

Contact Person(s):

Primary: Everett Talbourn (202) 927-7834

Secondary: Gregory McBeth (202) 927-8410

## Bureau of Alcohol, Tobacco and Firearms

### 1999 Inventory of Commercial Activities

Functional Code	Description	Organizational Unit	State	Location	FTEs	Reason Code	Year First Appeared on Inventory	Year of Cost Comparison or Conversion	CIV/FTE Savings	Estimated Annual Dollar Savings	Date Post-MEO Performance Review Completed
A300	Safety	Office of Management	DC	Washington	2	A	1999	N/A	N/A		
B400	Employee Relations	Office of Management	DC	Washington	2	A	1999	N/A	N/A		
C301	Accounts Payable	Office of Management	DC	Washington	8	B	1999	N/A	N/A		
C302	Travel Processing	Office of Management	DC	Washington	9	B	1999	N/A	N/A		
C303	Fixed Assets	Office of Management	DC	Washington	7	B	1999	N/A	N/A		
C304	Accounts Receivable	Office of Management	DC	Washington	4	B	1999	N/A	N/A		
C305	Collections (other than taxes)	Office of Management	DC	Washington	4	B	1999	N/A	N/A		
C308	Financial Report Generation	Office of Management	DC	Washington	10	B	1999	N/A	N/A		
C309	Cost Accounting	Office of Management	DC	Washington	3	B	1999	N/A	N/A		
C310	Payroll Processing	Office of Management	DC	Washington	3	B	1999	N/A	N/A		
D000C	Regulatory Management and Support Services -- ADP Support	Alcohol and Tobacco	DC	Washington	5	A	1999	N/A	N/A		

<i>Functional Code</i>	<i>Description</i>	<i>Organizational Unit</i>	<i>State</i>	<i>Location</i>	<i>FTEs</i>	<i>Reason Code</i>	<i>Year First Appeared on Inventory</i>	<i>Year of Cost Comparison or Conversion</i>	<i>CIV/FTE Savings</i>	<i>Estimated Annual Dollar Savings</i>	<i>Date Post-MEO Performance Review Completed</i>
D000D	Regulatory Management and Support Services -- Administrative Support	Alcohol and Tobacco	OH	Cincinnati	10	A	1999	N/A	N/A		
D000D	Regulatory Management and Support Services -- Administrative Support	Alcohol and Tobacco	PA	Philadelphia	1	A	1999	N/A	N/A		
D000D	Regulatory Management and Support Services -- Administrative Support	Alcohol and Tobacco	CA	San Francisco	2	A	1999	N/A	N/A		
D000D	Regulatory Management and Support Services -- Administrative Support	Alcohol and Tobacco	DC	Washington	8	A	1999	N/A	N/A		
D100	Regulatory Activities	Office of Science and Technology	DC	Washington	1	A	1999	N/A	N/A		
F000D	Contracting -- Administrative Support	Office of Management	DC	Washington	1	A	1999	N/A	N/A		
H120	Occupational Health	Office of Management	DC	Washington	3	A	1999	N/A	N/A		
I200	Safety	Office of Management	DC	Washington	7	A	1999	N/A	N/A		
T806	Printing and Reproduction	Office of Management	DC	Washington	2	A	1999	N/A	N/A		
T807	Visual Information	Office of Science and Technology	DC	Washington	7	A	1999	N/A	N/A		
W000B	Automatic Data Processing -- Management Support	Office of Science and Technology	DC	Washington	9	A	1999	N/A	N/A		
W000D	Automatic Data Processing -- Administrative Support	Office of Science and Technology	DC	Washington	12	A	1999	N/A	N/A		

<i>Functional Code</i>	<i>Description</i>	<i>Organizational Unit</i>	<i>State</i>	<i>Location</i>	<i>FTEs</i>	<i>Reason Code</i>	<i>Year First Appeared on Inventory</i>	<i>Year of Cost Comparison or Conversion</i>	<i>CIV/FTE Savings</i>	<i>Estimated Annual Dollar Savings</i>	<i>Date Post-MEO Performance Review Completed</i>
W826	Systems Design, Development, and Programming Services	Office of Science and Technology	DC	Washington	1	A	1999	N/A	N/A		
W999	Other ADP Functions	Office of Science and Technology	DC	Washington	1	A	1999	N/A	N/A		
Y000B	Other Selected Functions -- Management Support	Office of Management	DC	Washington	18	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	DC	Washington	6	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Office of Management	DC	Washington	11	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	PA	Philadelphia	1	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	NY	New York	1	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	TX	Dallas	1	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	OH	Cincinnati	2	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	GA	Atlanta	1	A	1999	N/A	N/A		
Y000D	Other Selected Functions -- Administrative Support	Chief Counsel	IL	Chicago	2	A	1999	N/A	N/A		
Y540	Maintenance and Logistics Program Management	Office of Management	DC	Washington	19	A	1999	N/A	N/A		