

4 FAH-1 H-500 FUNCTION CLASSIFICATION STRUCTURE

4 FAH-1 H-510 FUNCTION CLASSIFICATION STRUCTURE

(TL:FMH-1; 04-15-1994)

4 FAH-1 H-511 PURPOSE

(TL:FMH-1; 04-15-1994)

The function classifications (codes, titles and definitions) are used to show the purpose and account for:

- (1) Budget estimates;
- (2) Financial plans;
- (3) Funds available;
- (4) Obligations;
- (5) Expenditures and costs for programs;
- (6) Management and budget resource issues; and
- (7) Activities, as applicable under each of the Department's appropriations and other fund symbols.

The object classifications, which identify the kinds of services, materials and other resources, are set forth in 4 FAH-1 H-600 .

4 FAH-1 H-512 SCOPE AND APPLICABILITY

(TL:FMH-1; 04-15-1994)

a. Function codes apply to:

- (1) All Bureaus;
- (2) Posts;
- (3) Offices and Organization Units with fund authorizations; and
- (4) Allotments and/or operating allowances.

No obligation document or record, e.g., contract, purchase order, travel order, miscellaneous/recurring obligation, etc., and bulk obligations for American salaries and Foreign Service National salaries, will be accepted in the Accounting System without the proper function code(s). The liquidations (accrued expenditures) and obligations for American and FSN salaries by function, will be computed from Payroll Systems.

b. The function classification structure is defined and applied as follows:

- (1) A single function classification structure and set of codes will meet the Department's requirements for identifying and classifying the programs and activities under the Department's appropriations and other fund symbols.
- (2) Function classifications are required for reporting all allocated resources; for collecting costs and performance reporting; for summarization of financial information for **Budget, Foreign Affairs Administrative Support**, and **Management** purposes; and for **Budgeting**.
- (3) The functional structure is universal. All transactions must be coded under **one functional structure**. Assign one function code to a transaction.
- (4) It is an independent classification dimension. The functional classification cannot be dependent on, impinge on, duplicate, or conflict with other classification dimensions such as appropriation, organization, and object class.
- (5) It is a hierarchical structure. The functional structure has four levels: function, subfunction, functional element, and activity. The function structure, elements and levels, 4-digit codes, are defined as follows:
 - (a) **Function**—the natural, proper and characteristic actions of Department of State and serviced Agencies, i.e., quality, trait, or fact so related to the mission of the organization(s) that it is dependent upon and varies with that mission.

- (b) **Subfunction**—under, below, beneath “function”.
- (c) **Functional element**—one of the constituent parts, principles, or traits of the subfunction or function.
- (d) **Activity**—state of action, physical motion; a force that activates within the functional element.

c. Transactions chargeable to Regional Bureau S&E allotment authorities and allotments, and to Post S&E Program and FAAS allotments are usually coded as indicated at the right of the function definition or title in this section. This is the same coding scheme as used in 4 FAH-1 H-614 for subobjects, as follows:

A	Posts	4XXX, 5XXX Allotments
B	Regional Bureaus	4XXX, 5XXX Allotments
C	Regional and Functional Bureaus	10XX and 20XX Allotments

- d. Post 1XXX, 2XXX, 3XXX and 6XXX allotments under applicable appropriations/funds are coded as indicated by “A”, and/or as directed by the “Financial Coordinators” issuing the allotments.
- e. Post transactions chargeable to Washington-held allotments are coded as directed by the “Allottee” for the applicable expenses as defined in this section.
- f. Post transactions for Security Operations, Counter-Terrorism and Security Enhancement are classified as shown by the applicable function codes under 5700 and 5800, **Diplomatic Security** and the **Security Resource Classifications for Posts’ Funds by Area**, 4 FAH-1 H-532 , and as directed by DS Bureau for 1XXX Allotments.
- g. Transactions under 7000, Acquisition, Operation, and Maintenance of Buildings Abroad, are coded as directed by the Office of Foreign Buildings for the appropriate expenses as defined in this section. Posts use the same codes as those indicated in the allotments.
- h. Cost information shall be accumulated and reported by function, subfunction, and functional element. Where necessary to meet specific management requirements, cost information may be accumulated for activities, subactivities, cost categories and budget resource/project codes. (See 4 FAM 000, 030 , 031.3 and 037.1.2).

4 FAH-1 H-513 FUNCTION CODES, TITLES AND DEFINITIONS

(TL:FMH-1; 04-15-1994)

- a. The Department's uniform function codes, titles and definitions are prescribed in this section. The new function codes consist of 4 digits in the 1000 to 9000 series as listed below.
- b. Definitions of the functional classifications are provided to enable individuals in diverse organizations to have complete information when assigning codes. Brief definitions are shown when the functional purposes are generally known and understood. To avoid duplication, definitions are not shown for many of the subfunctions, functional elements and activities.
- c. Funds available and financial plans may be shown at the resource code and major functional levels. Obligations, expenditures and costs are accounted for at the lowest function, activity and object code levels for each major category. Function title abbreviations, limited to 20 positions, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

NOTE: Management and Budget Resource/Project classifications as required, are shown in 4 FAH-1 H-530 which follows. Cost categories are shown in 4 FAH-1 H-540 .

4 FAH-1 H-514 BUDGET ACTIVITIES

(TL:FMH-1; 04-15-1994)

The Department of State's Budget Activity classifications are assigned, defined, developed and controlled by the Office of Budget and Planning (FMP/BP). Budget Activity codes may be entered in the Budget Resource Project code field at the direction of FMP/BP. Budget Activities are defined as follows.

- (1) **Executive Direction and Policy Formulation**—The Secretary is assisted in the formulation of policy and direction of the Department's activities by appropriate staff officers, specialized offices, and functional and regional bureaus of the Department. Public Affairs, Congressional Affairs, Inspection, Audit, and Investigation activities, and policy and program reviews are included.

- (2) **Inspections and Audits**—Evaluating the effectiveness and efficiency of the management and financial operations of the Department and overseas Posts.
- (3) **Conduct of Diplomatic Relations**—This includes representation of the United States and its citizens abroad, primarily for political and economic negotiations and for reporting and analysis.
- (4) **Conduct of Consular Affairs**—Activities included are overseas and domestic visa and American citizen services. Visa services involve the issuance, denial, and adjudication of immigrant and nonimmigrant visas; refugee processing; and visa fraud detection and investigation. American citizen services include the issuance of passports, emergency assistance to American citizens abroad, and passport fraud detection and investigation.
- (5) **Professional Training and Development**—Training and development of officers and employees of the Foreign Service and the Department, and officers and employees of other Government agencies for whom training and instruction in the field of foreign relations is necessary. Orientation and language training for family members of officers and employees of the Government in anticipation of the assignment abroad. Training and instruction is designed and structured by the Institute, pursuant to statutory requirements, and in response to stated needs of the Department and other agencies involved in the conduct of foreign affairs.
- (6) **Communications Systems**—Activities and programs include:
 - (a) Communications support for the Secretary and Special Representatives of the President;
 - (b) Special purpose communications facilities, emergency communications, classified information handling systems, the Department's communications center and electrical transmission links;
 - (c) Communications radio/satellite operations;
 - (d) Upgrade, expansion and repair of Communications Systems;
 - (e) Communications Systems Security; and
 - (f) Courier and mail service and other as required.
- (7) **Security**—Security activities and programs include:

- (a) The Department's Command Center;
 - (b) Domestic operations;
 - (c) Investigations and evaluations;
 - (d) VIP protection;
 - (e) Overseas security operations;
 - (f) Overseas physical security;
 - (g) Overseas local guard program;
 - (h) Security vehicles and modifications; and
 - (i) Special security functions as required.
- (8) **Information Systems**—Information systems programs include:
- (a) The Foreign Affairs and Regional Administrative Management Information/Data Processing Centers;
 - (b) Standards programs;
 - (c) Systems design and programming; and
 - (d) User support services.
- (9) **Medical**—Medical programs and activities include:
- (a) Hospital care;
 - (b) Environmental health and preventive medicine;
 - (c) Mental health programs;
 - (d) Health units;
 - (e) Medical examinations and clearances; and
 - (f) Special overseas activities.
- (10) **Administrative and Staff Activities**—These include normal domestic and overseas administrative services such as personnel, budgeting, accounting, and procurement.
- (11) **Acquisition, Operation, and Maintenance of Buildings Abroad**—The Foreign Buildings program constructs, acquires by

purchase, or lease, office space and housing for the Foreign Service and other Foreign Affairs agencies of the United States Government abroad.

- (12) **Diplomatic Relations through International Organizations**—In collaboration with other Government agencies, U.S. policy is developed and coordinated on political and security issues and in such specialized fields as world health, education, and labor activities. Included are resources to support U.S. Missions to International Organizations abroad, as well as domestically-located Missions to the United Nations and Organization of American States.
- (13) **Office and Housing Facilities and Other Support Activities**—These include office and housing facilities and services, not otherwise classified (NOC):
- (a) Post Assignment Travel, travel and transportation of persons, and transportation of things;
 - (b) Utilities and rents;
 - (c) Communications, telegrams, telephone, postage, etc.;
 - (d) Printing and reproduction;
 - (e) Vehicle repair and maintenance;
 - (f) Supplies and materials, equipment; and
 - (g) Official residence expense.
- (14) **Other Budget and Function Classifications**—These include expenses, not otherwise classified (NOC):
- (a) Benefits for former employees, Foreign Service Retirement and Disability Fund (Trust Fund and Permanent Fund);
 - (b) Grants, Subsidies and contributions;
 - (c) Insurance claims and indemnities;
 - (d) Miscellaneous trust fund;
 - (e) Gifts and bequests, UNESCO;
 - (f) International Center;
 - (g) Proprietary Receipt Accounts, Intrafund transactions;

- (h) Net financing adjustments (IBWC, FBO, FBO-FC), Proceeds of sale (FBO and other);
- (i) Net change in unobligated balances, Refunds, Repayments, Interest payments, Lapses;
- (j) Conditional Gift Fund;
- (k) Iran-U.S. Claims Tribunal;
- (l) Emergency Communications;
- (m) U.S.-Canada Boundary Adjudication Project, Conference on Security and Disarmament in Europe (CDE); and
- (n) American Institute in Taiwan.

4 FAH-1 H-515 THROUGH H-519 UNASSIGNED