

**Instructional Memorandum APS 2003-07  
Appendix A**

**Guidelines for Assigning Funds from Reimbursable Customers  
to Program Elements in Water Resource Investigations**

**1. Purpose and Background.** This guidance is intended to assist Water Resources Discipline (WRD) cost centers in assigning funds from reimbursable customers (Other Federal Agencies, State/Local Cooperators, etc) to appropriate WRD Program Elements in order to ensure reimbursable activities are aligned with the mission requirements of the appropriate core WRD programs in our annual Congressional appropriation. This alignment of reimbursable activities with ‘core’ U.S. Geological Survey (USGS) mission activities is helpful in describing to Department of the Interior and Office of Management and Budget the totality of our work in terms of mission requirements. This guidance should also promote interaction between cost center staff undertaking reimbursable work and the Program Coordinators responsible for the associated program element activities when necessary.

**2. Guidelines.** The following are guidelines to be followed when setting up accounts for reimbursable work:

*A. Funding from state/local cooperators.* All funding from state/local cooperators (whether matched or unmatched) will continue to be assigned the program element for the Cooperative Water Program (Program Element 44000), regardless of the type work involved. Contact Jim Peters.

*B. Funding from other federal agencies or private sources.* All funds from other federal agencies or private sources will be assigned the program element code for Hydrologic Networks and Analysis (42100) with the following exceptions:

(1) Reimbursable funds supporting data activities funded in data accounts 001 through 007 (including customer 9X401, “USGS/Corps of Engineer Streamgages”) will be assigned the program element for Hydrologic Data (Program Element 4STRG). This program element was formerly called “Streamgaging”. Contact Jim Peters.

(2) Reimbursable funds directly contributing to activities at sites supported by the Toxic Substances Hydrology Program will be assigned the program element for that Program (Program Element 41080). Contact Herb Buxton.

(3) Reimbursable funds directly contributing to activities supported by the National Water Quality Assessment Program will be assigned the program element for that Program (Program Element 41120). Contact Bill Wilber.

(4) Reimbursable funds supporting research that 1) is not directly related to one of the other WRD Program Elements mentioned above; and 2) involves one or more National Research Program scientists should be assigned the program element for Hydrologic Research and Development (HR&D) (Program Element 41050). Reimbursable funds supporting Water, Energy, and Biogeochemical Budgets (WEBB) program objectives at one of the five WEBB sites should also be assigned the program element for Hydrologic Research and Development. In District offices, reimbursable funds should only be assigned to HR&D if they support ongoing NRP activities in that office. Contact Mary Jo Baedecker.

(5) Reimbursable funds supporting international water resources activities should be assigned the program element for General and Administrative (Program Element 40000). There should be minimal reimbursable funds tied to 40000. Those funds previously assigned to 40000 (other than international activities) should be assigned to Hydrologic Networks and Analysis when new agreements are signed and if they do not directly relate to the above-mentioned Programs. Contact Gene Summerhill.

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Carol F. Aten  
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Date