

Director/ARL/R9/FWS/DOI

10/13/2006 05:07 PM

All Employee Message -  
Director's Message from  
the October Directorate  
Meeting

**Directorate Meeting Summary  
Memphis, TN  
October 2-5, 2006**

It is now a year since I became Director, and during that time one of my primary objectives has been to open the lines of communication within the Service. Through my video conferences, Directorate meeting summaries, and field visits, I continue to encourage an open dialogue on the issues of critical importance to the Service with all of our employees. I said that you would continue to hear from me and that you would be hearing more from your Regional Directors and Assistant Directors as well. I am particularly encouraged by the comments and feed back that we are all receiving. In keeping with my commitment, I want to outline several key Directorate decisions from our meeting last week for your information.

*...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....formatting (bullets) have been added below to make this easier to follow. No words have been changed.*

**ABC Data and Mapping**

Given the importance of ABC data as a management tool for the Service, it is critical that the information collected through our ABC process be as accurate as possible. The Directorate discussed this issue and agreed to a standard approach for ABC coding and mapping.

- Effective immediately, there will be only one source of guidance on coding for ABC.
- Employees will code all costs of work, works hours, leave hours and non-labor transaction, as defined in the ABC dictionary.
- Any employee can code to any code (including “support” codes) without necessitating that they match subactivity or the ultimate outcome of the work.
- Mapping is designed to capture the ultimate outcome of the work, not ABC.
- National ABC Coding Template Guides will be used by programs/field stations to enhance coding consistency.
- A study will be conducted in early FY 07 to test the accuracy of ABC coding for labor costs and to establish margin of error and confidence levels for the data set.
- Supervisors must review all T&As/transactions for the correct ABC code.

- Default codes will be used to catch un-coded transactions.
- Default codes must be reviewed on a regular basis; “holding accounts” for invalid codes must be cleared on regular basis;
- ABC costs must be reviewed at least quarterly; and,
- ABC errors must be corrected through the RDS process promptly.
- Programs & Regions map work activities to performance;
- mapping is defined by the programs and organizations and applied Service-wide.

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