

**Department of the Interior
Budget Object Class Codes and Definitions
FY 2008**

The use of correct Budget Object Codes (BOC) drives the general ledger posting of most transactions. The amounts in certain general ledger accounts must be verifiable to specific items purchased as outlined in Departmental accounting system specifications. The Departmental BOC Team did not approve any changes to the handbook this fiscal year. The 2008 version of the Office of Management and Budget (OMB) Circular A-II, *Preparation and Submission of Budget Estimates*, resulted in changes to BOCs 25.6 and 94.0 in this Departmental handbook.

Instructions: When assigning a BOC to a transaction, please use the BOC from the attached list that best fits the transaction. BOCs are to be assigned to all transactions, including those associated with charge card payments and the remote data entry of obligations and payments. If you are unsure of the proper BOC to use, review the attached appendix that defines BOCs or contact your Regional Budget Office or Finance Office for advice.

CHANGES EFFECTIVE FY 2008

The 2008 changes to BOCs are reflected in this handbook and are summarized below for information purposes; the definitions are provided in Appendix A of this document. DOI will continue to refine the BOC definitions to provide exact descriptions of business transactions. This will be a continual process as the Department moves toward new system applications.

- A. Obsolete Codes. For FY 2008, there were no obsolete codes identified by the bureaus/offices.
- B. Restored Codes. For FY 2008, there were no restored codes identified by the bureaus/offices.
- C. New Codes. For FY 2008, there were no new codes identified by the bureaus/offices.
- D. Definition Changes -- See Appendix A for definition changes.

Budget Object Class Codes and Definitions

10 PERSONNEL COMPENSATION AND BENEFITS

This major object class consists of Object Classes 11, 12, and 13.

11 PERSONNEL COMPENSATION

Compensation directly related to duties performed for the Government by Federal civilian employees, military personnel, and non-Federal personnel.

11.1 Full-time permanent - For full-time civilian employees with permanent appointments. Full-time permanent employees are those who are full-time civilian employees with permanent appointments as defined by the Office of Personnel Management (OPM). The nature of the employee's appointment is controlling, not the nature of the position. For this object class, include full-time permanent employees in the:

- Competitive Service with career and career-conditional appointments.
- Excepted Service whose appointments carry no restriction or condition. Include those serving trial periods or whose tenure is equivalent to career-conditional tenure in the Competitive Service. Exclude those serving on indefinite appointments and appointments limited to a specific time.
- Senior Executive Service (SES) with career appointments as defined in 5 U.S.C. 3132(a)(4) and non career appointments as defined in 5 U.S.C. 3132(a)(7).

Refer to your agency's human resources office for assistance on the types of appointments for staff in your agency.

Include:

- Regular salaries and wages paid to the employees (some of which may be withheld from the employee's check to pay taxes, to pay bill in a credit union, or to pay the employee's share of life a health insurance).
- Other payments that become part of their basic pay (for example, geographic differentials, and critical position pay).
- Regular salaries and wages paid while the employees are on paid leave, such as annual, sick, or compensatory leave.
- Lump sum payments for annual leave upon separation (also known as terminal leave payments).

Exclude:

- Compensation above the basic rate, for example, overtime or other premium pay, which will be classified in object class 11.5, Other Personnel Compensation.
- Full-time temporary employees who are full-time civilian employees with

temporary appointments as defined by OPM who will be classified in object class 11.3, Other than full-time permanent. The following revised BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices:

- 11.1A FTP Regular Civilian (GS and equivalent pay system)
- 11.1B FTP Federal Wage System and Administratively Determined/Negotiated (General Wage System)
- 11.1C FTP Consultant/Expert/Advisory Committee Member
- 11.1E FTP Other Employees
- 11.1F FTP Terminal Leave-Lump Sum Payments
- 11.1G FTP Leave Assessment
- 11.1T FTP Time Off Awards

11.3 Other than full-time permanent – Regular salaries and wages paid to civilian employees for part-time, temporary, or intermittent employment (see note below).

Include:

- Part-time permanent employees, that is, employees with appointments require work on a prearranged schedule of fewer hours or days of work than prescribed for full-time employees in the same group or class.
- Temporary employees, that is, employees with appointments for a limited period of time that is generally less than a year. For example:
 - (a) full-time temporary employees,
 - (b) seasonal employees without permanent appointments,
 - (c) employees with term appointments, and
 - (d) employees with indefinite appointments.
- Personnel appointments and advisory committees.
- Intermittent employees, that is, employees with appointments that require work on an irregular or occasional basis and who are paid only for the time actually employed or services actually rendered.

Note: For personal services contracts with individuals, who are classified by OPM as Federal employees, classify the basic pay in this object class and classify compensation above the basic pay in object class 11.5, Other personnel compensation. On the other hand, classify the payments to a contractor principally for the personal services of a group of the contractor's employees according to the type of contract involved (for example, classify personal services contracts for operation and maintenance of facilities under object class 25.4).

The following revised BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 11.3A OTP Regular Civilian (GS and equivalent pay systems)
- 11.3B OTP Federal Wage System and Administratively Determined/Negotiated (General Wage System)
- 11.3C OTP Consultant/Expert/Advisory Committee Member
- 11.3E OTP Other Employees
- 11.3F OTP Terminal Leave-Lump Sum Payments
- 11.3G OTP Leave Assessment
- 11.3T OTP Time Off Award

11.5 Other personnel compensation – Compensation above the basic rates paid directly to civilian employees. Include:

- Overtime, which is pay for services in excess of the established work period as defined in 5 U.S.C. 5542, standby duty and administratively uncontrollable overtime as defined in 5 U.S.C. 5545, and unscheduled availability duty hours for criminal investigations as defined in 5 U.S.C. 5545(a).
- Holiday pay as defined in 5 U.S.C. 5546(b).
- Night work differential, which is pay above the basic rate for regularly scheduled night work.
- Post differentials, which are authorized under 5 U.S.C. 5925 above the basic rate for service at hardship posts abroad that are based upon conditions of environment substantially different from those in the continental United States and warrant additional pay as a recruitment and retention incentive.
- Hazardous duty pay, which is pay above the basic rate because of assignments involving performance of duties that subject the employee to hazards or physical hardships.

Note: Post differentials and hazardous duty pay result from the job or services performed. For example, a job performed at a hardship post abroad or under hazardous duty is different from what might appear to be the same job performed elsewhere and under non-hazardous conditions. Hence, both are classified with other pay in object class 11 and not as benefits in object class 12. By contrast, compensation in the form of cost of living allowances are classified as benefits in object class 12 because they do not result from the job or services performed. The cost for a job in one locale is different from the same job in another locale simply because the cost of living is higher in one locale.

- Supervisory differential, which is pay above the basic rate to adjust the compensation of a supervisor to a level greater than the highest paid subordinate. The differential applies to a General Schedule employee who supervises one or more employees not covered by the General Schedule.
- Cash incentive awards, which are payments for cash awards that do not become part of the Federal civilian employee's basic rate of pay, such as those authorized under 5 U.S.C. 4503, 4504, 4505(a), 4507, and 5384.

- Other payments above basic rates, which are payments for other premium pay, such as stand-by pay and premium pay in lieu of overtime and special pay that is paid periodically during the year in the same manner and at the same time as regular salaries and wages are paid.

Exclude other payments which are classified in object class 12.1, Civilian personnel benefits.

- Royalties to Federal scientists and inventors which may last up to 17 years and may be paid after the employee has left Federal service or to the employee's beneficiary. The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 11.5A Overtime (includes FLSA)
- 11.5B Awards – Monetary
- 11.5C Interest on Back Pay
- 11.5D Credit Hours – Paid
- 11.5E Awards – non-Monetary
- 11.5F Paid Holidays Worked
- 11.5G Other Compensation – Leave Assessment
- 11.5H Environmental/Hazardous Duty Pay
- 11.5J Premium Pay – Standby
- 11.5K Premium Pay – in lieu of Overtime
- 11.5M Compensatory Time – Paid (FLSA non-exempt employees only)
- 11.5N Extra-curricular activities stipend – in lieu of Premium Pay or Compensatory Pay
- 11.5P Post Differentials – Foreign
- 11.5Q Post Differentials – non-Foreign
- 11.5R Royalties to Federal Scientists and Inventors
- 11.5T0 Sunday Pay (FBMS)
- 11.5V Night Work Differential
- 11.5X Penalty Pay
- 11.5X0 Penalty Pay (FBMS)
- 11.5Y Staffing Differential
- 11.5Z Supervisory Differential

11.8 Special personal services payments – Payments for personal services that do not represent salaries or wages paid directly to Federal employees and military personnel. Include payments for:

- Reimbursable details, that is, payments to other accounts for services of civilian employees and military personnel on reimbursable detail (both compensation and personnel benefits).
- Reemployed annuitants, that is, payments by an agency employing an annuitant to reimburse the Civil service retirement and disability fund for the annuity paid to that employee under 5 U.S.C. 8339 through 8344.

- Non-Federal civilians, such as witnesses; casual workers, patient and inmate help, and allowances for trainees and volunteers.
- Salary equalization (authorized under 5 U.S.C. 3372 and 3584) to individuals on leave of absence while employed by international organizations or State and local governments, when the equalization payment is 50 percent or less of the person's salary.
- Staff of former Presidents paid by GSA under 3 U.S.C. 102(b).

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 11.8A Non-Federal Employee Compensation
- 11.8B Federal Employee Compensation
- 11.8D Emergency Firefighter (EFF) Pay
- 11.8P CSRS Reimburse - Reemployed Annuitant
- 11.8R FERS Reimburse - Reemployed Annuitant

12 & 13 PERSONNEL BENEFITS

Comprised of the Government's share of benefits paid for employee's incident to their employment, employer's fringe contributions, certain benefits paid directly to employees, and certain reimbursable moving expenses.

12 CIVILIAN PERSONNEL BENEFITS

Benefits for currently employed Federal civilian, military, and certain non-Federal personnel. Exclude benefits to certain former civilian and military personnel that are classified in Object Classes 13.0 and 42.0.

- 12.1 Civilian personnel benefits - Cash payments (from the agency, not funds withheld from employee compensation) to other funds for the benefit of Federal civilian employees or direct payments to these employees.

Includes payments to or for certain non-Federal employees as required by law. Non-federal civilian employees are employees who are not reportable to OPM as Federal employees, such as witnesses, casual workers, trainees, and volunteers. For example, Peace Corps and VISTA volunteers, Job Corps enrollees, and U.S.D.A. Extension Service Agents.

Civilian personnel benefits include:

- Insurance and annuities, which are the employer's share of payments for life insurance, health insurance, employee retirement (including payments to finance fiduciary insurance costs of the Federal Retirement Thrift Investment Board), work injury disabilities or death and professional liability insurance (which are payments to reimburse qualified Federal

employees for up to one half the cost of professional liability insurance premiums, as authorized by PL. 104-208 and amended by PL 106-58).

- Recruitment, retention, and other incentives, such as:
 - Payments above the basic rate for recruitment bonuses, relocation bonuses, and retention allowances authorized by 5 U.S.C. 5753 and 5754.
 - Relocation and other expenses related to permanent change of station (PCS), except expenses for travel and transportation and the storage and care of vehicles and household goods (see subsection 83.8 of the A-11).
 - Cash allowances for separate maintenance, education for dependents, transfers for employees stationed abroad, and personal allowances based upon assignment or position, and overseas differentials,
 - Cost-of-living allowances (COLAs) as authorized under U.S.C. 5924 and 5941 and other laws.

Note: COLAs are classified as benefits in Object Class 12 (and not as compensation in Object Class 11) because they are not related to the job or service performed.

- Student loan repayment authorized by 5 U.S.C. 5379.
- Other allowances and payments such as allowances for uniforms and quarters, special pay that is paid in a lump sum (such as compensatory damages or employee settlements), reimbursements for notary public expenses, and subsidies for commuting costs, that is, payments to subsidize the costs of Federal civilian employees in commuting by public transportation.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices:

- 12.1A Contributions - Medicare
- 12.1B Contributions - OASDI
- 12.1C Retention Allowance - Payments above the basic rate for retention
- 12.1D Public Transportation Benefits
- 12.1E Contributions - Thrift Plan Basic (1%)
- 12.1F Contributions - Thrift Plan Match (5%)
- 12.1G Personnel Benefits - Leave Assessment
- 12.1H Contributions - Accident Comp - OWCP
- 12.1i Lost Thrift Savings Earnings
- 12.1J Contributions - CSRS Retirement
- 12.1K Contributions - FERS Retirement
- 12.1L Longevity Pay - Park Police

- 12.1M Recruitment Bonus - Payments above the basic rate for recruitment
- 12.1N Allowances – Non-Foreign (COLA)
- 12.1O Allowances - Foreign
- 12.1P Contributions - Park Police Retirement
- 12.1Q Contributions - Park Police Medical
- 12.1R Allowances - Quarters, Meals, Uniforms, and Electricity (Uniform allowance when paid directly to employee in cash)
- 12.1S Employee Settlements (not court-ordered)
- 12.1T Contributions - Life Insurance/Professional Liability Insurance
- 12.1U Allowances - Visual Identity Apparel (USGS)
- 12.1W Contributions - Health Benefits
- 12.1X0 General Overhead Assessment (FBMS)
- 12.1Y Other Employee Benefits
- 12.1Z Employer Contribution Tax Fringe Benefits –
- 12.1Z0 Employer Contribution Tax Fringe Benefits (paid directly to the employee) (FBMS)
- 12.11 Relocation Bonus
- 12.12 Relocation - Subsistence in Temporary Quarters
- 12.13 Relocation - Real Estate Transactions (Direct Reimb.)
- 12.14 Relocation - Relocation Service Contractor
- 12.15 Relocation - Income Tax Allowance (RITA) and Withholding (WTA)
- 12.16 Relocation - Miscellaneous Moving Allowance
- 12.17 Relocation - Home Sale Incentive
- 12.18 Extended Assignment Incentives

13 BENEFITS FOR FORMER PERSONNEL

Benefits for former officers and employees or their survivors that are based on (at least in part) the length of service to the Federal Government.

Include:

- Retirement benefits in the form of pensions, annuities, or other retirement benefits paid to former military and certain civilian Government personnel or to their survivors.

Exclude payments from retirement trust funds, which are classified as insurance claims and indemnities under object class 42.0.

- Separation pay, which are severance payments to former employees who were involuntarily separated through no fault of their own and voluntary separation

incentive (VSI) payments, also known as "buy-outs" to employees who voluntarily separate from Federal service.

- Payments to other funds for ex-Federal employees and ex-service personnel (e.g., agency payments to the unemployment trust fund for ex-employees and one-time agency payments of final basic pay to the civil service retirement fund for employees who took the early-out under buy-out authority) and other benefits paid directly to the beneficiary. Also includes Government payment to the employees' health benefits and life insurance funds for annuitants.

Exclude:

- In-kind benefits, such as hospital and medical care, which are classified under the object class representing the nature of the items purchase.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 13.0A Severance Pay
- 13.0B Labor Department Unemployment Compensation
- 13.0C Full-time Permanent Employees - Voluntary Separation Incentive Payment
- 13.0D Less than Full-time Permanent Employees - Voluntary Separation Incentive Payment
- 13.0E Early Buyout Payment - OPM – 9 percent (FBMS)
- 13.0F Early Buyout Payment - OPM – 15 percent (FBMS)
- 13.0G Other Employee Benefits
- 13.0A0 Former Personnel – Severance Pay (FBMS)
- 13.0B0 Former Personnel – Unemployment Compensation (FBMS)
- 13.0C0 Former Personnel – Full-Time Employees – Voluntary Separation (FBMS)
- 13.0D0 Incentive Program (FBMS)
- 13.0G0 Former Personnel – Other Employee Benefits (FBMS)

20 CONTRACTUAL SERVICES AND SUPPLIES

This major object class covers purchases of contractual services and supplies in Object Classes 21.0 through 26.0.

21 TRAVEL AND TRANSPORTATION OF PERSONS

Travel and transportation costs of Government employees and other persons, while in an authorized travel status, that are to be paid by the Government either directly or by reimbursing the traveler. This Object Class consists of both travel away from official stations subject to regulations governing civilian and military travel, and local travel and transportation of persons in and around the official station of an employee.

Include:

- Contracts to transport people from place to place, by land, air, or water, such as commercial transportation charges; rental or lease of passenger cars; charter of trains, buses, vessels, or airplanes; ambulance service or hearse service; and expenses incident to the operation of rented or chartered conveyances. (Rental or lease of all passenger carrying vehicles is to be charged to this object class, even though such vehicles may be used incidentally for the transportation of things.)
- Vehicle transportation away from a designated post of duty. Includes mileage allowances for use of privately owned vehicles and related charges that are specifically authorized (such as highway and ferry tolls). It includes rental or lease of passenger motor vehicles from Government motor pools for use while in authorized travel status. Also bus, subway, streetcar, and taxi fares (including tips).
- Subsistence for travelers which are payments to travelers of per diem allowances or reimbursement of actual expenses for subsistence. Other types of subsistence payments are classified in Object Class 25.8.
- Incidental travel expenses which are other expenses directly related to official travel, such as baggage transfer, and telephone and telegraph expenses as authorized by travel regulations.

To accomplish the mission of the Department, employees travel extensively domestically and to foreign countries. In addition, relocation costs are tracked for Congressional and Departmental management reporting. In order to accurately capture these costs for internal and external reporting requirements, BOC 21.0 is separated into three sub-categories. The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

21.1 Non-Foreign Travel

- 21.1A Non-Foreign ATM Travel Advance Expense
- 21.1B Non-Foreign Travel Management Center Transaction Fees
- 21.1C Non-Foreign Commercial Transportation - Tourist Class
- 21.1D Non-Foreign Employee Per Diem
- 21.1F Non-Foreign Transportation - Exceeds Tourist
- 21.1i Non-Foreign Other Incidental Expenses
- 21.1L Non-Foreign Local Travel
- 21.1P Non-Foreign POV Mileage Allowance
- 21.1R Non-Foreign Passenger Vehicle Rental
- 21.1T Non-Foreign Taxi Fare
- 21.1U Non-Foreign Late payment Costs Payable to Employees
- 21.10 Non-Foreign Travel

21.2 Foreign Travel

- 21.2A Foreign - ATM Travel Advance Expense
- 21.2B Foreign - Travel Management Center Transaction Fees
- 21.2C Foreign - Commercial Trans - Tourist Class

- 21.2D Foreign - Employee Per Diem
- 21.2i Foreign - Other Incidental Expenses
- 21.2L Foreign - Local Travel
- 21.2P Foreign - POV Mileage Allowance
- 21.2R Foreign - Passenger Vehicle Rental
- 21.2T Foreign - Taxi Fare
- 21.2U Foreign - Late Payment Costs Payable to Employees

21.3 Travel Associated with Relocation

- 21.3A Non-Foreign ATM Travel Advance Expense
- 21.3B TMC Transaction Fees
- 21.3C Non-Foreign Commercial Transportation - Tourist Class
- 21.3D Non-Foreign Employee Per Diem
- 21.3F Non-Foreign Transportation-Exceeds Tourist
- 21.3i Non-Foreign Other Incidental Expenses
- 21.3L Non-Foreign Local Travel
- 21.3P Non-Foreign POV Mileage Allowance
- 21.3R Non-Foreign Passenger Vehicle Rental
- 21.3T Non-Foreign Taxi Fare
- 21.3U Non-Foreign Late Payment Cost Payable to Employees
- 21.3V Non-Foreign Per Diem - House Hunting
- 21.3W Non-Foreign Transportation - Advance House Hunting

21.9 Student Travel

- 21.9D Daily Bus Pupil To/From School
- 21.9H Pupil Travel
- 21.9M Pupil Field Trips - Federal
- 21.9N Pupil Field Trips - Non-Federal
- 21.9O Non-Pupil Travel - Begin/End Term

Discounts and Interest

- 21.98 Discount - Travel
- 21.99 Interest - Travel

22 TRANSPORTATION OF THINGS (INCLUDING ANIMALS)

The care of such things while in process of being transported and other services incident to the transportation of things.

Include:

- Freight and express charges by common carrier and contract carrier, including freight and express, switching, crating, refrigerating, and other incidental expenses.
- Trucking and other local transportation charges for hauling, handling, and other services incident to local transportation, including contractual transfers of supplies and equipment.

- Mail transportation charges for express package services (i.e., charges for transporting freight) and postage used in parcel post. (Exclude other postage and charges that are classified under Object Class 23.3)
- Transportation of household goods related to permanent change of station (PCS). Payments to Federal employees for transportation of household goods and effects or house trailers in lieu of payment of actual expense when payment is for transfer of personnel from one official station to another. Charges for other PCS expenses are classified under Object Class 12.1, 12.2, 21.0, or 25.2, as appropriate.

Exclude:

- Transportation paid by a vendor, regardless of whether the cost is itemized on the bill, for the commodities purchased by the Government.)

To assist in the capturing of freight costs specifically related to equipment and supplies or employee relocations, freight and shipping are separated into four separate categories. The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by bureaus/offices.

- 22.1 Freight and Shipping – Freight and express charges by common carrier and contract carrier, including incidental expenses.
 - 22.1A Freight - Equipment
 - 22.1B Freight - Other
 - 22.1C GSA Shipping Surcharges
- 22.2 Transportation and Trucking - Charges for hauling, handling, and other services incident to transportation, including contractual transfers of supplies and equipment.
 - 22.2C Truck Transportation - Rental of commercially owned trucks
 - 22.2D Truck Transport - Bureau Owned
 - 22.2E Truck Transportation - GSA Owned
- 22.3 Mail Transport and Package Services
 - 22.3A Mail Transport - Parcel Post
- 22.4 Transportation of Household Goods
 - 22.4F Transportation - Household Goods – Government Bill of Lading (GBL)
 - 22.4G Transportation - Household Goods - Non-GBL
 - 22.4K Transportation of Mobile Home
 - 22.4L Transportation of POV

22.9 Discounts and Interest

22.98 Discount - Transportation

22.99 Interest - Transportation

23 RENT, COMMUNICATIONS, AND UTILITIES

Payments for the use of land, structures, or equipment owned by others and charges for communication and utility services. Object Class 23 covers Object Classes 23.1 through 23.3.

23.1 Rental payments to GSA - Payments to General Service Administration (GSA) for rental of space and rent related services. Direct obligations of rental of space and rent-related services assessed by the GSA as rent, formerly known as standard level user charges (SLUC).

Exclude:

- To a non-Federal source, which will be reported in Object Class 23.2, Rental payments to others.
- To agencies other than GSA for space, land, and structures that are subleased or occupied by permits, which will be classified in Object Class 25.3, Purchases of goods and services from Government accounts, regardless of whether the space is owned or leased by the agency other than GSA.
- For related services provided by GSA in addition to services provided under rental payments, e.g., extra protection or extra cleaning, which will be classified in Object Class 25.3, Purchases of goods and services from Government accounts.
- Payments for rental of transportation equipment, which are classified under object classes 21.0 and 22.0.

The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

23.1A Space Rental Payments to GSA

23.2 Rental payments to others - Payments to a non-Federal source for rental space, land, and structures. The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

23.2A Space Rental Payments to Others

23.2B Rental of Exhibit Space

23.3 Communications, utilities, and miscellaneous charges - Rental or lease of information technology equipment and services, postal services and rentals, and utility services.

Include:

- Rental or lease of information technology equipment, include any hardware or software, or equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, such as mainframe, mid-tier, and workstation computers. Exclude contractual services involving the use of equipment in the possession of others, such as computer time-sharing or data center outsourcing, which will be classified in Object Class 25.7, Operation and Maintenance of Equipment.
- Software license renewal, where the license agreement is only for use of the software and does not include software upgrades or maintenance, which would be classified in object Class 25.7, Operation and Maintenance of Equipment.
- Information technology services include data, voice, and wireless communication services, such as long-distance telephone services from other federal agencies or accounts. Excludes charges for maintenance of information technology and related training and technical assistance, when significant and readily identifiable in the contract or billing, which will be classified in Object Class 25.7, Operation and maintenance of equipment.
- Postal services and rentals include postage (exclude parcel post and express mail service for freight); contractual mail (include express mail service for letters) or messenger service; and rental of post office boxes, postage meter machines, mailing machines, and teletype equipment.
- Utility services (include heat, light, power, water gas, electricity, and other utility services).
- Telephone equipment and services including local and intercity voice and data usage, telegraph, facsimile, radio, audio/video and data transmission terminal equipment and services. Telephone calls made by employees while in travel status and claimed on travel vouchers should be charged to Object Class 21.1i or 21.2i.
- Equipment rental or lease. Does not include charges for maintenance of leased equipment and technical assistance when significant and readily identifiable in the contract or billing, which are classified under Object Class 25. Includes periodic charges under lease-purchase agreements for equipment, except when the lease is essentially equivalent to an installment purchase. When the lease-purchase agreement is equivalent to an installment purchase, payments should be classified under Object Class 31.0. Payments under lease-purchase contracts for construction of structures are classified under Object Classes 32 or 43.

- Local transportation in and around a designated post of duty. Includes rental or lease of passenger motor vehicles from Government motor pools, or mileage allowances for use of privately owned vehicles and related charges that are specifically authorized (such as highway, and ferry tolls). Also bus, subway, streetcar, and taxi fares (including tips).
- Miscellaneous charges, for example, periodic charges under purchase rental agreements for equipment. (Payments subsequent to acquisition of title to the equipment should be classified under Object Class 31.0, Equipment.)

Exclude:

- Contractual services involving the use of equipment in the possession of others, such as computer time-sharing or data center outsourcing, which will be classified in Object Class 25.7, Operation and maintenance of equipment.
- Payments under lease-purchase contracts for construction of buildings, which will be classified in Object Class 32.0, Land and structures, or Object Class 43.0, Interest and dividends.
- Lease-purchase contracts for information technology and telecommunications equipment which will be classified in Object Class 31.0, Equipment.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 23.3A GSA Communications Non-FTS
- 23.3B GSA Communications FTS (includes FTS 2000)
- 23.3C Commercial Communications Charges - Local
- 23.3D Commercial Communications charges - Long Distance (includes electronic mail)
- 23.3E Wireless Communications
- 23.3F Telephone Equipment - Leases, Rentals, Repairs, and Maintenance
- 23.3G Postage
- 23.3H Postage - Box & Meter Rental
- 23.3J Express Mail
- 23.3K Utilities
- 23.3L Equipment Rental
- 23.3M Equipment Rental - Information Technology
- 23.3N Software Rental - Information Technology
- 23.3O Equipment Rental - Data Communications
- 23.3P Equipment Rental - Copiers
- 23.3Q Equipment Rental - Heavy (without operator)
- 23.3R Federal Voicemail Communications Services
- 23.3S Federal Data Communications Services

- 23.3T Commercial Voicemail Communications Services
- 23.3U Commercial Data Communications Services

23.9 Discounts and Interest

- 23.98 Discount - Rent, Communications & Utilities
- 23.99 Interest - Rent, Communications, & Utilities

24 PRINTING AND REPRODUCTION. Printing and reproduction obtained from the private sector or from other Federal entities:

- Typesetting and lithography.
- Duplicating.
- Standard forms when specially printed or assembled to order and printed envelopes and letterheads.
- Publication or notices, advertising, radio and television time.
- Photo composition, photography, blueprinting, photostating, and microfilming.
- The related composition and binding operations performed by the GPO, other agencies, or other units of the same agency on a reimbursable basis, and commercial printers or photographers

Note: In determining subclasses for administrative use, agencies may appropriately maintain a distinction between traditional printing technologies and photostatic reproduction.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 24.1A Printing & Reproduction – Government Printing Office (GPO)
- 24.1B Binding - GPO
- 24.1E Printing & Reproduction - Within Government, Not GPO
- 24.1F Binding - Within Government, Not GPO
- 24.2A Print & Reproduction - Commercial
- 24.2B Binding - Commercial
- 24.3C Copy Centers
- 24.3D Graphics Center

25 OTHER CONTRACTUAL SERVICES

Obligations for contractual services with non-Federal sources that are not otherwise classified will be reported under this object class, which covers 25.1 through 25.8.

- 25.1 Advisory and assistance services - Services acquired by contract from non-Federal sources (that is, the private sector, foreign governments, State and local governments, tribes), as well as from other units within the Federal Government. This object class consists of three types of services:

- Management and professional support services.
- Studies, analyses, and evaluations.
- Engineering and technical services.

Each is described in further detail below.

Management and professional support services.

- Services that assist, advise, or train staff to achieve efficient and effective management and operation of organizations, activities, or systems (including management and professional support services for information technology and R&D activities).
- Services that are normally closely related to the basic responsibilities and mission of the agency contracting for the services.
- Services that support or contribute to improved organization of program management, logistics, management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative/technical support for conferences and training programs.

Exclude:

Auditing of financial statements, which will be classified in object class 25.2, Other services.

Studies, analyses, and evaluations. Studies, analyses, and evaluations provide organized analytic assessments or evaluations in support of policy development, decision-making, management, or administration.

Include:

- Studies in support of information technology and Research and Development activities.
- Models, methodologies, and related software supporting studies, analyses, or evaluations.

Engineering and technical services. Engineering and technical services (excluding routine engineering services and operation and maintenance of information technology and data communications services).

Include:

- Services that support the program office during the acquisition cycle by providing such services as information technology architecture development, systems engineering, and technical direction (FAR 9.505–1(b)).
- Services that ensure the effective acquisition, operation, and maintenance of a major acquisition, weapon system or major system,

as defined in OMB Circular No. A-109 and in this Circular's supplement, *Capital Programming Guide*.

- Provide direct support of a major acquisition or weapons system that is essential to planning, Research and Development, production, or maintenance of the acquisition or system.
- Include information technology consulting services, such as information technology architecture design and capital programming, and investment control support services.
- Include software services such as implementing a web-based, commercial off-the-shelf software product that is an integral part of a consulting services contract.

Exclude:

- Information technology consulting services, which have large scale systems acquisition and integration or large scale software development as their primary focus. Classify these in object class 31.0, Equipment.
- Personnel appointments and advisory committees. Classify these in object class 11.3, Other than full-time permanent.
- Contracts with the private sector for operation and maintenance of information technology and telecommunication services. Classify these in object class 25.7, Operation and maintenance of equipment.
- Architectural and engineering services as defined in the Federal Acquisition Regulations (FAR) 36.102 (40 U.S.C. 541).
- Research on theoretical mathematics and basic medical, biological, physical, social, psychological, or other phenomena which will be classified in object class 25.5, Research and Development contracts.
- Other contractual services classified in object classes 25.2, Other services, through 25.8, Subsistence and support of persons, and 26.0, Supplies and materials.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 25.1A Contracts – Consulting
- 25.1B Contracts – Information Technology Support Services

25.2 Other Services - Report contractual services with non-Federal sources that are not otherwise classified under this object class.

Include:

- Auditing of financial statements when done by contract with the private sector. Exclude performance auditing by contract with the private sector,

which will be classified in Object Class 25.1, Advisory and assistance services and auditing of financial statements when done by contract with another Federal Government entity, which will be classified in Object Class 25.3, Purchases of goods and services from Government accounts.

- Typing and stenographic service contracts with the private sector.
- Purchases from State and local governments, the private sector, and Government sponsored enterprises that are not otherwise classified.
- Tuition for the general education of employees (e.g. for courses for credit leading to college or post graduate degrees). Exclude tuition for training closely-related to the basic responsibilities and mission of the agency, which are classified under Object Class 25.1, Advisory and assistance services.
- Fees and other charges for abstracting land titles, premiums on insurance (other than payments to the Office of Personnel Management) , and surety bonds.

Exclude:

- Advisory and assistance services contracts, which are classified under Object Class 25.1, Advisory and assistance services.
- Contractual services reported in other Object Classes 21.0, 22.0, 23.1-23.3, 24.0, 25.1, 25.3-25.8, and 26.0.
- Services in connection with the initial installation of equipment when performed by the vendor, which will be classified in Object Class 31.0, Equipment.
- Expenditure transfers between Federal accounts which are classified in Object Classes 25.3, Purchases of goods and services from Government accounts, and 92.0. Undistributed, as described below.
- Repair, and maintenance, and storage of vehicles and storage of household goods, which are reported in Object Class 25.7, Operation and maintenance of equipment.
- Repairs and alterations to buildings, which are classified in Object Class 25.4, Operation and maintenance of facilities, or 32.0, Land and structures, as appropriate.
- Subsistence and support of persons, which is classified as Object Class 25.8, Subsistence and support of persons.
- Research and development contracts which will be classified in object classes, Advisory and assistance services, 25.4; Operation and maintenance of facilities, and 25.5, Research and development contracts, as appropriate.
- Tuition for training closely-related to the basic responsibilities and mission of the agency, which are classified under Object Class 25.1, Advisory and assistance services.
- IT related services which should be classified in 25.1, 25.3, 25.7 or 31.0.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.2A	Contracts - Architectural & Engineering
25.2C	Contracts – Data Sets
25.2D	Contracts - Drilling
25.2E	Real Property, Appraisals, Titles, and Fees
25.2G	Direct State Services Vouchers
25.2i	Contracts - Indian Self-Determination Services
25.2J	Contracts - Consultants - non-advisory
25.2K	Non-Federal Contract Personnel
25.2L	Contracts – Airplanes & Helicopters
25.2M	Contracts - Mapping
25.2P	Contracts - Photo lab Operations
25.2Q	Contracts - Aerial Photography –
25.2R	Contracts - Professional Services
25.2S	Tuition
25.2T	Training/Conference Registration Fees
25.2U	Contracts - Studies
25.2V	Contracts - Training Services
25.2W	Advertising - Public Printer
25.2X	Advertising - Commercial
25.2Y	Student Expenses - Extracurricular
25.2Z	Other

- 25.3 Other purchases of goods and services from Government accounts - Purchases from other Federal Government agencies or accounts that are not otherwise classified.

Include:

- Rental payments to Federal government accounts other than the GSA Federal Buildings Fund.
- Interagency agreements for contractual services (including the Economy Act) for the purchase of goods and services, except as described below.
- Expenditure transfer between Federal Government accounts for jointly-funded grants or projects.
- Working Capital Fund – Heavy Equipment Fixed Charges for non-fleet equipment.

Exclude:

- Purchases from State and local governments, the private sector, and Government sponsored enterprises which will be classified in 25.2, Other services.

- Data communication services (voice, data, and wireless) from other agencies or accounts, which will be classified in Object Class 23.3, Communications, utilities, and miscellaneous charges.
- Agreements with other agencies to make repairs and alterations to buildings, which are classified in Object Classes 25.4, Operation and maintenance of facilities, or 32.0, Land and structures, as appropriate.
- Storage and maintenance of vehicles and household goods, which are classified in Object Class 25.7, Operation and maintenance of equipment.
- Subsistence and support of persons, which is classified in Object Class 25.8, Subsistence and support of persons.
- Development of software, or for software or hardware maintenance, which are classified in Object Classes 31.0, Equipment and 25.7, Operation and maintenance of equipment, respectively.
- Advisory and assistance services, which are classified in Object Class 25.1, Advisory and assistance services.
- Payments made to other agencies for services of civilian employees or military personnel or reimbursable detail, which are classified in Object Class 11.8, Special personal services payments.
- Contractual services classified under Object Classes 21.0, 22.0, 23.1-23.3, 24.0, 25.2, 25.4-25.8, and 26.0.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.3A	GSA Reimbursable Work Authority - Recurring
25.3B	GSA Reimbursable Work Authority - Non-recurring
25.3C	Rental Agreements for other Federal Agencies
25.3F	Fleet Usage
25.3G	Reimbursable Agreements - Internal
25.3H	Reimbursable Agreements - Other Agency
25.3M	WCF Information Technology & Related Services
25.3N	WCF Survey, Inspection, and Related Services
25.3O	WCF Bureau Operated Vehicles and Aircraft
25.3P	WCF Fixed Ownership Rate
25.3Q	WCF Science, Engineering, and Related Services
25.3R	WCF Equipment Use Charge
25.3S	WCF Overhead Assessed
25.3T	WCF Training Center
25.3U	Fleet Usage
25.3V	WCF Drilling and Related Services
25.3W	WCF Contributions/Billings
25.3X	WCF Water Studies, Lab Analyses, and Related Services
25.3Y	WCF Publications

25.4 Operation and maintenance of facilities - Operation and maintenance of facilities when done by contract with the private sector or another Federal Government account

Include:

- Government-owned contractor-operated facilities (GOCOs).
- Service contracts and routine repair of facilities and upkeep of land.
- Operation of facilities engaged in research and development activities.

Exclude:

- Alterations, modifications, or improvements to facilities and land, which will be reported in Object Class 32.0, Land and structures.
- Charges incurred for repairs and maintenance of buildings, and like items when done under contract. Contractual services for the operation of Bureau facilities, recreational facilities, campsites, visitor centers, etc. are classified under Object Class 25.4B.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.4A	Operation, Maintenance & Repairs - Buildings
25.4B	Operations, maintenance & Repairs – Other Structures & Facilities

25.5 Research and development contracts - Contracts for the conduct of basic and applied research and development.

Exclude:

- Advisory and assistance services for research and development (Object Class 25.1, Advisory and assistance services).
- Operation and maintenance of R&D facilities (Object Class 25.4, Operation and maintenance of facilities).

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.5A	Contracts – ADP Services
25.5C	Contracts – Consultants
25.5D	Private Sector - Research and Development

25.6 Medical care - Payments to private sector contractors as well as Federal agency contractors for medical care.

Include payments to:

- Medicare contractors.
- Private hospitals.
- Nursing homes.
- Group health organizations for medical care services provided to veterans.
- Carriers by the Employees and retired employee's health benefits fund and CHAMPUS.

Exclude:

- Contracts with individuals who are reportable under Office of Personnel Management regulations as Federal employees (Object Class 11.3, Other than full-time permanent, or 11.5, Other personnel compensation, as appropriate).
- Payments to compensate casual workers and patient help (Object Class 11.8, Special personal services payments).

The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.6M Medical and Health Care Services

25.7 Operation and maintenance of equipment - Operation, maintenance, repair, and storage of equipment, when done by contract with the private sector or another Federal Government account.

Include:

- Storage and care of vehicles and storage of household goods, including those associated with a permanent change of station (PCS). Obligations for other PCS expenses are classified under Object Class 12.1, 12.2, 21.0, or 22.0.
- Operation and maintenance of information technology systems, including maintenance that is part of a rental contract, when significant and readily identifiable in the contract or billing.
- Contractual services involving the use of equipment in the possession of others, such as computer time-sharing or data center outsourcing.

Exclude:

- Rental of information technology systems, services and other rentals, which are classified in Object Class 23.3, Communications, utilities, and miscellaneous charges.
- Contracts where the principal purpose is to develop or modernize software, which are classified in Object Class 31.0, Equipment.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.7A	Expenses - Storage
25.7B	Expenses - Shop
25.7C	Repairs & Maintenance - IT Equipment & Software
25.7D	Repairs & Maintenance - Vehicle
25.7E	Repairs & Maintenance - Other
25.7F	Service Facility - Research Center
25.7G	Service Facility - Heavy Equipment
25.7H	Service facility - Other
25.7I	Repairs & Maintenance - Equipment
25.7L	Maintenance - Voice communications Equipment
25.7M	Maintenance - Data Communications Equipment
25.7P	Storage of Household Goods under PCS

25.8 Subsistence and support of persons - Contractual services with the public or another Federal government account for the board, lodging, and care of persons, including prisoners.

Exclude:

- Travel items, which are classified under Object Class 21.0, Travel and Transportation of Persons.
- Hospital care, which is classified under Object Class 25.6, Medical care.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

25.8A	Subsistence and Lodging
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25.9 Discounts and Interest

25.98	Discount - Other Services
25.99	Interest - Other Services

26 SUPPLIES AND MATERIALS

Commodities that are:

- Ordinarily consumed or expended within one year after they are put into use.
- Converted in the process of construction or manufacture.
- Used to form a minor part of equipment or property.
- Other property of little monetary value that does not meet any of the three criteria listed above, at the option of the agency.

Include:

- Office supplies, such as pencils, paper, calendar pads, notebooks, standard forms (except when specially printed or assembled to order), unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands.
- Publications, such as pamphlets, documents, books, newspapers, periodicals, records, cassettes, or other publications whether printed, microfilmed, photocopied, or otherwise recorded for auditory or visual use that are off-the-shelf rather than specially ordered by or at the request of the agency. Excludes publication acquired for permanent collections, which are classified under Object Class 31.0, Equipment.
- Information technology supplies and materials, such as manuals, data storage media (CD-ROM, diskettes, digital tape), and toner cartridges for laser printers for fax machines. Excludes purchases of software, which should be classified in either Object Class 25.1, Advisory and assistance services, or Object Class 31.0, Equipment.
- Chemicals, surgical and medical supplies.
- Fuel used in cooking, heating, generating power, making artificial gas, and operating motor vehicles, trains, aircraft, and vessels.
- Clothing and clothing supplies, such as materials and sewing supplies used in manufacture of wearing apparel.
- Provisions such as food and beverages.
- Cleaning and toilet supplies.
- Ammunition and explosives.
- Materials and parts used in the construction, repair, or production of supplies, equipment, machinery, buildings, and other structures.
- Bulk commodities (including power) or stores inventory purchased for resale.

Exclude:

Charges for off-the-shelf software which should be classified in Object Class 25.1, Advisory and assistance services, if the purchase is an integral part of a consulting contract, or Object Class 31.0, Equipment, if the purchase is considered equipment.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

26.1A	Office Supplies & Materials - (Non-FEDSTRIP)
26.1B	Student Supplies & Materials
26.1C	Stores Inventory Acquisition
26.1F	Supplies - FEDSTRIP
26.1M	Motor Vehicles Supplies and Materials
26.1X	Laboratory Supplies
26.2A	Books

26.2F	Periodicals & Subscriptions
26.2J	Library Materials Not Books
26.3O	Information Technology Supplies & Materials
26.4A	Building Supplies
26.4B	Field Supplies
26.4J	Recurring Reimbursable GSA Special Work
26.4K	Non-Recurring Reimbursable GSA Special Work
26.4S	Seeds
26.5C	Employee Clothing and Clothing Supplies
26.5F	Food & Beverage - Human Consumption
26.5S	Employee Supplies - Safety
26.7A	Ammunition
26.9A	Animal Food (includes purchase of hay)
26.9B	Satellite Data
26.9C	Ink & Chemicals
26.9D	Acquisition of Data Sets
26.9F	Fuel - Motor Vehicle, Aircraft, Etc.
26.9G	Fuel - Cooking, Heating, Etc.
26.98	Discount - Supplies
26.99	Interest - Supplies

30 ACQUISITION OF ASSETS

This major object class covers Object Classes 31.0 through 33.0. Includes capitalized (that is, depreciated) assets and non-capitalized assets.

31 EQUIPMENT

Purchases of:

- Personal property of a durable nature, that is, property that normally may be expected to have a period of service of a year or more after being put into use without material impairment of its physical condition or functional capacity.
- The initial installation of equipment when performed under contract.

Include:

- Transportation equipment.
- Furniture and fixtures.
- Publications for permanent collections.
- Tools and implements.
- Machinery including construction machinery.
- Instruments and apparatus.
- Information technology hardware or software, custom and commercial off-the-shelf software, regardless of cost, such as central processing units (CPUs), modems, signaling equipment, telephone and telegraph equipment, and large scale system

integration services.

- Exclude software that is an integral part of consulting services contracts, as defined in object class 25.1, Advisory and assistance services. Also exclude rental of information technology systems and services, which are classified under object class 23.3, Communications, utilities, and miscellaneous charges.
- Armaments including special and miscellaneous military equipment.
- Payments for lease-purchase contracts for information technology and telecommunications equipment.

Exclude:

- Supplies and materials classified under object class 26.0, Supplies and materials; purchase of fixed equipment, which is classified under object class 32.0, Land and structures; and operation, maintenance and repair of equipment classified in object class 25.7, Operation and maintenance of equipment.

31.1 Equipment over capitalization threshold per property number/item.

Major equipment, furniture, and other personal property with an acquisition cost over the capitalization threshold per individual property number/item. Also used for property/equipment add-ons under either of the following two conditions; (1) the object class is used when the purchase price is at or above the capitalization threshold, or (2) when an item's original purchase price is below the threshold and there is an add-on during the same fiscal year that brings the value at or above the threshold.

Exclude:

- Systems furniture, regardless of cost, which will be classified under 31.2G, Non Capitalized - Furniture & Fixtures, Controlled

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

31.1A	Capitalized - Equipment
31.1B	Capitalized - Equipment On Loan
31.1D	Capitalized - Information Technology Software (over \$100,000)
31.1E	Capitalized - Information Technology Equipment
31.1H	Capitalized - Furniture & Fixtures
31.1J	Capitalized - Copier/Duplicator
31.1K	Capitalized - Heavy Machinery
31.1L	Capitalized - Transportation Equipment (Includes Horses)
31.1Z	Motor Vehicle Proceeds Expended

31.2 and 31.3 Equipment under capitalization threshold per property number/item.

Equipment, furniture, firearms, and other personal property with an acquisition cost under the capitalization threshold per individual property number/item. Includes capital leases. Any shipping or transportation costs charged by the contractor, and service charges for initial installation when performed under contract by the vendor is included in the acquisition cost. It is also used for property/equipment add-on costing less than the capitalization threshold, when the item being added to is not capitalized and the total cost of both the items being added to and the add-on is at or above the capitalization threshold, if the add-on will be paid for in a different fiscal year from the item being added to.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 31.2A Non-Capitalized - Controlled Equipment (including firearms)
- 31.2B Non-Capitalized - Non-Controlled Equipment
- 31.2D Non-Capitalized - Information Technology Software
- 31.2E Non-Capitalized - Information Technology Equipment, Controlled –
- 31.2F Non-Capitalized – Information Technology, Equipment, Non-Controlled
- 31.2G Non-Capitalized - Furniture & Fixtures, Controlled
- 31.2H Non-Capitalized - Furniture & Fixtures, Non-Controlled
- 31.2J Non-Capitalized - Copier/Duplicator
- 31.2K Non-Capitalized - Heavy Machinery
- 31.2P Non-Capitalized - Publications, Permanent Collections
- 31.2T Non-Capitalized - Vehicles (Includes Horses)
- 31.2X Artwork & Artifacts
- 31.3L Capital Lease - Equipment

31.9 Discounts and Interest

- 31.98 Discount - Equipment
- 31.99 Interest - Equipment

32 LAND AND STRUCTURES

Purchase and improvement (additions, alterations, and modifications) of land and structures.

Include:

- Land and interest in lands, including easements and rights of way.
- Buildings and other structures, including principal payments under lease-purchase contracts for construction of buildings.
- Nonstructural improvements of land, such as landscaping, fences, sewers, wells, and reservoirs.
- Fixed equipment when acquired under contract (whether an addition or a replacement). These are fixtures and equipment that become *permanently* attached to or a part of buildings or structures. Examples include elevators, plumbing, power-plant boilers, fire-alarm systems, lighting or heating systems, and air-conditioning or refrigerating systems. Include the cost of the initial installation when performed under contract.

Exclude:

- Routine maintenance and repair, which will be classified in object class 25.4, Operation and maintenance of facilities.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

32.1A	Capitalized - Land Acquisition
32.1B	Capitalized – Land Relocation Expenses
32.1E	Capitalized - Easements & Right-Of-Way
32.1L	Land or Mineral Interest Acquired and Held for Others
32.2B	Capitalized - Bridges - Constructed
32.2C	Capitalized - Bridges - Purchased
32.2D	Capitalized - Dams - Constructed
32.2E	Capitalized - Dams - Purchased
32.2R	Capitalized - Roads - Constructed
32.2S	Capitalized - Roads - Purchased
32.2Z	Capitalized - Other Non-Structure Improvements
32.3A	Capitalized - Land Acquisitions - Administrative Site
32.3B	Capitalized – Buildings
32.3C	Capitalized – Buildings
32.3H	Capitalized – Improvements
32.3L	Capital Lease – Buildings and Structures
32.3Y	Capitalized - Other Structures & Facilities – Constructed
32.3Z	Capitalized - Other Structures & Facilities— Purchased
32.4J	Capitalized - Major Machinery & Fixed Equipment
32.5A	Non-Capitalized - Land Acquisition
32.5E	Non-Capitalized - Easements & Right-Of-Way
32.6B	Non-Capitalized - Bridges – Constructed

32.6C	Non-Capitalized - Bridges – Purchased
32.6D	Non-Capitalized - Dams - Constructed
32.6E	Non-Capitalized - Dams - Purchased
32.6R	Non-Capitalized - Roads – Construction
32.6S	Non-Capitalized - Roads – Purchased
32.6Z	Non-Capitalized - Other Non-Structure Improvements
32.7A	Non-Capitalized - Land Acquisitions - Administrative Site
32.7B	Non-Capitalized - Buildings - Constructed
32.7C	Non-Capitalized - Buildings - Purchased
32.7H	Non-Capitalized - Improvements
32.7Y	Non-Capitalized - Other Structures & Facilities - Constructed
32.7Z	Non-Capitalized - Other Structures & Facilities - Purchased
32.8J	Non-Capitalized - Major Machinery & Fixed Equipment

32.9 Discounts and Interest

32.98	Discount - Land & Structures
32.99	Interest - Land & Structures

33 INVESTMENTS AND LOANS. Purchase of investments and loans.

Include:

- Stocks, bonds, debentures, and other securities that are neither U.S. Government securities nor securities of wholly-owned Federal Government enterprises.
- Temporary or permanent investments.
- Interest accrued at the time of purchase and premiums paid on all investments. Including payments over par value for the purchase of Government securities and discounts under par value on sales of Government securities.

In credit liquidating accounts, includes payments for defaulted loan guarantees in those cases where the default has not resulted in foreclosure, so that the Government acquires title to the note rather than title to physical assets. If payment occurs for which there is no asset property or enforceable notes so that the payment is a sunk cost, it should be included under Object Class 42.0.

For credit programs, see Section 185 of the OMB Circular A-11 for object classification related to defaults.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 33.1A Investments in Securities
- 33.2A Loans

40 GRANTS AND FIXED CHARGES

This major object class covers Object Classes 41.0 through 44.0.

41 GRANTS, SUBSIDIES AND CONTRIBUTIONS –

- 41.0 Grants, subsidies and contributions. Cash payments to States, other political subdivisions, corporations, associations, and individuals for:
- Grants (including revenue sharing).
 - Subsidies (including credit program costs).
 - Gratuities and other aid (including readjustment and other benefits for veterans, other than indemnities for death or disability).

Contributions to foreign countries, international societies, commissions, proceedings, or projects that are:

- Lump sum or quota of expenses.
- Fixed by treaty.
- Discretionary grants.

Taxes imposed by State and local taxing authorities where the Federal Government has consented to taxation (excluding the employer's share of Federal Insurance Contribution Act taxes) and payments in lieu of taxes.

Note: Obligations under grant programs that involve the furnishing of services, supplies, materials and the like by the Federal Government, rather than cash, are not charged to this object class, but to the object class representing the nature of the services, articles, or other items that are purchased.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

- 41.1C Cooperative Agreements
- 41.1G Grants
- 41.1P Payment in Lieu of Taxes (PILT) - Other Revenue Sharing
- 41.2A Subsidies, Contributions & Other Aid
- 41.2B Credit Reform Loan Subsidies
- 41.3A Indian Tribal Government Grant
- 41.4A Grants to Insular Areas

42 INSURANCE CLAIMS AND INDEMNITIES

42.0 Insurance claims and indemnities

Benefit payments from the social insurance and Federal retirement trust funds and payments for losses and claims including those under the Equal Access to Justice Act.

Include:

Social insurance and retirement payments for individuals from trust funds for:

- Social security.
- Medicare.
- Unemployment insurance.
- Railroad retirement.
- Federal civilian retirement.
- Military retirement.
- Other social insurance and retirement programs.

Insurance payments from Federal insurance revolving funds, such as the Bank insurance fund, for:

- Liquidation and insurance.
- Litigation settlements due receivers and trustees.
- Working capital outlays.
- Net case resolution losses.
- Other unpaid resolution obligations, not otherwise classified.

Other claim or indemnity payments:

- To veterans and former civilian employees or their survivors for death or disability, whether service-connected or not.
- Of claims and judgments arising from court decisions or abrogation of contracts; indemnities for the destruction of livestock, crops, and the like; damage to or loss of property; and personal injury or death.
- To or for persons displaced as a result of Federal and federally assisted programs, as authorized under 42 U.S.C. 4622-4624.
- For losses made good on Government shipments.
- From liquidating accounts on guarantees where no asset is received and where forgiveness is not provided by law.
- Payments to former employees or their survivors for death or disability, whether service connected or not.
- Payments to or for persons displaced as a result of Federal and federally assisted programs.

Note: Classify other payments by Federal insurance revolving funds to object classes to which they apply, for example classify premiums on investments in Object Classes 33.0, Investments and loans and interest expenses in Object Class 43.0, Interest and dividends.

The following BOC's have been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

42.1D	Tort Claims - Vehicle
42.1E	Tort Claims – Other
42.1F	Payments under NOFEAR Act
42.1J	Indemnities & Other Claims
42.1L	Loan Guarantee Defaults
42.1R	Loan Guarantee Default % Reduction

43 INTEREST AND DIVIDENDS

Include:

- Interest
 - Payments to creditors for the use of moneys loaned, deposited, overpaid, or otherwise made available.
 - Distribution of earnings to owners of trust or other funds.
 - Interest payments under lease-purchase contracts for construction of buildings.

Exclude:

- Interest portion of the payment of claims when a contract has been delayed by the Government. Classify these costs under the same object class used for the original contract.

The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

43.1A	Interest
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44 REFUNDS

Payments of amounts previously collected by the Government.

Include:

- Payments to correct errors in computations, erroneous billing, and other factors.

- Payments to former employees or their beneficiaries for employee contributions to retirement and disability funds (e.g., payments made when employees die before retirement or before their annuities equal the amount withheld).

Note: In the account receiving the refund, previously recorded obligations will be reduced in the appropriate object class(es) by the amount of the refund, if the refund is received in the same year as the obligations are reported.

The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

44.1A Refunds

90 OTHER This major object class covers object classes 91.0 through 99.5

91 UNVOUCHERED

91.0 Unvouchered

Expenditures made lawfully for confidential purposes, including authorized payments made by law enforcement personnel to informants, which are not subject to detailed vouchering or reporting.

The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

91.0A Unvouchered

92 UNDISTRIBUTED

92.0 Undistributed

Charges that cannot be distributed to the object classes listed above. The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

92.0A Undistributed

93 LIMITATION ON EXPENSES (MAX SYSTEM)

93.0 Limitation on Expenses

This object class is used when there is an annual limitation on administrative or other expenses for revolving and trust funds. (See Section 83.6 of the OMB Circular A-11) The following BOC has been reviewed and approved by the Departmental BOC Team for transaction processing by the bureaus/offices.

93.0A Limitation on Expenses

94.0 Financial Transfers

Note: The paying account should report direct obligations in object class 94.0 and the receiving account should distribute the obligations as direct obligations in the appropriate object classes.

This object class is used for obligations that represent financial interchanges between Federal government accounts that are not in exchange for goods and services.

94.0A General Fund Disbursement

99 OBLIGATION TOTALS (MAX SYSTEM)

99.0 Subtotal, Obligations

This entry is automatically generated by MAX:

- For direct or allocation account obligations, the subtotal stub entry should appear when more than one object class category is reported in a single account.
- For reimbursable obligations, the subtotal stub entry, "Reimbursable obligations," should appear, even if all reimbursable obligations are classified in a single object class category.

99.5 Below reporting threshold -

Use this object class adjustment line when:

- The sum for an object class entry is \$500 thousand or less, that is, it is below the reporting threshold, and
- The sum of all the below threshold amounts rounds to \$1 million or more.

There will be only one adjustment line per object class schedule. It will:

- Follow the last subtotal (object class 99.0) for the schedule.
- Be coded 9995 in MAX.

Do not report amounts of more than \$4 million in this object class, unless approved by OMB.

99.9 Total New Obligations

4/10/2009

This entry is automatically generated by MAX.