, roads, taxiways etc.	P2	632.5
Z998	Maintenance and Repair of Railroad Facilities	DoD	This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance / conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.	P3	1.75

Appendix J

Reason Codes

REASON CODES AND DEFINITIONS FOR COMMERCIAL ACTIVITIES INVENTORY	
Reason Code	Definition
A	The commercial activity is not appropriate for private sector performance pursuant to a written determination by the competitive sourcing official (CSO).
B	The commercial activity is suitable for a streamlined or standard competition.
C	The commercial activity is the subject of an in-progress streamlined or standard competition.
D	The commercial activity is performed by government personnel as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years.
E	The commercial activity is pending an agency approved restructuring decision (e.g., closure, realignment).
F	The commercial activity is performed by government personnel due to a statutory prohibition against private sector performance.

Appendix K

Commercial Reason Code A and Inherently Governmental (IG) Justification Template

- (1) Enter the name of your Agency and Sub-Agency
- (2) The letter and number of the function code
- (3) The title of the function code that was placed in (2) Function Code
- (4) Your Agency job (occupational) titles that go under the function code
- (5) The number of the job series that are listed in (4) Applicable Occupational Titles
- (6) The cities where these job titles are located
- (7) The state where these jobs titles are located
- (8) Whether this function code is (1) commercial reason code A or (2) IG
- (9) The total amount of FTE listed as either commercial A or IG under this function code
- (10) A consolidated justification of all FTE in that function code that are designated as commercial reason code A or IG

Appendix K

**Commercial Reason Code A and Inherently Governmental (IG)
Justification Template**

(1) Agency/Sub-Agency:		
(2) Function Code:	(3) Function Code Title:	
(4) Applicable Occupational Titles:		
(5) Applicable Job Series:		
Duty	(6) City:	
Location(s):	(7) State:	
(8) Category / Status:		
(9) Total FTE:		
(10) Justification Narrative:		
<p>Examples of Commercial A Reasons</p> <ol style="list-style-type: none"> 1. A need for a small number of personnel that have skills that are core to the mission of the agency 2. Wanting to retain a small number of personnel that have historical knowledge of the organization 3. Positions set aside or currently being staffed by personnel with disabilities 		
<p>Examples of IG Activities</p> <ol style="list-style-type: none"> 1. Binding the United States to take or not to take some action by contract, policy, regulation, authorization, order or otherwise 2. Determining, protecting, and advancing economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise 3. Significantly affecting the life, liberty, or property of private persons 4. Exerting ultimate control over the acquisition, use, or disposition of United States property (real or personal, tangible or intangible), including establishing policies or procedures for the collection, control, or disbursement of appropriated and other federal funds 		

Appendix L

FAR Subpart 7.5-Inherently Governmental Functions

1.0 7.500 Scope of subpart.

The purpose of this subpart is to prescribe policies and procedures to ensure that inherently governmental functions are not performed by contractors. It implements the policies of Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, Inherently Governmental Functions.

2.0 7.501 [Reserved]

2.0 7.502 Applicability.

The requirements of this subpart apply to all contracts for services. This subpart does not apply to services obtained through either personnel appointments, advisory committees, or personal services contracts issued under statutory authority.

4.0 7.503 Policy.

- (a) Contracts shall not be used for the performance of inherently governmental functions.
- (b) Agency decisions which determine whether a function is or is not an inherently governmental function may be reviewed and modified by appropriate Office of Management and Budget officials.

The following is a list of examples of functions considered to be inherently governmental functions or which shall be treated as such. This list is not all inclusive:

(1) The direct conduct of criminal investigations.

(2) The control of prosecutions and performance of adjudicatory functions other than those relating to arbitration or other methods of alternative dispute resolution.

(3) The command of military forces, especially the leadership of military personnel who are members of the combat, combat support, or combat service support role.

(4) The conduct of foreign relations and the determination of foreign policy.

(5) The determination of agency policy, such as determining the content and application of regulations, among other things.

(6) The determination of Federal program priorities for budget requests.

(7) The direction and control of Federal employees.

(8) The direction and control of intelligence and counter-intelligence operations.

(9) The selection or non-selection of individuals for Federal Government employment, including the interviewing of individuals for employment.

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- (10) The approval of position descriptions and performance standards for Federal employees.
- (11) The determination of what Government property is to be disposed of and on what terms (although an agency may give contractors authority to dispose of property at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency).
- (12) In Federal procurement activities with respect to prime contracts-
- (i) Determining what supplies or services are to be acquired by the Government (although an agency may give contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency);
 - (ii) Participating as a voting member on any source selection boards;
 - (iii) Approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria;
 - (iv) Awarding contracts;
 - (v) Administering contracts (including ordering changes in contract performance or contract quantities, taking action based on evaluations of contractor performance and accepting or rejecting contractor products or services);
 - (vi) Terminating contracts;
 - (vii) Determining whether contract costs are reasonable, allocable, and allowable; and
 - (viii) Participating as a voting member on performance valuation boards.
- (13) The approval of agency responses to Freedom of Information Act requests (other than routine responses that, because of statute, regulation, or agency policy, do not require the exercise of judgment in determining whether documents are to be released or withheld), and the approval of agency responses to the administrative appeals of denials of Freedom of Information Act requests.
- (14) The conduct of administrative hearings to determine the eligibility of any person for a security clearance or involving actions that affect matters of personal reputation or eligibility to participate in Government programs.
- (15) The approval of Federal licensing actions and inspections.
- (16) The determination of budget policy, guidance, and strategy.
- (17) The collection, control, and disbursement of fees, royalties, duties, fines, taxes, and other public funds, unless authorized by statute, such as 31 U.S.C. 952 (relating to private collection contractors) and 31 U.S.C. 3718 (relating to private attorney collection services), but not including-
- (i) Collection of fees, fines, penalties, costs, or other charges from visitors to or patrons

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of mess halls, post or base exchange concessions, national parks, and similar entities or activities, or from other persons, where the amount to be collected is easily calculated or predetermined and the funds collected can be easily controlled using standard case management techniques; and

(ii) Routine voucher and invoice examination.

(18) The control of the treasury accounts.

(19) The administration of public trusts.

(20) The drafting of Congressional testimony, responses to Congressional correspondence, or agency responses to audit reports from the Inspector General, the General Accounting Office, or other Federal audit entity.

The following is a list of examples of functions generally **not considered to be inherently governmental functions**. However, certain services and actions that are not considered to be inherently governmental functions may approach being in that category because of the nature of the function, the manner in which the contractor performs the contract, or the manner in which the Government administers contractor performance. This list is not all inclusive:

(1) Services that involve or relate to budget preparation, including workload modeling, fact finding, efficiency studies, and should-cost analyses, etc.

(2) Services that involve or relate to reorganization and planning activities.

(3) Services that involve or relate to analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy.

(4) Services that involve or relate to the development of regulations.

(5) Services that involve or relate to the evaluation of another contractor's performance.

(6) Services in support of acquisition planning.

(7) Contractors providing assistance in contract management (such as where the contractor might influence official evaluations of other contractors).

(8) Contractors providing technical evaluation of contract proposals.

(9) Contractors providing assistance in the development of statements of work.

(10) Contractors providing support in preparing responses to Freedom of Information Act requests.

(11) Contractors working in any situation that permits or might permit them to gain access to confidential business information and/or any other sensitive information (other than situations covered by the National Industrial Security Program described in 4.402(b)).

(12) Contractors providing information regarding agency policies or regulations, such as

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attending conferences on behalf of an agency, conducting community relations campaigns, or conducting agency training courses.

(13) Contractors participating in any situation where it might be assumed that they are agency employees or representatives.

(14) Contractors participating as technical advisors to a source selection board or participating as voting or nonvoting members of a source evaluation board.

(15) Contractors serving as arbitrators or providing alternative methods of dispute resolution.

(16) Contractors constructing buildings or structures intended to be secure from electronic eavesdropping or other penetration by foreign governments.

(17) Contractors providing inspection services.

(18) Contractors providing legal advice and interpretations of regulations and statutes to Government officials.

(19) Contractors providing special non-law enforcement, security activities that do not directly involve criminal investigations, such as prisoner detention or transport and nonmilitary national security details.

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Acronyms

COR	Contracting Officer Representative
COTR	Contracting Officers Technical Representative
FAIR Act	Federal Activities Inventory Reform Act
FAR	Federal Acquisition Regulations
FOIA	Freedom of Information Act
FTE	Full Time Equivalents
FY	Fiscal Year
IG	Inherently Governmental
MEO	Most Efficient Organization
OCFO	Office of the Chief Financial Officer
OMB	Office of Management and Budget
PDF	Portable Document Format
PMA	President's Management Agenda
SEEP	Student Educational Employment Program
STEP	Student Temporary Employment Program
USDA	United States Department of Agriculture