

# GUIDANCE FOR DEVELOPING THE 2006 FAIR ACTIVITIES INVENTORY OF INHERENTLY & COMMERCIAL ACTIVITIES

**Office of Competitive Sourcing  
Office of the Senior Procurement Executive  
Office of the Assistant Secretary for  
Administration (M)**

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## 1.0 WHAT'S NEW FOR 2006

The Office of Management and Budget has made changes to its inventory instructions for 2006 compared with 2004. Please familiarize yourself with the information in this guide and call or email the Associate Director of Competitive Sourcing, Tom Kaplan, (202) 366-7784, [thomas.kaplan@ost.dot.gov](mailto:thomas.kaplan@ost.dot.gov), if you have questions or concerns about developing your inventories. For OST activities, you may contact Mr. Ames Owens at (202) 366-9614, and for DOT OA's contact Mr. Knauer at (202) 366-5143..

To establish an audit trail between personnel staffing data and the inventories this office strongly recommends including certain staffing data with inventories' data when developing this year's inventories. This recommended method will assist agencies in completing their inventories, will be useful in addressing statutory challenges, and should assist in identifying and grouping candidates into business units for competition. If the number of FTE reported in your agency inventories deviates more than 5 percent from the number of budgeted FTE, a written justification must be provided to OMB along with the inventory submission. Please refer to page nine to determine your agency's budgeted FTE contained (Table 1: FY 2006 FTE Allocation).

The section titled "*Determining What's an Inherently Governmental and a Commercial Activity Function*" will help with deciding whether a function is inherently governmental or commercial. The section titled "Determining FAIR Act Inventory Reason Codes for Commercial Activities Functions" includes criteria to help with reason code selection. This year, OMB has provided guidance for application of commercial Reason Code A designations and written determinations, and they are included in the section titled "Use of Commercial Reason Code A." This year, OMB is requiring Agencies to provide complete justifications for any function that has been newly designated as reason code A on the inventory. Additionally, written determinations must be submitted to the Office of Competitive Sourcing in separate word documents.

This year's guidebook contains a "Frequently Asked Questions" section that will help agency staffs to better understand the inventory process.

The 2006 OMB inventory guidance may be found at <http://www.whitehouse.gov/omb/procurement/fair-index.html>. Please note that the Office of Competitive Sourcing (OCS) will consolidate all agencies' inventories and will submit them to OMB for DOT.

As a reminder, the Office of Management and Budget (OMB) will continue to scrutinize the use of inherently governmental status and commercial activity function Reason Code A (exempt from competition) designations. Please verify your agency's consistent application of these designations and their use is fully supported by justifiable written determinations.

## 2.0 FY06 OFFICE OF MANAGEMENT AND BUDGET MEMORANDUM



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

March 8, 2006

M-06-08

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Clay Johnson III  
Deputy Director for Management

SUBJECT: 2006 Inventories of Commercial and Inherently Governmental Activities

This memorandum provides guidance to assist agencies in preparing inventories of their commercial and inherently governmental activities. The Federal Activities Inventory Reform (FAIR) Act of 1998 (P.L. 105-270), requires federal agencies to prepare and submit to the Office of Management and Budget (OMB), by June 30th of each year, inventories of commercial activities performed by federal employees. OMB Circular A-76, Performance of Commercial Activities, further requires agencies to submit inventories of their inherently governmental activities to OMB.

Pursuant to Section 840 of the FY 2006 Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act (P.L. 109-115), any agency with fewer than 100 full-time employees as of the first day of the fiscal year is exempt from submitting an inventory of non-inherently governmental (i.e., commercial) activities performed by federal government sources if the agency does not plan to conduct a public-private competition. OMB is also exempting these agencies from submitting an inventory of inherently governmental activities. If an agency of this size is considering a public-private competition that may be announced in FYs 2006, 2007, or 2008, they should prepare and submit inventories of their commercial and inherently governmental activities.

### General Instructions

*Submission information.* For the 2006 submission of commercial and inherently governmental inventories, agencies must use the standard Excel spreadsheet format posted on OMB's website: [www.whitehouse.gov/omb/procurement/fair-index.html](http://www.whitehouse.gov/omb/procurement/fair-index.html). Agencies must also conform to the US Postal city and state codes and limit themselves to only those function codes on the OMB approved list. Inventories prepared using other formats, address codes, and function codes will be returned to the agency.

Agencies shall combine all agency component inventories into a single inventory before submitting to OMB. Do not submit separate spreadsheets for each agency component.

By June 30, 2006 the FY 2006 inventories shall be submitted via e-mail (hard copies and faxes are not required) to the appropriate Resource Management Office (RMO) and the Office of Federal Procurement Policy (OFPP) at [FAIRAct@omb.eop.gov](mailto:FAIRAct@omb.eop.gov) consistent with the guidance provided in OMB Circular A-76 (<http://www.whitehouse.gov/omb/circulars/index-procure.html>) and the instructions provided in this memorandum.

In addition, agencies must provide justifications for any function that has been newly designated as reason code A on the 2006 inventory. RMO examiners and OFPP analysts may also request that agencies refine previously submitted justifications for other reason code A functions if there are questions. These efforts will help to satisfy the “green” success standard for the competitive sourcing initiative on the President’s Management Agenda that requires “written justifications for all categories of commercial activities determined to be unsuitable for competition.” Agencies shall include the commercial reason code A justifications with their inventory submissions. Justifications must be provided as a separate Word document to both OFPP and the appropriate RMO.

Agencies should refer to OMB Memorandum M-05-12 (May 23, 2005), available at <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-12.pdf>, for guidance regarding the use of function codes, reason codes (including the development of justifications in the use of reason code A), and full-time-equivalent employees (FTE) reporting. Agencies may wish to refer to SHARE A-76<sup>1</sup>, the government-wide knowledge management system for competitive sourcing, for function code definitions used by various agencies.<sup>1</sup> Agencies that have developed agency-specific function code definitions should submit them to OMB for posting. This information must be provided as a separate Word document at the time of your inventory submission.

*Point of contact information.* At the time of inventory submission, each agency shall provide to OMB the website address (URL) on which it plans to post its inventory and the name and telephone number of the primary point of contact the agency would like have published in the *Federal Register*. This information should be entered into the “Contact” tab of the provided Excel spreadsheet template. If there are alternate agency points of contact OMB may need to reach (*e.g., bureaus representatives or agency technical points of contact*), please provide those as well. Following review and consultation, OMB will publish a Notice of Availability in the *Federal Register*. The primary agency point of contact will be notified by their examiner when their agency’s inventory has been sent to the *Federal Register*.

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<sup>1</sup> SHARE A-76 is maintained by the Department of Defense. Agency function code definitions are available at the site. Google “SHARE A76”

## Review and Consultation

The following agencies will be notified in writing when OMB has completed reviewing the content of the agency inventories: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Department of Veterans Affairs, Agency for International Development, Corps of Engineers, Environmental

Protection Agency, General Services Administration, National Aeronautics and Space Administration, National Science Foundation, Office of Personnel Management, Small Business Administration, Smithsonian Institution, and Social Security Administration.

Agencies not listed above may assume that OMB has completed reviewing the inventories 30 days after the electronic submission of their inventories to OMB unless otherwise directed by OMB. Not sooner than 45 days after the electronic submission of their inventories to OMB, unless otherwise directed, these agencies should release their inventories to the public, and place both inventories on the agency's website. Please note that in accordance with the FAIR Act, the challenge and appeals process begins when OMB publishes the Notice of Availability in the Federal Register. Therefore, it is important that inventories are posted in Excel format on agency websites within twenty-four hours of publishing in the *Federal Register*.

All agencies are also responsible for reporting their inventories to Congress. Once agencies have been notified that OMB has cleared their inventory, agencies should mail a copy of their inventory summary, along with a cover letter, to the President of the Senate and the Speaker of the House.

## The Workforce Inventories Tracking System and Future Submissions

OMB is currently in the process of developing a FAIR Act database called the Workforce Inventories Tracking System (WITS). WITS, a web-based system that will be managed by OMB, is scheduled to be operational in FY 2006. However, due to time constraints, agencies will submit their 2006 inventories to OMB using the OMB spreadsheet template. OMB will then load the data into WITS.

For future submissions (2007 and beyond), agencies will be expected to submit their inventories through WITS, either by direct web interface or by a bulk uploading process that transmits data compiled by an agency's existing system in a format that is compatible with WITS. The direct web interface will allow agencies to compile and submit their inventories on the system itself, rather than using Excel spreadsheets. Agencies planning to use an existing system to compile their inventories will need to develop a means of exporting that system's output into an extensible markup language

(XML) format for bulk upload into WITS. Additional information, including the XML format, will be provided to the agencies as the system is implemented.

#### Additional Resources

Additional resources are provided on OMB's website at [www.whitehouse.gov/omb/procurement/fair-index.html](http://www.whitehouse.gov/omb/procurement/fair-index.html). These include (1) a copy of this memorandum, (2) the list of 2006 OMB approved function codes, and (3) spreadsheet guidance. Agencies may also wish to review *Managing the Workforce Inventory Development Process: Practices to Avoid, Best Practices & Guidance* References, which is available on the Chief Acquisition Officers Council website at [http://caoc.gov/documents/Managing\\_the\\_Workforce\\_Inventory\\_Development\\_Process.doc](http://caoc.gov/documents/Managing_the_Workforce_Inventory_Development_Process.doc).

Please address any questions regarding the development of the 2006 inventories to Jim Daumit, Office of Federal Procurement Policy, at (202) 395-1052.

### 3.0 FREQUENTLY ASKED QUESTIONS AND ANSWERS (Q&A)

#### **Q. What is the FAIR Act and when did it begin**

A. FAIR is an acronym that refers to the Federal Activities Inventory Reform (FAIR) Act of 1998 (PL 105-270). The 105<sup>th</sup> Congress enacted the FAIR Act and it became law on October 19, 1998. The first year for preparation of FAIR Act Inventories was 1999 and DOT has always complied with the FAIR Act.

#### **Q. What is FAIR Act's purpose and intent?**

A. The FAIR Act requires executive branch agencies to develop annual inventories of their Commercial Activities. It establishes June 30 as the due date each year for agencies to submit their inventories to OMB. It requires that agencies make their inventories available to the public, and it provides impacted Federal employees, the labor unions that represent them, and private sector sources the right to challenge an agency's decision to include, or not include, a particular activity on the Inventory.

#### **Q. What is not the FAIR Act's purpose and intent?**

A. The FAIR Act does not tell agencies to contract-out their commercial activities nor does it require that they conduct competitions for commercial activities. However, it does specify that the agency head must use a competitive method if they decide to change an activity's method of operation.

#### **Q. What is the relationship between the FAIR Act, contracting, and the A-76 competition process?**

A. The FAIR Act mandates development of an annual inventory of commercial activities by executive branch agencies and specifies timetables, OMB participation in the process, publication rules, and challenge and appeal procedures. The FAIR Act relies on OMB Circular A-76 for details of inventory preparation. Circular A-76 regulates competing commercial functions to either retain the function in-house, transfer the work to another governmental agency, or contract the work to the private sector.

#### **Q. What are DOT's obligations under the FAIR Act?**

A. DOT agencies must review the activities performed by their organizations annually and submit FAIR Act inventories to OMB by June 30. In completing its review, DOT agencies must 1) determine what activities are performing inherently governmental and commercial activity functions; 2) assign identifying Reason and Function Codes from OMB Circular A-76 and OMB instructions to commercial activity functions; and, 3) document written determinations, or justifications, for all functions designated as inherently governmental and all commercial activity functions designated as Reason Code A (The commercial activity is not appropriate for private sector performance pursuant to a written determination by the Competitive Sourcing Official (CSO)).

#### **Q. What are not DOT's obligations under the FAIR Act?**



A. The FAIR Act does not obligate DOT to compete any commercial activities. For example, agency commercial activities that are considered "core1" by the agency CSO and approved by the DOT CSO will be performed by DOT employees. DOT has, as do all Federal agencies, discretion in determining which of its functions are designated as inherently governmental and commercial activities, and whether or not to conduct a competition.

**Q. How has DOT implemented the FAIR Act?**

A. Since 1999, Office of the Senior Procurement Executive staff has implemented OMB's FAIR Act Inventory guidance. This generally involves: 1) Announcing the start of the FAIR Act Inventory preparation period and providing guidance and tools for inventories' development; 2) Requesting and consolidating DOT agencies' inventory submissions; 3) Analyzing the consolidated inventories; 4) Preparing the inventory for the DOT CSO's approval; 5) Submitting the inventories to OMB; 6) Making public the approved inventories; and 7) Working with agency CSOs in answering challenges and appeals from interested parties.

**Q. What is the FAIR Act Inventory work group?**

A. Representatives from each DOT agency participate in a work group that develops DOT's inventory of inherently governmental and commercial activities functions. Each agency's representative must: 1) determine the total FTE based on information contained in official personnel databases, 2) classify activities' FTE as either inherently governmental or commercial and assign a Function Code to the FTEs; 3) review commercial activities' FTE and select appropriate Reason Codes from a list included in OMB inventory preparation instructions; 4) prepare written determinations (justifications) for all inherently governmental and commercial activity Reason Code A FTE; and, 5) provide a completed inventory with written determinations to the OCS for transmittal to OMB by June 30.

**Q. What is a Reason Code?**

A. Reason Codes describe the intended disposition of a commercial activity. For example, designation of a commercial activity with Reason Code A may indicate the activity is considered by the agency head as "essential" and that it must be performed by in-house Government staff to maintain an internal capability.

**Q. What is the difference between the inherently governmental and FAIR Act's commercial activity inventories?**

A. The requirement to develop and publish annual inherently governmental inventories has been required by OMB since 2002 and the requirement applies to all executive branch agencies 2. OMB's Circular A-76 provides information on the types of work that may be classified as inherently governmental. Both inventories must be transmitted to OMB by June 30 and, together, they must represent all functions performed by an

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1 As designated by commercial activity function Reason Code A.

2 Except as designated exempt (e.g., Saint Lawrence Seaway Development Corporation)

agency and account for all the FTE included in the President's Budget for the fiscal year.

**Q. What are inherently governmental and FAIR Act Inventory consultations, challenges, and appeals?**

A. OMB reviews each agencies submission during consultation and asks questions which must be answered before OMB approves the inventories for publication. Interested parties may challenge an agency's designation of inherently governmental or commercial activities and the application of Reason Codes. Interested parties are defined in the FAIR Act as impacted Federal employees and the labor unions that represent them and, private sector sources and the associations that represent them.

#### 4.0 GENERAL INVENTORY INSTRUCTIONS

This guidance is based on instructions provided to federal executive agencies by the Office of Management and Budget (OMB). As in years past, the Office of the Assistant Secretary for Administration (M) is coordinating the development of DOT's inherently governmental and FAIR Act inventories for 2006. Should you have specific questions about development of your agency's inventories, please contact the Associate Director of Competitive Sourcing, Tom Kaplan, at (202) 366-7784 or at [thomas.kaplan@ost.dot.gov](mailto:thomas.kaplan@ost.dot.gov). or Ames Owens at (202) 366-9614 at email [ames.owens@dot.gov](mailto:ames.owens@dot.gov) or Robert Knauer at (202) 366-5143 at email [Robert.Knauer@dot.gov](mailto:Robert.Knauer@dot.gov). You are also highly encouraged to directly contact our contractor (Quasars Incorporated) via Ms. Lori Barbee at (202) 863-4010 at email [lori.barbee@quasars-inc.com](mailto:lori.barbee@quasars-inc.com) for more detailed information. **NOTE:** DOT OST support contractor is here to help you in your submission efforts.

#### Instructions for Using the Inventory Spreadsheet

In 2006, OMB is again requiring federal agencies to submit their FAIR Act and inherently governmental inventories using the same MS Excel spreadsheet format as last year. Under this format, agencies must provide detailed information on their FTE, including location by city and state, activity function code, and classification of FTE as either "commercial" or "inherently governmental." Submit only one inventory containing both inherently governmental and commercial functions to the OCS and office staff will prepare the separate inventories before submitting them to OMB.

Agencies must account for the total authorized FTE stated in the FY 2006 President's Budget (below) or explain why the numbers do not tally. Remember that a "position" is not necessarily equivalent to an FTE. For example, part-time or intermittent positions may total to only one FTE, or less.

**Table 1: FY 2005 FTE Allocation**

DOT Agency	4.1.1 Total FTE
FAA	45,700
FHWA	3,000
FMCSA	1,100
FRA	800
FTA	500
MARAD	800
NHTSA	600
OST	600
PHMSA	300
RITA	700

The 2006 spreadsheet includes several drop-down menus to make it easier to complete the inventory. Drop-down menus are provided for City and State, Function Code, Status, and Reason Code. OMB has directed that agencies provide the name of a contact person and for 2006 the contact person will be the agency CSO. Please provide the last and first names of the contact person, their e-mail address, and the contact person's telephone number. The following are brief explanations of some of the required data elements. Be sure to follow the guidance for submission as outlined in the OMB instructions at: <http://www.whitehouse.gov/omb/procurement/fair-index.html>

### **Total FTE**

Enter the total number of FTEs for the activity and round FTEs to the nearest whole number. OMB requires that agencies aggregate all FTEs with like information. For example, if OST has 12 FTE in Washington, DC under Function Code D000 and classified as commercial with Reason Code B, then only one entry should be made reflecting the 12 FTE.

**Activity Function Code** Guidance on function codes can be found at [www.whitehouse.gov/omb/procurement/fair/2005\\_fair/2005\\_inv\\_function\\_codes.html](http://www.whitehouse.gov/omb/procurement/fair/2005_fair/2005_inv_function_codes.html)

Include in this column the activity function code for the FTE. Section [VI. "Selecting and Applying OMB Function Codes."](#) contains OMB and DOT approved function codes.

### **Status**

Indicate in this column whether the position is "inherently governmental" (I) or "commercial" (C). DOT agencies will need to provide the OCS with written determinations (or justifications) for classifying positions as inherently governmental. Please provide these written determinations when submitting the inventory to OCS. For guidance on determining whether a function is "commercial" or "inherently governmental," please see section V. Determining What are Inherently Governmental and Commercial Activity Functions.

**Reason.** Guidance on Reason Codes can be found at

[http://www.whitehouse.gov/omb/procurement/fair/2004\\_reason\\_codes.html](http://www.whitehouse.gov/omb/procurement/fair/2004_reason_codes.html)

The Reason Code reflects whether the commercial activity function is:

- A, not appropriate for private sector performance pursuant to a written determination by the Competitive Sourcing Official (CSO)
- B, suitable for a streamlined or standard competition
- C, the subject of an in-progress streamlined or standard competition
- D, performed by government personnel as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years
- E, pending an agency approved restructuring decision (e.g., closure, realignment)
- F, performed by government personnel due to a statutory prohibition against private sector performance

All Reason Code “A” designations require a written determination that fully justifies exempting the function from competition. DOT agencies will need to provide the OCS with written determinations (or justifications) for classifying positions as Reason Code A, the same as in previous years. Please see Section VII for more information on applying Reason Codes and Section IX, Use of Reason Code A, as well as the recent training guidance on IG and Reason Code A justifications at the OST M60 website:

[www.dot.gov/ost/m60/fairact/DOT\\_FY06\\_IG\\_CA\\_justification\\_criteria%20.pdf](http://www.dot.gov/ost/m60/fairact/DOT_FY06_IG_CA_justification_criteria%20.pdf)

### **First Year On Inventory**

Select the year corresponding to when the FTE was first included in the inventory.

Leave the remaining four “Reserved” columns blank.

## 5.0 DETERMINING WHAT ARE INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITY FUNCTIONS

Recently the Office of Competitive Sourcing provided training to all Operating Agencies on Guidance for IG and Reason Code A justifications which can be found at the OST M60 website:

[www.dot.gov/ost/m60/fairact/DOT\\_FY06\\_IG\\_CA\\_justification\\_criteria%20.pdf](http://www.dot.gov/ost/m60/fairact/DOT_FY06_IG_CA_justification_criteria%20.pdf)

It is recommended OA's use this guidance in formulating their inventories, justifications and submissions.

Like last year, OMB has issued guidance in an effort to define these terms. Unfortunately, there is no precise method to determine what constitutes an inherently governmental function and what constitutes a commercial activity function; their determination is often based on facts in each case. However, the justification guidance above may help you in this endeavor. If you have questions concerning what to do with regards to coding, justifications, etc... please contact Ms. Lori Barbee at Quasars Incorporated, or someone from the OST Office of Competitive Sourcing for additional guidance.

It is true that one position in a specific job series could be "commercial" while another in the same job series could be classified as "inherently governmental," but the real determinate is whether the position (not the person) performs a duty that meets the basic criteria that was provided in the recent FAIR Act training class provided on February 7, 2006 by Quasar and the Office of Competitive Sourcing. This training and guidance can be found at the OST Office of Competitive Sourcing website. Go to [www.dot.gov/ost/m60](http://www.dot.gov/ost/m60) and click on "DOT Competitive Sourcing" and you will find the Power Point Presentation detailing guidance on the 06 FAIR Act and IG inventory process."

I believe that if you follow the guidance in this presentation, you will find that it is not that difficult to determine whether a function is inherently governmental or commercial as it depends upon knowledge of the position's duties, and what is contained in the position description. Besides the examples provided in the above Power Point presentation, these examples may help in making this important decision. OMB Circular A-76 states that an inherently governmental function is one that is

"...so intimately related to the public interest as to mandate performance by Government employees. These functions include those activities that require either the exercise of discretion in applying Government authority or the making of value judgments in making decisions for the Government. Inherently governmental activities normally fall into two categories: the exercise of sovereign Government authority or the establishment of procedures and processes related to the oversight of monetary transactions or entitlements. An inherently governmental activity involves:

- Determining, protecting, and advancing U.S. economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise.
- Significantly affecting the life, liberty, or property of private persons.
- Commissioning, appointing, directing, or controlling officers or employees of the United States.
- The determination of agency policy, such as determining the content and application of regulations, among other things.”

Inherently governmental functions, by definition, necessarily involve the exercise of substantial discretion, although not every exercise of discretion means that a function is inherently governmental. The discretion must commit the Government to a course of action when two or more alternatives exist. Examples of inherently governmental functions include:

- Approving the purchase of a minicomputer rather than a mainframe computer.
- Hiring a statistician rather than an economist.
- Supporting proposed legislation rather than opposing it.
- Devoting more resources to prosecuting one type of criminal case than another.
- Awarding a contract to one firm rather than another.
- Adopting one policy over another.
- Binding the Government to take, or not to take, some action by contract, policy, regulation, authorization, or order.

Below are some examples of inherently governmental activities by specific functional area.

### **Human Resources**

- Selection, or non-selection, of individuals for Federal Government employment.
- Approval of position descriptions and performance standards for Federal employees.
- Directing and controlling Federal employees.

### **Budget**

- Exerting ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of appropriated and other Federal funds.
- Determining Federal program priorities or budget requests.
- Determining budget policy, guidance, and strategy.
- Collecting, controlling, and disbursing fees, royalties, duties, fines, taxes and other public funds, unless authorized by statute, such as Title 31 U.S.C. 952

(relating to private collection contractors) and Title 31 U.S.C. 3718 (relating to private attorney collection services), but not including:

- Collection of fees, fines, penalties, costs or other charges from visitors to or patrons of mess halls, post or base exchange concessions, national parks, and similar entities or activities, or from other persons, where the amount to be collected is easily calculated or predetermined and the funds collected can be easily controlled using standard cash management techniques, and routine voucher and invoice examination.
- The control of the treasury accounts.

### **Administrative (including acquisition)**

- Determining what Government property is to be disposed of and on what terms (although an agency may give contractors authority to dispose of property at prices with specified ranges and subject to other reasonable conditions deemed appropriate by the agency).
- In Federal procurement activities with respect to prime contracts
  - Determining what supplies or services are to be acquired by the Government (although an agency may give contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency).
  - Participating as a voting member on source selection boards. -Approval of any contractual documents, to include documents defining
  - requirements, incentive plans, and evaluation criteria.
  - Awarding contracts. -Administering contracts (including ordering changes in contract performance or contract quantities, taking action based on evaluations of contractor performance, and accepting or rejecting contractor products or services).
  - Terminating contracts.
  - Determining whether contract costs are reasonable, allocable, and allowable.
- Approving agency responses to Freedom of Information Act requests (other than routine responses that, because of statute, regulation, or agency policy, do not require the exercise of judgment in determining whether documents are to be released or withheld), and the approval of agency responses to the administrative appeals of denials of Freedom of Information Act requests.
- Approving Federal licensing actions and inspections.
- Conducting administrative hearings to determine the eligibility of any person for a security clearance, or involving actions that affect matters of personal reputation or eligibility to participate in Government programs.
- Competitive sourcing competition officials



## **Inspections/Investigations**

- The direct conduct of criminal investigations.
- The control of prosecutions and performance of adjudicatory functions (other than those relating to arbitration or other methods of alternative dispute resolution).

## **Legal**

- Determining, protecting, and advancing U.S. economic, political, territorial, property, or other interests by civil or criminal judicial proceedings.

## **Policy Making**

The determination of agency policy, such as determining the content and application of regulations, among other things.

## **Decision Making**

This function involves activities that require (1) either the exercise of discretion in applying Government authority or (2) the making of value judgments in making decisions for the Government.

## **Classification of Certain Functions as Inherently Governmental**

Inherently governmental functions are those where there is the exercise of discretion in applying Government authority or in making decisions that commit the Government to a specific course of action where two or more courses of action are available. Last year, ASA and the OCFO provided DOT agencies with specific guidance on classification of functions in certain categories, including human resources and finance. This was designed to enhance the consistency of classification of similar functions across DOT agency lines. The following is a summary of these classification guidelines.

### **Human Resources**

Functions in the human resources area can be classified as inherently governmental for one or more of the following reasons:

- Supervisory positions, because they exercise discretion in applying Government authority and have authority to select individuals for employment, and control and direct federal employees.
- Positions involving providing labor relations services because of the discretion they may exercise in negotiating contracts and in representing the Department in third party litigation.
- Positions that include the authority to certify appointments, providing the “Oath of Allegiance to the United States” for newly hired employees, and classifying positions.

- Policy-making positions that set policy, influence the setting of policy, or conduct accountability reviews. (This activity is generally considered to be a headquarters function.)

Note: If a position requires performance of the above “inherently governmental” functions in combination with “commercial” functions, determine the percentage of time to apply to each category by calculating the FTE that are dedicated to the inherently governmental functions and the FTE that are engaged in commercial functions and report those FTE separately on the inventory.

### **Budget and Finance**

As a general rule, to be classified as “inherently governmental,” budget and finance functions require either exercise of discretion in applying Government authority or making decisions for the Government that commit the Government to a specific course of action in which two or more courses of action are available. In the budget area, this could include determining program and budget priorities, and control of U.S. Treasury accounts. In the finance area this could include disbursement of funds from U.S. Treasury accounts.

### **Contracting**

Contracting Officers (CO) holding a contracting warrant should be designated as inherently governmental for the amount of time they spend performing inherently governmental (IG) activities. Contracting specialists that actually negotiate contract terms and conditions on behalf of the Government should also be designated as IG.

The activities performed by a Contracting Officer Representative (COR) or Contracting Officer Technical Representatives (COTR) are not inherently governmental per se, as they do not formally negotiate contract terms or conditions, nor do they hold a warrant. Thus they are commercial in nature, however, they may be assigned reason code A, provided an acceptable justification is written supporting the determination.

### **Federal Property Management**

Federal property managers responsible for the decision to acquire or dispose of U.S. property should be designated as inherently governmental. This does not include purchase card holders that purchase from a predetermined list of vendors such as would be the case in the purchase of items via a Blanket Purchase Agreement (BPA). Please note that such managers are generally at a headquarters level.

### **Legal**

Government lawyers engaged in defending an agency by civil or criminal judicial proceedings should be designated as inherently governmental. Please note that such employees are generally at a headquarters level.

### **Policy Making**

Government employees responsible for the determination of agency policy, such as determining the content and application of regulations should be designated as inherently governmental. Please note that such employees are generally at a headquarters organization level.

### **Decision Making**

Government employees that make decisions involving the exercise of discretionary Government authority where two or more courses of action are available and make value judgments in making decisions for the Government should be coded as inherently governmental. Please note that such employees are generally at a headquarters organization level.

### **Supervision**

Unlike last year, government employees that have “Supervisor” in their title or perform supervisory activities cannot be automatically designated with the status of inherently governmental or commercial reason code A. As stated in this year’s guidance, only the activities that are performed can be designated and given a status and only to the extent that they perform those activities. According to OMB and other Federal Agencies, commercial reason code A status should be reserved for those FTE who perform supervisory activities for government employees of “Mission” critical functions.

The following examples are of supervisory activities that are acceptable as inherently governmental. These activities require signature authority. Remember, only the amount of time the FTE performs these activities are to be coded as inherently governmental.

- Direct oversight of federal employees of “mission” critical functions
- Selects people for Federal employment
- Terminates Federal employees
- Finalizes employee review decisions
- Certifies position descriptions

## 6.0 COMMERCIAL ACTIVITY FUNCTIONS

OMB's guidance on use of inherently governmental classification emphasizes that certain activities, although contributing to or supporting an inherently governmental function result (e.g., issuance of a budget, publication of a regulation, entering into a contract), do not constitute inherently governmental classification. Examples include:

- Budget, management, and program analysis work including cost analysis, workload modeling, manpower and equipment requirements determination, operational audit, efficiency reviews, and fact-finding
- Conducting reorganization and planning activities
- Analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy
- Development of regulations.
- Support of acquisition planning
- Financial management transactional work such as invoice payment processing
- Transacting certain human resources administrative actions such as processing SF-50 Notification of Personnel Actions, and maintaining official personnel folders.
- Assistance in the development of performance work statements and statements of work
- Supporting preparation of responses to Freedom of Information Act requests.
- Providing information regarding agency policies or regulations, such as attending conferences on behalf of an agency, conducting community relation's campaigns, or conducting agency training courses.
- Participating as technical advisors to a source selection board or participating as non-voting members of a source evaluation board
- Serving as arbitrators or providing alternative methods of dispute resolution.
- Providing certain inspection services
- Providing legal advice and interpretations of regulations and statutes to Government officials
- Providing special non-law enforcement security activities that do not directly involve criminal investigations, such as prisoner detention or transport and non-military national security details.
- Gathering information for or providing advice, opinions, recommendations, or ideas to Government officials
- Providing support activities such as building security, mail operations, operation of cafeterias, housekeeping, facilities operations and maintenance, warehouse operations, motor vehicle fleet management and operations, routine electrical or mechanical services, and recurring information technology-related services such as help-desk services
- Development of options to inform an agency decision maker, or to develop or expand decisions already made by Federal officials.

## **7.0 SELECTING AND APPLYING OMB ACTIVITY FUNCTION CODES**

Activity function codes provide a standardized way to describe functions. Use only the function codes that are included below for this year's inventory. OMB will consider adding activity function codes to their list at the request of individual agencies when none of the existing function codes is suitable for a particular function. If your agency determines that a new activity function code is needed, please contact Tom Kaplan at 202-366-7784 and he will contact OMB to request their addition.

Activity function codes and their definition are grouped to indicate the type of work performed, not the type of position (job series or occupational specialty) and, in some cases, codes may not correspond to job titles or job series. For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases, budget analysts may be working in an accounting function or a geologist in an engineering function.

Please remember that an activity function code does not indicate whether the function is "inherently governmental" or "commercial" as that decision must be based on the context in which the work is performed. Additionally, it is likely there will be both inherently governmental and commercial FTE classified under the same function code. The inventories must account for the type of work authorized to be performed regardless of whether the incumbent of the position is borrowed or diverted to perform other work, is on temporary or extended detail, leave, or training; or has full-or part-time collateral duties.

When deciding on an activity function code for a position that performs two or more functions, select the code based on the type of work performed the most. When the type of work performed is in direct support of a management function, the function should be coded with the management function code and not the support function code. For example, developing and issuing personnel policy may include a public affairs aspect. To the extent that personnel officials that develop personnel policies perform public affairs activities, the activity should be coded as management headquarters personnel function rather than as a public affairs function. In such a case, the public affairs work is considered to be an inherent part of the management function.

Likewise, if an inherently governmental activity is performed in direct support of the larger mission, it may be considered part of a commercial function. If the type of work in one functional group directly supports, and cannot be separated from, operations in a second functional group, the activity should be coded with the function code of the second functional group.

When evaluating positions to determine their proper Activity Function Code it may be necessary to allocate portions of an FTE to different codes. If this occurs do not allocate FTEs below .25 or 25 percent to different codes. In most cases, it will be possible to allocate whole FTEs to a single Activity Function Code.

### **OMB Activity Function Codes with Definitions**

The following OMB approved function codes and definitions have been revised from the original Department of Defense definition to be more consistent with actual DOT functions. Functional definitions are intended to be comprehensive and mutually exclusive.

**A - Recurring Testing and Inspection Services**

Function Cod	Function Name
A000	Administrative Support
A100	Electronic
A200	Health Care
A300	Safety
A400	Transportation
A500	Food and Drug
A600	Other Technical Testing or Inspection
A610	Management Headquarters-Test and Evaluation
A620	Test and Evaluation Operations
A630	Management and Support to Test and Evaluation
A699	Other Test and Evaluation Activities
A700	Systems Certification Services

A000 Administrative Support. This function includes all activities related to clerical or administrative support in a Recurring Testing and Inspection Services office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

A300 Safety. This function includes the activities associated with facility inspection and monitoring to ensure a safe work environment.

A610 Management Headquarters - Test and Evaluation. This function includes the oversight, direction, and control of test and evaluation programs and subordinate acquisition organizations and centers. The management headquarters test and evaluation function is typically performed by Headquarters, and other Headquarters responsible for Test and Evaluation. This includes developing and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance.

A620 Test and Evaluation Operations. This function includes conducting and managing all developmental test and evaluations (DT&E), operational test and evaluations (OT&E), live fire test and evaluations (LFT&E), Production Qualification Test and Evaluations (PQT&E), Foreign Comparative Testing (FCT), Follow-on Operational Test and Evaluation (FOT&E) or any other type of test and evaluation necessary to support the systems acquisition process, as well as modeling and simulation (M&S) activities. This also includes all acceptance testing and evaluation of supplies and materials (e.g., oil and fuel) to ensure products meet minimum requirements of

applicable specifications, standards, and similar technical criteria. This also includes engineering support that is an inherent part of the test and evaluation process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of test and evaluation.

A630 Management and Support to Test and Evaluation. This function includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations. This includes management of test and evaluation laboratories and facilities and other test and evaluation support to include target development; general test instrumentation; and, operation of test ranges. This excludes maintenance of test aircraft and other equipment.

A699 Other Test and Evaluation Activities. This function includes test and evaluation activities not covered by other function codes. Including the management of the Agency's Employee Drug and Alcohol Testing Program.

A700 Systems Certification Services. This function includes the flight inspection, evaluation, and certification of air navigational aids and instrument flight procedures and design, development, and integration of automated flight inspection systems and sensitive NAS equipment into aircraft used to certify national and international airspace systems. The activities associated with management, policy development, and technical support directly related to this function are also included in this function code. This function also includes management of the activities that ensure that all information systems have been certified and authorized against cyber attacks from hackers, terrorist and other unauthorized personnel.

### **B - Personnel Management**

<b>Function Cod</b>	<b>Function Name</b>
B000	Personnel Administrative Support
B100	Classification
B102	Classification Reviews
B200	Employee Development
B300	Staffing Reviews
B301	Processing
B302	Manpower Research and Analysis
B303	Manpower Development
B400	Employee Relations
B401	Benefits Reviews and Analysis
B500	Transportation Relations and Support
B501	Agency Equal Employment Opportunity Reviews
B502	Negotiated Dispute Resolution
B600	Examining
B700	Personnel Management Specialist
B701	Personnel Operations Management
B702	Personnel IT Support
B710	Management Headquarters-Civilian Personnel
B720	Civilian Personnel Operations
B910	Management Headquarters-Personnel Social Actio Programs



Function Code	Function Name
B920	Personnel Social Action Program Operations
B999	Other Personnel Activities

B000 Personnel Administrative Support. This function includes all activities related to clerical or administrative support in a Personnel Management office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

B100 Classification. This function includes activities that involve the performance of technical work in recruitment, examination, selection, or placement and utilization of employees to staff government organizations. Activities included in this function involve, as a primary responsibility, work that requires technical knowledge and skill in, and use of judgment in the application of the principles, practices, and techniques of personnel recruitment, examination, selection, and/or placement.

B102 Classification Reviews. This function includes activities that involve the performance of technical work in recruitment, examination, selection, or placement and utilization of employees to staff government organizations. Activities included in this function involve, as a primary responsibility, work that requires technical knowledge and skill in, and use of judgment in the application of the principles, practices, and techniques of personnel recruitment, examination, selection, and/or placement.

B200 Employee Development. This function covers activities that involve planning, administering, supervising, or evaluating a program designed to train and develop employees. This function also covers activities that involve providing guidance, consultation, and staff assistance to management concerning employee training and development matters. Activities covered by this function require an understanding of the relationship of employee development and training to management problems and to personnel management objectives, methods, and procedures; analytical ability; and knowledge of the principles, practices, and techniques of education or training.

B300 Staffing Reviews. This function includes activities that are associated with organizational assessments to determine current staffing needs, including: reviews to determine if sufficient numbers of staff with the right mix of skills are employed to accomplish the organization's mission.

B301 Processing. This function includes activities associated with processing personnel actions, such as: Thrift Savings Plan, insurance, etc. These activities include data entry into personnel systems and filing hardcopy election forms.

B302 Manpower Research and Analysis. This function includes activities involving the performance of professional work in manpower research or in manpower programs development and evaluation for the purpose of furthering the development and utilization of the nation's manpower resources. Such work requires the application of concepts, principles and practices of sociology, psychology, economics, and/or allied social sciences in implementing national programs designed to equip the



underemployed, the persistently unemployed and other unemployed with necessary skills to provide an opportunity for their full participation and utilization in the labor force; to increase the general employability of unemployed youth; to aid school dropouts or potential dropouts in continuing or resuming their education; and to ensure sufficient availability of needed manpower and occupational skills.

B303 Manpower Development. This function covers activities that involve specialized administrative and technical work concerned with the implementation, promotion, coordination, monitoring, and evaluation of federally funded programs for the development and utilization of manpower resources. Some activities in this function are involved in programs that deal with the identification of and communication with disadvantaged persons requiring employment assistance, the provision of necessary assistance and support through counseling, education, and training and their placement into suitable, stable employment. These activities require specialized knowledge and application of manpower methods, practices, techniques, and principles. These activities do not require full professional knowledge in one or more of the social or behavioral sciences or regular application of the theories, principles, and practices of these disciplines.

B400 Employee Relations. This function covers activities that involve the administration, supervision, evaluation, or performance of technical work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Activities in this function are concerned with providing guidance, consultation, and assistance to management and employees on employee relations matters and advising on grievances and appeals, adverse actions, employee discipline and related matters. This function requires knowledge of the theories, principles, practices, and techniques of employee relations; and knowledge of the objectives, principles, and procedures of personnel management in the Federal service.

B401 Benefits Reviews and Analysis. This function includes activities that involve managing, supervising, or performing administrative work concerned with retirement and insurance benefits in the Federal service. This includes positions responsible for: (1) analyzing, adjudicating, adjusting, and reconsidering retirement, disability, and survivor benefits applications and claims; (2) preparing agency positions and/or representing the agency in appeals on retirement matters; (3) auditing the annuitant and survivor rolls and taking actions to prevent fraudulent payments; (4) providing guidance, consultation, and staff assistance to agencies, former employees, annuitants, spouses, survivors, and eligible family members regarding retirement and insurance; (5) formulating and evaluating program policies and functions; (6) developing procedures, methods, work aids, technical guides, and other reference material for program operations; and (7) developing and/or conducting program training.

B500 Labor Relations and Support. This function covers activities that involve the administration, supervision, evaluation, or performance of technical work concerned with labor relations in the Federal service. This includes establishing and maintaining effective relationships with labor organizations that represent Federal employees, negotiating and administering labor agreements and otherwise conferring with labor organizations on behalf of management, and providing guidance, consultation, and staff assistance to management on a variety of labor relations matters. Included in this function are activities involving Government-wide administration of the Federal labor relations program, such as those involved in policy development, agency guidance, and

investigation and resolution of certain complaints and appeals as required under the Executive Orders governing Federal labor relations. Some positions covered by this function also involve advising management on grievance - review and appeals, contract negotiations, hearings and settlements, dealing with labor organizations, recruitment and removal actions, adverse actions, employee discipline, and related matters when these are dealt with as an integral part of the labor relations program. Activities covered by this function require as their paramount qualifications knowledge of the Executive Orders, regulations, principles, practices, and techniques of labor relations; and knowledge of the objectives, principles, and procedures of personnel management in the Federal service. These activities are associated with providing guidance and advice to management on Collective Bargaining Agreement responsibilities and advocacy and third party proceedings support.

B501 Agency Equal Employment Opportunity Reviews. This function includes activities performing, supervising, or managing analytical, evaluative, and interpretive equal opportunity and civil rights compliance activities internal to the Agency. Activities in this function are concerned with the application of civil rights and equal opportunity laws, regulations, and precedent decisions to eliminate illegal discrimination and to remove barriers to equal opportunity. This function involves analyzing and solving equal opportunity and civil rights problems through fact-finding, problem analysis, negotiation, and voluntary compliance programs. The function requires judgment in applying equal opportunity principles to solve problems or recommend action. Many activities in this function require specialized knowledge and skill in investigating and resolving allegations of discrimination. This function also includes equal opportunity or civil rights positions of an analytical, evaluative, and interpretive nature that are not properly classified in another series.

B502 Negotiated Dispute Resolution. This function includes activities associated with informal dispute resolution center functions.

B600 Examining. This function involves recruiting external candidates, evaluating qualifications, and issuing selections lists for safety related positions.

B700 Personnel Management Specialist. This function includes activities associated with human resources management functions including attracting, developing, managing, and retaining a high quality and diverse workforce. These activities also include providing information on benefits to employees that either: 1) direct or assist in directing a personnel management program; 2) advise on, supervise, perform or provide staff leadership and technical guidance for work which involves two or more specialized personnel functions; 3) perform specialized personnel management activities not covered by an other function; 4) Consultant to various lines of business; or 5) Must also have a thorough knowledge of recruitment strategies, policies and procedures; employee benefits; Reduction-Force/Furlough; retirement; OWCP; performance management; recognition and awards; model work environment; pay; unions; leave, etc..

B701 Personnel Operations Management. This function includes activities associated with human resources (HR) management functions relating to the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission. Provides advice and guidance to local managers on all aspects of personnel, including labor and employee relations.

B702 Personnel IT Support. This function includes activities involved with CPMIS/IPPS technical functions including network liaison and constructing and analyzing reports.

B710 Management Headquarters - Civilian Personnel. This function includes the oversight, direction, and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). The management headquarters of Agencies and Field Activities typically performs the management headquarters civilian personnel function. Management headquarters civilian personnel operations typically include development and issuance of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B720 Civilian Personnel Operations. This function includes operations typically performed by civilian personnel and/or human resources offices, field operating agencies, or service centers. Civilian personnel operations typically include recruitment (to include advertising); staffing; and employee relations advisory services; qualification determinations; classification of positions; benefits, compensation, and retirement counseling and processing; employee development; processing of personnel actions to include awards; labor relations; and, administration of the performance management process.

B810 Management Headquarters - Military Personnel. This function includes oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). The headquarters military personnel management function is typically performed by the OSD, the Joint Staff, Military Department headquarters down to and including the headquarters of all major commands, and other management headquarters activities as defined in DoD 5100.73. Management headquarters military personnel operations typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.

B820 Military Recruiting and Examining Operations. This function includes operations typically performed by field recruiting centers (e.g., recruiting commands, stations, and offices) and examining activities (e.g., Armed Forces Examination and Entrance Stations, Armed Forces Central Test Scoring Agency, Defense Medical Review Board, U.S. Army Reception Centers, and USAF Personnel Processing Groups/Squadrons). This includes recruiting efforts for all active and reserve military (e.g., officer and enlisted special operations recruiting, high school testing programs, ROTC referral programs) and advertising for the procurement or retention of military personnel. It also includes administering physical, mental, and vocational aptitude examinations and performing evaluations of administrative, medical, mental, and moral suitability for military service.

B830 Military Personnel Operations. This function includes operations typically performed by military personnel offices or field operating agencies. Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; compensation; entitlements; awards and decorations; retention; and separations. This may also include acting as the functional proponent for the military personnel management system; management of the military occupational classification and structure; execution of the officer and

enlisted evaluation system; management of overseas and sea-to-shore rotation; and, implementation of various personnel management programs in support of legislative requirements. In addition, this includes maintenance and processing of personnel records and requests; separations; personnel support to family members and retired military personnel; and, personnel management support (e.g., developing and maintaining strength data).

B910 Management Headquarters - Personnel Social Action Programs. This function includes oversight, direction, and control of personnel social action programs (such as Equal Employment Opportunity, Affirmative Employment, and Race Relations programs) and subordinate offices and centers. Management headquarters personnel advocacy operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning. The management headquarters of Agencies and Field Activities typically performs this function.

B920 Personnel Social Action Program Operations. This function includes operations performed by civilian Equal Employment Opportunity, Affirmative Employment, and other personnel social action program offices and centers. This includes program operations necessary for implementation and monitoring of program activities. Manage executive selection and performance management processes. Review and recommend actions resulting from security reviews and security investigations.

B999 Other Personnel Activities. This function includes personnel activities not covered by other function codes.

### **C - Finance and Accounting**

<b>Function Code</b>	<b>Function Name</b>
C000	Administrative Support
C100	Voucher Examining
C110	Management Headquarters-Financial Management
C200	Cash Receipt
C300	Accounting Technicians
C301	Accounts Payable
C302	Travel Processing
C303	Fixed Assets
C304	Accounts Receivable
C305	Collections
C306	Customer Billings
C307	General Accounting
C308	Financial Report Generation
C309	Cost Accounting
C310	Payroll Processing
C311	Claims Analysis
C312	Payments Issuance Support/Processing
C313	Financial Systems Support
C314	Financial Management and Program

Function Code	Function Name
	Planning
C315	Financial Management Operations
C316	Financial Systems Development and Planning
C317	Financial Systems Operations
C400	Budget Support
C401	Financial Analysis
C402	Cash and Debt Management
C403	Financial Program Management
C404	Business Performance Reporting
C405	Business Performance Analysis
C406	Cost Analysis
C408	Asset Management and Disposal
C407	Mortgage Analysis
C409	Property Oversight
C500	External Auditing
C501	Internal Auditing
C700	Finance/Accounting Services
C999	Other Financial Management Activities

**C000 Administrative Support.** This function includes all activities related to clerical or administrative support in a Finance and Accounting office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

**C100 Voucher Examining.** This function includes all activities which are to administer, supervise, or consist of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment for (1) goods and services provided to or by the Government; (2) satisfaction of breach of contract or default in fulfilling contractual obligations; (3) reimbursement of expenditures made by beneficiaries for such purposes as medical and domiciliary care and treatment, burial expenses, and education and training; (4) reimbursement of expenditures for travel and transportation; or (5) other transactions when such examination of the request for payment is not classifiable in another series.

**C110 Management Headquarters - Financial Management.** This function includes the oversight, direction, and control of subordinate financial management organizations. This function is typically performed by the Finance and Accounting Service headquarters. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

**C300 Accounting Technicians.** This function includes account maintenance clerical and accounting technician support activities requiring a basic understanding of accounting systems, policies, and

procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also included are technical audits, develop or install revised accounting procedures, or perform similar quasi-professional accounting activities. Activities in this function require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

C301 Accounts Payable. This function includes activities associated with processing accounts payable (i.e., tracking dollars that the Department is obligated to pay).

C302 Travel Processing. This function includes activities associated with managing the electronic travel management system, processing travel authorizations, and processing travel vouchers and claims.

C303 Fixed Assets. Regional and center accounting positions responsible for overseeing the accurate accounting and capitalization of real property, personal property, and work in process for the agency.

C304 Accounts Receivable. This function includes activities associated with processing accounts receivable (i.e., managing dollars owed to the Department).

C305 Collections. This function includes activities associated with monitoring, recording, and collecting debts incurred by overdrafts, bad checks, or delinquent accounts.

C306 Customer Billings. This function includes activities associated with processing billings and mailing out invoices to entities owing money to the Department.

C307 General Accounting. This function includes activities associated with professional accounting work that requires application of accounting theories, concepts, principles, and standards to the financial activities, prescribing accounting standards, policies, and requirements; examining, analyzing, and interpreting accounting data, records, and reports; or advising or assisting management on accounting and financial management matters.

C308 Financial Report Generation. This function includes activities that are associated with developing, coding, and generating financial reports in support of accounting, auditing, budgeting, or financial management functions. The work requires knowledge of the procedures and techniques involved in carrying out the activities of an organization and involve application of procedures and practices within the framework of established guidelines.

C309 Cost Accounting. This function includes activities associated with functions involved in determining the appropriate methodology for measuring costs, and for matching costs with outputs to determine the full cost to provide or acquire goods and services.

C310 Payroll Processing. This function includes activities that are associated with developing, testing, implementing, and evaluating pay records systems and pay data and payroll accounting concerned with the determination of pay, the maintenance of payroll records, and the compilation



of related reports pertaining to civilian employees of the Federal Government, and/or with the establishment, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government. Activities in the function require (1) substantial knowledge of civilian pay and/or leave rules, regulations, procedures, programs, and systems requirements, and (2) usually, knowledge of those civilian personnel rules and regulations that affect pay.

C312 Payments Issuance Support/Processing. This function includes activities associated with processing transactional payments.

C313 Financial Systems Support. This function includes all activities to manage or direct a program for the management of the financial resources of an organizational segment, field establishment, bureau, department, independent agency, or other organizational entity of the Federal Government when the activities and responsibilities include: (1) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management-financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc., and (2) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management.

C314 Financial Management and Program Planning. This function includes activities to manage financial resources for program planning, including: (1) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; (2) exercising effective control over the financial resources of the organization; (3) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; (4) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (5) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and (6) advising and assisting the management officials of the organization served by supplying financial management advice required to make management decisions, establish organizational goals and objectives, and in all respects to manage the organization.

C315 Financial Management Operations. This function includes all activities that are associated with controlling and managing appropriated or non-appropriated funds.

C317 Financial Systems Operations. This function includes activities associated with operating or maintaining financial accounting and related systems.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the budget estimate submission, and program budget decision. It also includes budget execution, and distribution of funds, certification of funds, monitoring of budget execution, and reporting on the status of funds.

C401 Financial Analysis. This function includes all activities that are associated with analyzing and evaluating the financial and business operations and transactions of the Department, its regions and centers. These activities require directing or performing analytical and evaluative work that

requires a comprehensive knowledge of: (1) the theory and principles of finance applicable to the full range of financial operations and transactions involved in the general activities of the various types of business corporate organizations; (2) the financial and management organization, operations, and practices of such corporate organizations; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles. Any related activities that occur at the Program Office level should be coded under D702.

C402 Cash and Debt Management. This function includes all activities which are to manage or direct a program for the management of the financial resources of an organization when the duties and responsibilities include: (1) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management/financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; (2) exercising effective control over the financial resources of the organization; (3) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; (4) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (5) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and (6) advising and assisting the management officials of the organization served by supplying financial management advice required to make management decisions, establish organizational goals and objectives, and in all respects to manage the organization.

C403 Financial Program Management. This function includes all activities that are to manage or direct a program for the management of the financial resources of an organizational segment, field establishment, bureau, department, independent agency, or other organizational entity of the Federal Government when the duties and responsibilities include: (1) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management; financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; (2) exercising effective control over the financial resources of the organization; (3) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; (4) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (5) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and (6) advising and assisting the management officials of the organization.

C404 Business Performance Reporting. This function includes activities associated with analyzing and interpreting the Department's financial transactions reports to provide information for formulating policy, planning actions, and evaluating performance.

C405 Business Performance Analysis. This function includes activities associated with analyzing and interpreting financial transactions reports to provide information for formulating policy, planning actions and evaluating performance. Responsible for developing guidance and strategy and interpreting budget policy. Perform budget overviews, information, and assistance to management officials.



C408 Asset Management and Disposal. This function includes activities associated with administrative, managerial, and technical work required to redistribute, donate, sell, abandon, destroy, and promote the use of excess and surplus assets. Involves knowledge of: (1) characteristics, proper identities, and uses of property items; (2) merchandising and marketing methods and techniques; and/or (3) property disposal policies, programs, regulations, and procedures.

C409 Property Oversight. This function includes activities that are to manage, receipt for, enter into inventories, track, maintain, depreciate, and properly dispose of accountable, personal property.

C500 External Auditing. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of external records; financial and management reports; management controls; policies and practices affecting or reflecting the condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

C501 Internal Auditing. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of internal records; financial and management reports; management controls; policies and practices affecting or reflecting the condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

C700 Finance/Accounting Services. This function includes those accounting processes that record, classify, accumulate, analyze, summarize, and report information on the financial condition and operating position of an activity. Accounting is comprised of the functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets, liabilities, equity, and internal controls. It encompasses the procedures and processes from the point a transaction is authorized through processing the data, payment, and issuance of financial and management information statements and reports. Also included are payroll operations, (e.g., those transactions associated with payments civilian personnel and annuitants). It also includes "out-of-service debt" actions to recover outstanding debt from individuals and contractors. This also includes commercial payment operations (e.g., transactions associated with invoice payments to contractors, vendors, and transportation providers). Transportation payments include payment of government bills of lading, meal tickets, government transportation requests (GTR), and travel voucher payments to individuals.

C999 Other Financial Management Activities. This function includes financial management activities not addressed by other function codes.

**D - Regulatory and Program Management Support Services**

<b>Function Cod</b>	<b>Function Name</b>
D000	Administrative Support
D100	Regulatory Activities Support

Function Code	Function Name
D101	Regulatory Economists/Statisticians
D102	Regulatory Audits
D103	Salary/wages Reviews
D104	Labor Wage and Hour Compliance Reviews
D105	Education Benefits and Entitlements Analysis
D106	Loan Guaranty Benefits and Entitlements Analysis
D107	Vocational Entitlements Analysis
D200	Data Collection and Analysis
D201	Customer Surveys and Evaluations
D300	Statistical Analysis
D350	Economic Policy
D351	Economic Analysis
D400	Compliance Surveys and Inspections
D410	Compliance Operations
D411	Compliance Assessments
D411A	Regulatory Standard Setting & Engineering Support
D411B	Regulatory Enforcement
D500	Benefits and Entitlements Services
D501	Customer Services
D502	Administrative Reviews
D503	Compensation Claims Reviews
D504	Insurance Analysis
D505	Compensation Claims Examining
D604	Customer Service Contacts
D606	Asset Appraisal and Valuation
D700	Systems Design, Testing, and Certification
D701	Program Marketing and Outreach
D702	Program Planning and Support
D703	Application Receipt and Processing
D704	Program Monitoring and Evaluation
D705	Program Marketing and Outreach
D706	Program Monitoring
D707	Program Evaluation
D708	Application Receipt/Processing
D709	Mortgage Underwriting
D710	Field Inspection Services
D711	External Equal Employment Opportunity Reviews
D712	Safety and Occupational Health Management
D713	Safety and Occupational Health Inspections
D720	Independent Appeals Reviews
D800	Air Traffic Control
D801	Air Traffic Systems Inspections

Function Code	Function Name
D900	Maritime Traffic Control
D910	Operation of Locks and Dams
D920	Buoy Maintenance
D000	Administrative Support
D100	Regulatory Activities Support

D000 Administrative Support. This function includes all activities related to clerical or administrative support in a Regulatory and Program Management Support Services office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

D100 Regulatory Activities Support. This function includes activities associated with creating regulations and carrying out the administrative requirements of regulations. These activities include drafting regulations, obtaining clearance on regulatory language, coordinating the publication of draft and final regulations, analyzing public comment on regulations, promulgating final regulations, providing testimonies associated with regulatory language. These activities also include carrying out the requirements associated with the Paperwork Reduction Act, Freedom of Information Act, Clinger-Cohen Act, Privacy Act, and records management requirements.

D101 Regulatory Economists/Statisticians. This function includes all activities that are to develop, administer, or perform professional activities to provide professional consultation in the application of statistical theories, techniques, and methods to the gathering and/or interpretation of quantified information.

D102 Regulatory Audits. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

D106 Loan Guaranty Benefits and Entitlements Analysis. This function includes all activities to direct or perform analytical and evaluative work which requires knowledge of: 1) credit risk factors and lending principles involved in loans of specialized types granted, insured, or guaranteed by the Federal Government; 2) financial structures and practices of business organizations concerned with such loans; and 3) pertinent statutory, regulatory, and administrative provisions.

D200 Data Collection and Analysis. This function includes activities that are associated with data collection, analysis, and advice giving activities except statistical analysis (see D300 for statistical analysis activities), which involves evaluating the effectiveness of programs and operations or the productivity and efficiency of management. Activities in this function require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and

efficiency. Some activities also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The function requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

D300 Statistical Analysis. This function includes activities which are to advise on, administer, or perform professional work requiring the design, development, and adaptation of mathematical methods and techniques to statistical processes, or research in the basic theories and science of statistics.

D350 Economic Policy. This function includes activities that require writing policy and providing oversight, advice, and consultation on economic matters to governmental officials and private organizations or citizens; and the performance of other professional activities in economics including supervision and the direction of economists engaged in the various economics programs of the Federal Government.

D351 Economic Analysis. This function includes activities that require application of a professional knowledge of economics in the performance of duties that include: research into economic phenomena, analysis of economic data, and the preparation of interpretive reports.

D400 Compliance Surveys and Inspections. This function includes activities associated with administering surveys to determine compliance with program rules and complete inspections to determine compliance with program rules.

D410 Compliance Operations. This function includes activities associated with designing the framework for how compliance reviews are conducted; designing instruments to be used in determining compliance; developing the guidelines, timeframes, and frequency of compliance reviews, and performing the actual monitoring to determine compliance.

D411 Compliance Assessments. This function includes activities associated with evaluating the results of monitoring activities and/or compliance reviews. The reviews performed evaluate compliance with licenses for the conduct of launch and reentry operations and/or launch site operations issued by AST in the fulfillment of its mission to regulate the commercial space transportation industry. These functions also include review of medical records for the purpose of issuance/denial of airman medical certificates and the review of personal and property records for the purpose of issuance/denial of airman certificates and aircraft registration recordation.

D411A Regulatory Standard Setting & Engineering Support. This function includes all activities to perform technical analyses and evaluations to determine operational standards that define the Government's quantitative requirements for pipeline safety regulation.

D501 Customer Services. This function includes all activities which are to supervise or perform work involved in receiving and directing persons who call or visit Government agencies, installations, or offices, and giving them information in person or by telephone concerning the organization, functions, activities, and personnel of such agencies, installations, or offices.

D502 Administrative Reviews. These functions include review of personal and property records for the purpose of issuance/denial of airman certificates and aircraft registration recordation.

D504 Insurance Analysis. This function includes activities which are to direct, supervise, or perform work involved in insuring persons or property, determining that adequate insurance to protect Government or private interests has been provided, settling claims arising under insurance contracts, or performing other similar insurance examining work when the duties performed are of a technical, non-clerical nature, requiring (1) knowledge of insurance principles, procedures, and/or practices; the commercial insurance market; commercial insurance operations; or similar specialized insurance knowledge, (2) knowledge of pertinent statutory or regulatory provisions; related administrative regulations, and (3) some knowledge of contract law and of other laws related to the particular kind of insurance involved but not legal training equivalent to that represented by graduation from a recognized law school.

D505 Compensation Claims Examining. This function includes quasi-legal positions concerned with activities involving the examination, development, and adjudication of claims for compensation (monies and medical services) under the Federal Employees' Compensation Act, and/or the Longshoremen's and Harbor Workers' Compensation Act, and/or their statutory extensions. Such activities require a comprehensive knowledge of the workers' compensation program, and an extensive lay medical knowledge of impairments and diseases.

D700 Systems Design, Testing, and Certification. This function includes activities associated with user/customer acceptance testing that assures programs are delivered in accordance with laws, regulations, and business rules. These activities include developing specifications and test plans for certification or acceptance of software. These activities do not include testing system software from a system/IT perspective. These aviation safety inspectors review and approve the quality assurance systems established by manufacturers of aeronautical products. These positions assure that the manufacturers of aviation products conform to the approved design data and that any manufacturing discrepancies are appropriately resolved.

D701 Program Marketing and Outreach. This function includes activities involving management, research, analytical, or other specialized work concerned with the marketing and/or outreach of one or more commodities or products. The activities require a practical knowledge of marketing functions and practices including, for example, knowledge of marketing and outreach planning skills, target audience research, and effective marketing campaign management and tools.

D702 Program Planning and Support. This function includes activities associated with reviewing and analyzing management practices, operational activities, and program outcomes to determine if the program is meeting its inherent goals. It also includes program oversight and management of activities associated with operational planning; such as budget requests, strategic planning, resource allocation, task prioritization, program management, and delivery.

D704 Program Monitoring and Evaluation. This function includes activities associated with reviewing and analyzing management practices, operational activities, and program outcomes to determine if the program is meeting its inherent goals.

D706 Program Monitoring. This function includes activities that are substantive technical assistance activities. Those activities that are more general customer service activities should be classified under D501.

D708 Application Receipt/Processing. This function includes activities associated with the receipt

and processing of information. The positions ensure the integrity, reliability, accessibility, and confidentiality of applications received for processing.

D711 External Equal Employment Opportunity Reviews. This function includes activities performing, supervising, or managing analytical, evaluative, and interpretive equal opportunity and civil rights compliance activities external to the Agency. Activities in this function are concerned with the application of civil rights and equal opportunity laws, regulations, and precedent decisions to eliminate illegal discrimination and to remove barriers to equal opportunity, including DBE program management and ADA oversight. This function involves analyzing and solving equal opportunity and civil rights problems through fact-finding, problem analysis, negotiation, and voluntary compliance programs. The function requires judgment in applying equal opportunity principles to solve problems or recommend action. Many activities in this function require specialized knowledge and skill in investigating and resolving allegations of discrimination. This function also includes equal opportunity or civil rights positions of an analytical, evaluative, and interpretive nature that are not properly classified in another function code.

D712 Safety and Occupational Health Management. This function includes activities which involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of: (1) the principles, standards, and techniques of safety and occupational health management; and (2) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields, which contribute to the achievement of comprehensive safety and occupational health objectives.

D713 Safety and Occupational Health Inspections. This function includes activities that involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this function is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management activities requires application of the knowledge of: 1) the principles, standards, and techniques of safety and occupational health management; and, 2) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields, which contribute to the achievement of comprehensive safety and occupational health objectives.

D800 Air Traffic Control. This function includes positions concerned with: (1) the control of air traffic to ensure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, often under conditions of great stress, are required; (2) the providing of preflight and in-



flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (3) the development, coordination, and management of air traffic control programs. Personnel in this function require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic.

### E – Environmental Services

Function Code	Function Name
E000	Administrative Support
E100	Hazardous Waste Management
E101	Environmental Restoration Analysis
E102	FIFRA/FDCA Risk Analysis
E103	FSCA Risk Analysis
E104	Environmental Clean-up Services
E110	Management Headquarters - Environmental Security
E110A	Management Headquarters - Highway Transportation Environmental Protection and Enhancement, Congestion Mitigation, and Intermodal and Multimodal Planning, Management, Oversight, and Stewardship
E110B	Management Field Headquarters - Highway Transportation Environmental Protection and Enhancement, Congestion Mitigation, and Intermodal and Multimodal Planning, Management, Oversight, and Stewardship
E120	Environmental and Natural Resource Services
E200	Solid Waste Data Collection/Analysis
E220	Safety
E225	Occupational Health Services
E230	Explosives Safety
E250	Response to Hazardous Material Mishaps
E300	Pollution Prevention
E400	Air Pollution Data Collection/Analysis
E401	Clean Air Act Pollution Prevention
E500	Water Data Collection/Analysis
E501	Clean Water Act Compliance/Pollution Prevention
E502	Safe Drinking Water Act Compliance/Pollution Prevention
E503	Occupational Safety, Health and Environmental Compliance
E600	Environmental Planning/NEPA
E601	Environmental Impact Statements
E602	Environmental Impact Statement Reviews
E700	Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800	Multimedia Compliance/Pollution Prevention
E801	Trusteeship
E999	Other Environmental Security Activities

E000 Administrative Support. This function includes all positions that are the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the

effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

E100 Hazardous Waste Management. This function includes activities in identifying, collecting, processing, stabilizing, neutralizing, consolidating, and/or separating hazardous waste in preparation for disposal. The activities require knowledge of hazardous waste identification techniques and safe processing and packaging procedures and an understanding and practical application of environmental rules and practices regarding the full range of hazardous waste material treatment and disposal procedures. Activities within this function typically require basic skill in the use of computers to access information systems to retrieve data pertaining to temporary storage, and processing information regarding hazardous wastes. Most activities require regular or incidental use of motor vehicles, forklifts, and in some cases, warehouse tugs. In some activities, hazardous waste disposers at industrial facilities may be required to participate on hazardous waste response teams to control accidental spills, overflows, and other emergency situations that may arise involving both hazardous wastes and materials.

E110 Management Headquarters - Environmental Security. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; safety and occupational health; explosives safety; fire and emergency services; hazardous materiel; and, pest management. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

E110A Management Headquarters - Highway Transportation Environmental Protection and Enhancement, Congestion Mitigation, and Intermodal and Multimodal Planning, Management, Oversight, and Stewardship. The activities of this function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management and streamlining, air quality, congestion mitigation, and intermodal and multimodal planning, management, oversight, and stewardship. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. This function is carried out in the Washington Headquarters offices.

E110B Management Field Headquarters - Highway Transportation Environmental Protection and Enhancement, Congestion Mitigation, and Intermodal and Multimodal Planning, Management, Oversight, and Stewardship. The activities of this function includes overseeing, directing, and controlling programs concerned with one or more of the following areas: environmental management and streamlining, air quality, congestion mitigation, and intermodal and multimodal planning, management, oversight, and stewardship. This function includes activities in interpreting the laws, regulations, policies, and procedures related to the Clean Air Act, the National Environmental Policy Act (NEPA), and the transportation planning process. These activities include providing technical assistance on compliance with these laws, regulations, policies, and procedures to a wide range of customers. The development and delivery of training courses or other specialized sessions related to air quality, NEPA, and the transportation planning process is a core activity of this function, and includes other subject matters such as the Endangered Species



Act, Section 4(f), the National Historic Preservation Act, wetland permitting process, and environmental justice. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. This function requires in depth knowledge of many environmental and planning laws, regulations, policies, and procedures, as well as the Federal-aid Highway Program, transportation engineering practices, and skills at fostering new partnerships, problem solving, and implementing technologies. This function also requires extensive coordination, negotiation, and consultation with officials from a broad range of governmental agencies at the local, State, regional, and National levels, and participation on interagency task forces and teams. This function is carried out in the Federal-aid Divisions and Resource Center offices.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental requirements at installations, bases, and facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management; management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management.

E220 Safety. This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of Department mishaps. This includes efforts to protect personnel from safety and health risks; hazard investigations; and, worksite inspections, assessments, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

E230 Explosives Safety. This function includes efforts to protect personnel, property, and military equipment from unnecessary exposure to the hazards associated with DoD ammunition and explosives and to protect the environment from the potentially damaging effects of DoD ammunition and explosives.

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

E503 Occupational Safety, Health and Environmental Compliance. This function includes overseeing, directing, and controlling programs environmental management; safety and

occupational health; and hazardous materiel management. This function is performed by levels at headquarters, regions, and centers. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

E600 Environmental Planning/NEPA. This function includes activities requiring a thorough understanding of the National Environmental Policy Act (NEPA) and the regulations developed by the Council on Environmental Quality. Responsibilities includes providing technical advice and guidance on all environmental matters; assist in the development of policy guidance regarding environmental matters; coordinate with other headquarters offices, regional offices, and field facilities; ensure all environmental activities comply with NEPA and other applicable environmental policies and directives; act as the liaison with other offices on all environmental issues; and analyze environmental documents to assess conformance with, and impact upon agency policies, procedures and programs.

E601 Environmental Impact Statements. This function includes operations that ensure compliance with statutory and regulatory environmental requirements under the military airports program and other public and private airport in the United States. to include but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration-cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management at airports.

E602 Environmental Impact Statement Reviews. AST performs environmental reviews as a component of the licensing process for launch and reentry license applications and launch site operator or reentry site operator license applications. The review ensures applicants comply with Federal, state and local environmental statutes. The environmental review work may include coordination with other federal agencies on issues relating to the use of U.S. commercial launch services. This function significantly affects life and property of private persons.

E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention. This function includes activities involving the performance of professional work in the conservation of soil, water, and related environmental resources to achieve sound land use. Conservation activities requires knowledge of: 1) soils and crops; 2) the pertinent elements of agronomy, engineering, hydrology, range conservation, biology, and forestry; and, 3) skill in oral and written communication methods and techniques sufficient to impart these knowledge to selected client groups.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

## **F - Procurement**

Function Code	Function Name
F000	Administrative Support
F100	Quality Assurance
F110	Management Headquarters - Systems Acquisition
F120	Systems Acquisition Program Management
F140	Technology Transfer and International Cooperative Program Management
F150	Systems Acquisition Research and Development Support
F160	Systems Acquisition Other Program Support
F199	Other Systems Acquisition Activities
F200	Contracting (Operational)
F300	Contracting (Analysis)
F310	Management Headquarters - Procurement and Contracting
F320	Contract Administration and Operations
F399	Other Procurement and Contracting Activities
F400	Recurring Purchasing
F510	Engineering Support at Maintenance Depots
F520	All Other Engineering Support

**F000 Administrative Support.** This function includes all activities related to clerical or administrative support in a Procurement office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

**F100 Quality Assurance.** This function includes activities that are associated with Government surveillance activities to ensure that a service provider is performing according to work statement requirements. Includes all activities that are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government. The activities of this function involves: 1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; 2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and, 3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. The activities of this function require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques.

**F110 Management Headquarters - Systems Acquisition.** This function includes the oversight, direction, and control of acquisition programs and subordinate acquisition organizations and centers by developing and issuing policies; providing policy guidance (e.g., guidance on technology transfer, international cooperative programs, and industrial capabilities assessments); reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, mid- and long-range planning, programming, and budgeting. This function is performed by the headquarters, regions, and centers. This includes work performed by Milestone Decision

Authorities, Program Executive Officers, and other executives concerned with the review and approval of acquisition programs. It also includes acquisition reform and other operations essential to the systems acquisition process. This function excludes headquarters oversight of Foreign Sales and Assistance and headquarters oversight of procurement and contracting.

F120 Systems Acquisition Program Management. This function includes efforts undertaken by Program Managers of acquisition programs to oversee and direct the development, demonstration, and production or procurement of major systems. This includes program management of acquisition programs for systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer, international cooperative program management coded F140, foreign sales, and assistance program management and item management coded T120). Also, elements of research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.

F140 Technology Transfer and International Cooperative Program Management. This function includes the review and evaluation of U.S. and Allied trade cases, technical data exchange agreements, information exchange projects, reciprocal memorandums of understanding, and other similar agreements. This includes the development and maintenance of commodities lists, and support for International Standardization Agreements. It also includes support to technical advisory committees and steering and working groups concerned with export control and technology transfer, other appropriate technology transfer related activities, and international cooperative research and development projects and agreements.

F150 Systems Acquisition Research and Development Support. This includes all research and development work not specifically covered by code R120 (i.e., not identified as basic research, applied research, and advanced technology development). Demonstration and Validation - This includes efforts necessary to evaluate integrated technologies in as realistic an operating environment as possible to assess the performance or cost reduction potential of advanced technology. These efforts are system specific. Engineering and Manufacturing Development - This includes projects in engineering and manufacturing development but which have not received approval for full-rate production. This includes major line item engineering and manufacturing development projects.

F160 Systems Acquisition Other Program Support. This function includes activities that are associated with technical expert (financial, information technology, etc.) support of a systems acquisition project. This includes product assurance, financial and economic analysis, industrial capabilities assessments, technical integration efforts and technical information activities performed outside the Program Office, cost estimates, and other actions and reviews performed by functional experts as part of the systems acquisition process. This excludes research and development coded R110-R999 and F150, test and evaluation operations coded A620, systems requirements definition and validation coded Y215, and engineering support coded F520.

F199 Other Systems Acquisition Activities. This function includes systems acquisition activities not covered by other function codes.

F200 Contracting (Operational). This function includes activities that are associated with pre- and post-award functions such as reviewing requirements, preparing solicitations, analyzing proposals, negotiating, and monitoring contracts. These activities are limited to Contract Specialist duties, such as: activities that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The function requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factor, and requirements characteristics.

F300 Contracting (Analysis). This function includes activities that are associated with procurement analysis to include developing guidance material for Department contracting personnel (i.e., publishing informational material to inform, clarify, and explain regulatory and policy changes). These activities are limited to OCFO/Contracts and Purchasing Operations staff.

F310 Management Headquarters - Procurement and Contracting. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.

F320 Contract Administration and Operations. This function includes activities that are associated with Contracting Officer's Technical Representative (COTR) and Project Manager functions (not including Contracting Officer or Contract Specialist activities) such as monitoring contractor performance and use of property, inspection and acceptance of goods/services, and documenting contractor past performance. This includes the Post Award Administration of Contracts to conduct post award orientation conferences; oversight of contractor performance to assure compliance with contract and subcontract requirements, terms, and conditions; issuance of contract amendments (to include terminal notices for default, and settlement, and convenience termination); processing claims against the government; issuance of task orders; tracking progress payments; contract close-outs; and, monitoring property administration.

F399 Other Procurement and Contracting Activities. This function includes procurement and contracting activities not covered by other function codes. These activities also include carrying out the requirements associated with the Paperwork Reduction Act, Freedom of Information Act, Clinger-Cohen Act, Privacy Act, and records management requirements.

F400 Recurring Purchasing. This function includes activities associated with award and administration of purchase orders and micro-purchases in the organization offices.

F510 Engineering Support at Maintenance Depots. This function includes all systems engineering support that is performed at maintenance depots.

F520 All Other Engineering Support. This includes all other systems engineering support. This function is typically performed at laboratories, research and development facilities, shipyards, contractor facilities, and test and evaluation facilities. This excludes engineering support that is an inherent part of science and technology coded R120, systems acquisition research and development support coded F150, or test and evaluation coded A620, but includes recurring

severable engineering operations that are performed in direct support of science and technology, systems acquisition research and development support, or test and evaluation.

### G - Social Services

Function Code	Function Name
G000	Administrative Support
G001	Care of Remains of Deceased Personnel & Funeral Services
G006	Commissary Management
G008	Commissary Operations
G009	Clothing Sales Store Operations
G010	Recreational Library Services
G011	Morale, Welfare, and Recreation Services
G012	Community Services
G013	Military Exchange Operations
G050	Management Headquarters - Community and Family Services
G055	Morale, Welfare, and Recreation (MWR) Services
G060	Family Center Services
G065	Child-Care and Youth Programs
G080	Homeowners Assistance Program
G090	Employee Relocation Assistance Program
G100	Disaster Relief Applications Services
G101	Disaster Relief Services
G102	Librarian Services
G103	Library Operations and Management
G104	Technical / Professional / Legal Library Information Services
G105	Recreational Library Operations
G210	Postal Services
G220	Military Bands
G900	Chaplain Activities and Support Services
G901	Housing Administrative Services
G902	Casualty and Mortuary Affairs
G904	Family Services
G905	Community Relations
G910	Temporary Lodging Services
G999	Other Social Services

G000 Administrative Support. This function includes all activities related to clerical or administrative support in a Social Services office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.



G006 Commissary Management. This function includes directing, controlling, supporting and overseeing the worldwide commissary system and its organization, processes, and procedures to include personnel, funds, facilities, supplies, and equipment. It includes developing and issuing policies and procedures for operations, merchandising, and marketing, as well as procedures for logistics, distribution, transportation, and readiness planning when they are unique to the commissary business. It also includes reviewing and evaluating program performance; allocating and distributing resources; and, conducting mid- and long-range planning and programming.

G008 Commissary Operations. Elements performing this function order, obtain, process and retail groceries and other items directly to authorized patrons. It includes reporting to the region staff or to the region director on day-to-day operations and services provided to customers. Elements are accountable for all assets and ordering of all equipment and supplies while maintaining high standards of health and safety, and providing quality products and services to DeCA's patrons.

G013 Military Exchange Operations. This function includes ordering, receipt, storage, stockage, and retailing of clothing and other items. This includes stores operated by the Army and Air Force Exchange Services, Navy Exchange Services and Marine Corps Exchange Services.

G050 Management Headquarters - Community and Family Services. This function includes oversight and direction of Family Service Programs, Child Care and Youth Programs, Morale, Welfare, and Recreation (MWR) programs, and related non-appropriated fund instrumentalities (NAFI). As part of the management headquarters, centrally managed MWR functions are provided that either support Service-level NAFI, or provide consolidated support for field activities. (For example, the Military Services manage central non-appropriated fund (NAF) contract services for field activities, central investment of NAF, centrally managed insurance and human resource programs for NAF, and centrally managed information technology functions. Most of the personnel involved in these central functions are paid by NAF.)

G055 Morale, Welfare, and Recreation (MWR) Services. This function includes MWR program activities that provide for the fitness, esprit de corps, and quality of life of Federal employees or Service members, their families, and other authorized patrons. This includes the following activities: Cable and/or Community TV; Recreation Information, Tickets, and Tour Services; Recreational Swimming; Directed Outdoor Recreation Programs (Instruction and Structured Outdoor Activities); Outdoor Recreation Equipment Checkout; Boating Programs (Without Resale Activities or Private Boat Berthing); Camping (Primitive and/or Tents); Riding Stables (Government-Owned or Leased); Performing Arts (Music, Drama and Theater); Amateur Radio; Arts and Crafts Skill Development; Automotive Crafts Skill Development; Bowling Centers (with 12 lanes or less); Other Programs that provide classes, lessons, seminars, etc. in pursuit of recreational interests; and, Sports Programs (Above Intramural Level). Also included in this function are the following activities: Joint Service Facilities and Armed Forces Recreation Centers; Membership Food and Beverage Club Programs; Non-Membership Food and Beverage Club Programs; Snack Bars Incidental to Operations of Other MWR Programs; Recreation Lodging Cabins, Cottages, Trailers, Trailers and/or RV Parks with Hook-Ups; Flying Programs; Parachute and Sky Diving Programs; Rod and Gun Programs; Scuba and Diving Programs; Horseback Riding Programs; Video Programs; Audio and/or Photo Resale Programs; Resale Programs in Support of Other MWR Programs; Amusement and Recreation Machines and/or Gaming



Machines; Bowling Centers (Over 12 Lanes); Golf Courses; Boating Activities (With Resale or Private Boat Berthing); Equipment Rental; and, Unofficial Commercial Travel Services.

G060 Family Center Services. This function includes family services provided primarily by the Installation Family Centers, as defined in DoD Instruction 1342.22. Services are broken into three categories: baseline services, services directed by other directives and instructions that can be provided in Family Centers and additional programs and services unique to the Service or the local environment. Further descriptions of the services provided in these three categories are contained in DoD 1342.17 and DoDI 1342.22. These services are in direct support of command priorities. They include: Baseline Services (i.e., all DoD Family Centers provide): Mobility and/or Deployment Assistance; Information and Referral; Relocation Assistance; Personal Financial Management; Employment Assistance; Outreach; Family Life Education; Crisis Assistance; and, Volunteer Coordination. Other Services. Without relieving other DoD elements of their obligation to perform functions mandated by statute or DoD policy, Family Centers may provide other family support system programs including, but not limited to the following: Individual, Marriage and Family Counseling; Transition Assistance Program (defined in DoD Directive 1332.35); Family Advocacy Program (defined in DoD Directive 6400.1). Note: Family advocacy intervention services are sometimes managed by the installation health services activity; and, Exceptional Family Member Program (defined in DoD Instruction 1010.13 and DoD Instruction 1342.12). Family Centers may make available additional family programs and services to meet unique Service or local needs if all baseline services are available, properly staffed, and funded. The need for the services must be properly documented through assessments and the additional services must be consistent with the mission and purpose of the Family Center.

G065 Child-Care and Youth Programs. This function includes four types of programs that support youth and children. These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoD Instruction 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs. The four types of programs are as follows: Child Development Center Programs. Center-based care provides services for infants, toddlers, preschoolers, and kindergarten-aged children. Requirements and standards for these programs are specified in DoD Instruction 6060.2. Family Child Care. Family Child-Care is home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.2. School Age Care Programs. Care for children ages 6-12, or attending kindergarten, which require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoD Instruction 6060.3. In addition to center-based and family-based care, the Child Development Program depends on Resource & Referral to assist Service members and their families in obtaining child-care. Youth Programs. A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the "hub" for most activities.

G080 Homeowners Assistance Program. This function includes management of the Department-wide Homeowners' Assistance Program for Department employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and approval or disapproval of the disbursement of federal funds, claims, and appeals of value or eligibility.

G090 Employee Relocation Assistance Program. This function includes management of the Department-wide program for employee relocation assistance for Department employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and, approval or disapproval of the disbursement of federal funds, claims, and appeals. This includes oversight of contractor support for (1) home sales services (to include employee contract, description of services, title search, residential appraisals, market assistance, purchase, equity advance, and settlement); (2) home finding assistance (to include rental assistance, buying assistance, and mortgage counseling); and, (3) related services consisting of various reporting requirements.

G103 Library Operations and Management. This function includes all activities involving work that primarily requires a full professional knowledge of the theories, objectives, principles, and techniques of librarianship. Such activities are concerned with the: collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Other typical library activities associated with this function includes: the selection, acquisition, cataloging, and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library services.

G104 Technical/Professional/Legal Library Information Services. This function includes all activities involving work that primarily requires a full professional knowledge of the theories, objectives, principles, and techniques of librarianship. These activities are associated with specialized/unique program reference services, thus an inherent requirement of this function is knowledge of literature resources. Some activities also require a substantial knowledge of the subject matter involved and/or a substantial knowledge of foreign languages. Such work is concerned with the collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Typical library activities include the selection, acquisition, cataloging, and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library services.

G105 Recreational Library Operations. This function includes all services provided by recreational libraries to include audio and visual information collections, computer-based information systems, and Internet information sources. These information resources support off-duty education, professional military education, and recreational needs of the military community. This includes library service centers that provide support to geographically separated units. These programs are supported as part of the MWR program and are funded as Category A activities.

G210 Postal Services. This function includes post office operations as an extension of the United States Postal Service. It also includes providing liaison with postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of mail transport; and, financial transactions for postage control.

G220 Military Bands. This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.

G900 Chaplain Activities and Support Services. This function includes operations that support religious programs to include command religious programs and support services that supplement

the command religious program. It also includes administering religious ministries, ecclesiastical relations, pastoral and non-pastoral counseling, and services provided by organists, choir directors, and directors of religious education.

G902 Casualty and Mortuary Affairs. This function encompasses caring for deceased personnel on an individual basis during war and in peacetime circumstances that cause mass fatalities. There are several services provided as part of this function in the case of both the individual and mass fatality such as: Notification, support and counseling of the Next of Kin of military casualties. A full description of casualty responsibilities is found in DoD Instruction 1300.18. Preparation of the remains and transportation to the place of interment. Remains of individual fatalities in the U.S. are prepared in commercial mortuaries. Individual fatalities occurring overseas and mass fatalities are prepared in either the overseas mortuaries or the aerial port mortuaries. In mass fatalities, identification is a key element in the preparation process. Transportation from overseas locations is by military or commercial transportation with a uniformed escort. Transportation within the U.S. is on commercial air transportation, escorted by a uniformed member.

G910 Temporary Lodging Services. This function includes operations that provide for temporary lodging to include providing accommodations for official travelers on temporary duty, temporary lodging during permanent change of station, and lodging for unofficial authorized travelers on space available basis. These quarters are categorized as Category A Lodging and supported by a combination of APFs and NAFs generated from fees charged for accommodations. The workforce employed to operate and maintain temporary lodging is paid from APFs and NAFs. This function excludes family housing and permanent unaccompanied housing (to include housing referral) coded S310.

G999 Other Social Services. This function includes social services not addressed by other function codes.

### H - Health Services

Function Code	Function Name
H000	Administrative Support
H010	Management Headquarters—Health Services
H050	Hospital/Clinic Management
H100	Medical Care
H101	Hospital Care
H102	Surgical Care
H103	Surgical Services
H105	Nutritional Care
H106	Pathology Services
H107	Radiology Services
H108	Pharmacy Services
H109	Physical Therapy
H110	Materiel Services
H111	Orthopedic Services
H112	Ambulance Services
H113	Dental Care

Function Code	Function Name
H114	Dental Laboratories
H115	Clinics and Dispensaries
H116	Veterinary Services
H117	Medical Records
H118	Nursing Services
H119	Preventive Medicine
H120	Occupational Health
H121	Drug Rehabilitation
H125	Rehabilitation Services
H127	Alcohol and Drug Rehabilitation
H201	Medical Services
H202	Psychiatric and Psychology Services
H203	Ambulatory Care Services
H204	Domiciliary Care
H205	Extended Care Services
H206	Social Work
H207	Field Pathology & Laboratory Medicine
H208	Audiology & Speech Pathology Services
H209	Nuclear Medicine Services
H210	Pediatric Services
H211	Optometric Services
H212	Spinal Cord Injury Services
H213	GRECC Services
H214	Neurology Services
H215	Dermatology Services
H216	Radiation Therapy Services
H217	Mental Illness Research, Education & Clinic
H218	Rehabilitation Medicine Services
H219	Nutrition & Food Production Services
H220	Blind Rehabilitation Services
H221	Recreation Services
H222	Prosthetics & Sensory Aides Services
H223	Ambulatory Care Administration
H224	Learning Resource Centers
H225	Federal Employee Health Services

Function Code	Function Name
H226	VISN Services & VISN Support Service Center
H227	Veterans Canteen Service
H250	Medical and Dental Devices Development
H300	Emergency Medical Services Management Planning
H301	Emergency Medical Services
H350	Hospital Food Services and Nutritional Care
H400	Medical Evaluation Services

H401	Medical Officers
H402	Industrial Hygiene Reviews and Analysis
H403	Health Inspections
H404	Health Services Administration and Management
H450	Medical Records and Medical Transcription
H500	Dialysis Services
H501	Anesthesiology
H502	Diagnostic Radiology
H503	Geriatrics
H504	Geriatric Research
H505	Geriatric Clinical Centers
H506	Orthopedic Shoe Services
H507	Orthotics Laboratory
H600	Hospital Administration
H601	Ward Administration
H602	Income Verification
H603	Claims Analysis
H604	Hospital Supply and Distribution
H605	Ambulatory Care Administration
H606	Information Resource Management Service
H607	Voluntary Services Administration
H608	Records Administration
H609	Bed Services and Patient Assistance
H610	Waste Management
H650	Hospital Supplies and Equipment
H710	Medical Transportation Services
H999	Other Health Services

H000 Administrative Support. This function includes all positions that are the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

H010 Management Headquarters - Health Services. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). This function is performed by the OSD, TRICARE Management Activity, Service headquarters, and Lead Agents (i.e., tri-Service regional management agents). Management headquarters operations include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources;

or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

H100 Medical Care. This medical care function includes inpatient care and consultative evaluation in the medical specialties (e.g., pediatrics and psychiatry). It also includes the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients (e.g., intensive care units, coronary care units, and neonatal-intensive care units).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology, and otorhinolaryngology. It also includes the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; blood collection program and blood bank services; epidemiology consultations; Federal DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiological services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program.

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services, and health risk assessments.

H120 Occupational Health. This medical care function is responsible to execute and evaluate comprehensive occupational health programs, such as the Health Awareness Program for employees at various locations. Provides employees with recommendations for maintaining health, and providing support for the supervising Medical Officer in managing the medical aspects



of the office.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.

H201 Medical Services. This function includes all activities for a Psychiatrist to review and evaluate patient's mental stability for special issuances and denial of certifications.

H202 Psychiatric and Psychology Services. This function includes activities involving professional work relating to the behavior, capacities, traits, interests, and activities of human and animal organisms. This activities may involve any one or a combination of the following functions: 1) experimenting with or systematically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience, or physiology, or to develop practical applications of findings; 2) applying professional knowledge of psychological principles, theories, methods, or data to practical situations and problems; and, 3) providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use.

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177.

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for supplies,



equipment, and certain services necessary to support the mission of the medical facility. Responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundries services coded S450, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both emergency and non-emergency medical treatment, including standby duty in support of military activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

H999 Other Health Services. This function includes health services not addressed by other function codes (to include operation of aerospace altitude chambers and decompression chambers).

### I - Investigations

Function Code	Function Name
I000	Administrative Support
I100	Inspector General Services
I105	IG Legal Services
I110	Management Headquarters—Audit
I115	IG Program Management
I120	Audit Operations
I200	Safety
I412	Investigative Data Analysis
I414	Field Technical Services
I415	Non-Field Administrative Support Criminal Investigations
I416	Non-Field Administrative Support Criminal Investigations
I420	Financial Audits
I430	Performance Audits
I440	Management Evaluations/Audits
I441	Logistics Audits
I500	Background investigations
I501	IG Data Collection and Analysis
I502	Case Assessment/Management/Disposition
I510	Personnel Security Clearances and Background Investigation
I520	Criminal, Counter Intelligence, and Administrative Investigative Services
I530	Industrial Security Assessments
I999	Other Audit and Investigative Activities

I000 Administrative Support. This function includes all activities related to clerical or administrative support in an Investigations office, and operates independently of any other position in that office.

The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

I110 Management Headquarters - Audit. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources. The Office of the Agencies and Field Activities performs this function.

I120 Audit Operations. This function includes the supervision and performance of individual audits and evaluations.

I200 Safety. This function includes activities involving the investigation and prevention of accidents and incidents, and the establishment of programs and procedures to provide for the notification and reporting of accidents. The investigation activities includes a report of the facts, conditions, and circumstances relating to each accident and a determination of the probable cause of the accident along with recommendations for remedial action designed to prevent similar accidents in the future. This function also includes special studies and investigations on matters pertaining to safety and the prevention of accidents. These activities and responsibilities require the application of a broad technical knowledge in the field being investigated, and experience or training which provides knowledge of investigative techniques and/or legal procedures and practices.

I416 Non-Field Administrative Support Criminal Investigations. This function includes all to assist one individual (Management) or subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. These activities require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

I420 Financial Audits. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

I430 Performance Audits. This function includes activities that are associated with Inspector General audits of program performance to determine whether an entity acquires, protects, and uses its resources such as personnel, property, and space economically and efficiently, the causes of less than maximum performance, and whether the entity complies with applicable laws and regulations on matters of economy and efficiency. These activities also include auditing to determine the extent to which an entity achieves the desired results or benefits established by regulation or other authorization, the effectiveness of organizations, programs and activities, and

whether an entity is complying with law and regulations applicable to a program.

I440 Management Evaluations/Audits. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

I441 Logistics Audits. This function includes all activities which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of financial records; financial and management reports; management controls; or policies and practices affecting or reflecting the financial condition and operating results of an activity.

I501 IG Data Collection and Analysis. This function includes activities related to data collection and analysis associated with Inspector General audits of Departmental activities.

I510 Personnel Security Clearances and Background Investigations. This function includes activities that are associated with personnel screening by interview, written inquiries of selected sources, and record searches covering specific areas of a subject's background. Includes both Government and contractor employee screening. Duties include: the administration, investigation, and analyses of personnel security investigations conducted as the bases for both suitability and personnel security clearance eligibility for the Agencies civilians, industrial contractor personnel, and other agency personnel as authorized. This includes initial investigations, reinvestigations, and adjudications. It also includes sensitive cases (e.g., White House and Senior Pentagon Officials), issue cases, and the oversight of overseas leads. It requires agency-to-agency contacts on National Agency Checks, FBI fingerprint/name checks, credit checks, and other similar inquiries by personal interview. These investigations may include checks into law enforcement files, financial records, and other pertinent records. They may also entail interviews of the subject, the subject's friends, co-workers, employers, neighbors, and other individuals, as appropriate.

I520 Criminal, Counter Intelligence, and Administrative Investigative Services. This function includes administration, investigation, and analysis of special investigations (to include counter intelligence and fraud investigations and intelligence oversight reviews). This function excludes law enforcement operations performed at installations and bases coded S500-S520.

I530 Industrial Security Assessments. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of contractors, universities, and research firms. This encompasses educating contractor employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations (e.g., determining if a compromise occurred and putting procedures in place to prevent recurrences) and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

J999 Other Audit and Investigative Activities. This function includes audit and investigative activities not covered by other function codes.

**J - Intermediate, Direct or General Repair & Maintenance of Equipment**

<b>Function Code</b>	<b>Function Name</b>
J000J410	Administrative Support Organizational and Intermediate Repair and Maintenance Management Aircraft Aircraft Engines
J501 J502	Missiles Vessels Combat Vehicles Non-Combat Vehicles and Equipment Electronic and Communication Equipment
J503 J504 J505	Railway Equipment Special Equipment Armament Dining Facilities
J506	Equipment Medical and Dental Equipment Containers, Textile, Tents, and Tarpaulins Metal Containers Training Devices and Audiovisual Equipment Support Equipment Industrial Plant
J507 J510	Equipment Test, Measurement and Diagnostic Equipment (TMDE)
J511 J512	Other Test, Measurement and Diagnostic Equipment Aeronautical Support Equipment Software Support for Embedded and Mission Systems Tactical Automatic Data Processing Equipment (ADPE)
J513 J514	Armament and Ordnance Munitions Metal and Other Containers, Textiles, Tents and Tarpaulins Portable Troop Support Equipment
J515 J516	Portable Field Medical and Dental Equipment Organizational and Intermediate Maintenance and Repair of Other Equipment
J517 J518	
J519 J520	
J521 J522	
J550 J555	
J570 J575	
J600 J700	
J750 J999	

J000 Administrative Support. This function includes all activities related to clerical or administrative support in an Intermediate, Direct or General Repair and Maintenance of Equipment office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

J410 Organizational and Intermediate Repair and Maintenance Management. This function includes overseeing, directing, and controlling organizational or intermediate level repair and

maintenance of military material from non-deployable units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below.

J501 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft.

J502 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

J503 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment, including the mechanical, electronic, and communications equipment that is an integral part of missile systems.

J504 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, communications, and any other equipment that is an integral part of the vessel.

J505 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes the maintenance and/or repair of armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle.

J506 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support, and administrative vehicles, including electronic and communications equipment that is an integral part of the non-combat vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; and, other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

J507 Electronic and Communication Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronic and communications equipment. This includes maintenance of combat television and still cameras, audio and video recording equipment, and other electronic equipment. It excludes maintenance of electronic and communications equipment that is an integral part of another weapon/support system; maintenance of non-deployable communications equipment coded W210-W299; and maintenance of tactical and non-tactical ADPE coded J555 and W310-W399, respectively.

J511 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel handling equipment.

J517 Training Devices and Audiovisual Equipment. Maintenance of training and audiovisual devices to support agency NAS training at MMAC.

J518 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.

J519 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply processing, assembly, or research and development operations.

J520 Test, Measurement, and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded J550.

J522 Aeronautical Support Equipment. This function includes the certification of NAS systems, sub-systems, and equipment.

J550 Software Support for Embedded and Mission Systems. This function includes organizational, intermediate, direct and general software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

J555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. It excludes maintenance of non-tactical ADPE not an integral part of a communications system coded W310-W399.

J570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; mines; nuclear munitions; chemical, biological, and radiological items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system.

J575 Munitions. This function includes maintenance of munitions, including storage, issue, and loading. It excludes support reported under any of the other specific functional categories.

J600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and inter-modal systems, tents, tarpaulins, other textiles, and organizational clothing. This includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline containers; other metal containers; and cargo nets and pallet systems.

J700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances, and related equipment. Deployable medical and dental equipment is reported separately in J750.

J750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

J999 Organizational and Intermediate Maintenance and Repair of Other Equipment. This function includes organizational and intermediate repair or maintenance of military materiel not addressed by other function codes.

**K - Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment**

<b>Function Code</b>	<b>Function Name</b>
K000K410K531K532K533 K534K535 K536 K537 K538K539 K540K541 K542 K543 K544 K545K546 K547 K548 K549K550 K555 K570 K575K600 K700 K750K999	Administrative Support Depot Management Aircraft Aircraft Engines Missiles Vessels Combat Vehicles Non-Combat Vehicles and Equipment Electronic and Communication Equipment Railway Equipment Special Equipment Armament Industrial Plant Equipment Dining and Facility Equipment Medical and Dental Equipment Containers, Textile, Tents, and Tarpaulins Metal Containers Test, Measurement and Diagnostic Equipment (TMDE) Other Test, Measurement and Diagnostic Equipment Aeronautical Support Equipment Support Equipment Software Support for Embedded and Mission Systems Tactical Automatic Data Processing Equipment (ADPE) Armament and Ordnance Munitions Metal and Other Containers, Textiles, Tents and Tarpaulins Portable Troop Support Equipment Portable Field Medical and Dental Equipment Depot Repair and Maintenance of Other Equipment

K000 Administrative Support. This function includes all activities related to clerical or administrative support in a Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment office,



and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

K410 Depot Management. This function includes overseeing, directing, and controlling depot level repair and maintenance of military material within fixed (non-deployable) depots. Depot management includes reviewing and evaluating performance of subordinate activities engaged in depot repair and maintenance operations listed below.

K531 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes drones and unmanned aerial vehicles of all types.

K532 Aircraft Engines. This function includes the maintenance and/or repair of aircraft.

K533 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment. It also includes mechanical, electronic, and communications equipment that is an integral part of missile systems.

K534 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel.

K535 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle.

K536 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support and administrative vehicles and all electronic and communications equipment that are an integral part of the vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; accessory overhaul; major component overhaul; and other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

K537 Electronic and Communication Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronics and communications equipment. It excludes electronic and communications equipment that is an integral part of another weapon/support system. It also excludes maintenance of non-deployable communications systems coded W210-W299 and maintenance of tactical and non-tactical ADPE coded K555 and W310-W399, respectively.

K539 Special Equipment. This function includes the maintenance and/or repair of construction

equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel-handling equipment.

K541 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

K546 Test, Measurement, and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of test, measurement, and diagnostic equipment (TMDE), including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded K550.

K549 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding TMDE and ATE) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under any of the other specific functional categories.

K550 Software Support for Embedded and Mission Systems. This function includes the depot-level software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

K555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. This function excludes maintenance of non-tactical ADPE coded W310-W399.

K570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system and it does not include work performed at arsenals.

K575 Munitions. This function includes depot-level support of munitions, including maintenance, storage, issue, and loading. It excludes support reported under any of the other specific functional categories and does not include work performed at ammunition plants.

K600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and inter-modal systems, tents, tarpaulins, other textiles, and organizational clothing. It includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline, containers; other metal containers; and cargo nets and pallet systems.

K700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including

dining facilities, shelters, appliances, and related equipment. Deployable medical and dental equipment is reported separately in K750.

K750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

K999 Depot Repair and Maintenance of Other Equipment. This function includes depot repair, maintenance, modification, or overhaul of materiel not addressed by other function codes.

### **L - Grants Management**

Function Code	Function Name
L000	Administrative Support
L100	Application Services
L101	Application Reviews and Evaluations
L102	Independent Grant Review Appeals
L200	Grants Monitoring and Evaluation

L000 Administrative Support. This function includes all activities related to clerical or administrative support in a Grants Management office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

L101 Application Reviews and Evaluations. This function includes activities associated with the initial determination of program eligibility, developing technical review plans, determining peer review panel composition, convening and managing peer review panel(s) (including all logistics associated with convening and managing the panel), and preparing funding recommendations.

L200 Grants Monitoring and Evaluation. This function includes activities that are performed in accordance with the program's annual monitoring plan and include activities such as providing technical assistance to grantees, compliance monitoring, reviewing, and evaluating grantee programmatic and fiscal activities with the goal of fostering projects that demonstrate excellence, results, and accountability.

### **M - Forces & Direct Support**

Function Code	Function Name
M120	Combatant Headquarters CINC Command Authority
M145	Combatant Headquarters Military Department Command Authority

Function Code	Function Name
M150	Support to the CINCS Information
M199	Other Operational Command and Control Activities
M301	Management Headquarters - Intelligence
M302	Intelligence Policy and Coordination
M306	Classification Management
M310	Counterintelligence
M312	Imagery Intelligence (IMINT)
M314	Imagery Acquisition
M316	Geospatial Information Production
M318	Geospatial Information Acquisition and Processing
M320	Open Source Intelligence (OSINT) Collection/Processing
M322	Language Exploitation
M324	Multidisciplinary Collection and Processing
M326	Intelligence Communications and Filtering
M328	All Source Analysis
M330	Intelligence Production Integration and Analytic Tools
M334	Intelligence Requirements Management and Tasking
M399	Other Intelligence Activities
M410	Expeditionary Force Operations
M610	Homeland Defense Operations
M810	Military Space Operations

M120 Combatant Headquarters CINC Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command Headquarters level (e.g., HQCENTCOM, HQEUCOM, HQPACOM, and HQSOUTHCOM) as defined by DoDD 5100.73. This includes the nontransferable (Title 10, U.S.C. section 164) command authority exercised only by the Commanders-in-Chief (CINC) of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing, and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations; improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Combatant Headquarters Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Combatant Headquarters level (e.g., HQ USAREUR, HQ USAFE, and HQ NAVEUR) as defined in DoD 5100.73. This includes command authority exercised by the commanders of the component command headquarters of the Military Services within the Combatant Commands and the headquarters of the Navy Type Commands and Fleet Marine Forces. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the CINCS Information. This function includes support from information sharing systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the CINCS for military operations. This function is performed by DISA (e.g., Global Command and Control System) and other activities.

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes.

M301 Management Headquarters - Intelligence. This function includes senior intelligence leadership and their immediate staffs who exercise oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes interagency liaison for the purpose of formulating, coordinating, and implementing both intelligence and counterintelligence policy to ensure that they support U.S. foreign and diplomatic policy.

M306 Classification Management. This function includes the identification, control, and protection of information that is protected per executive order or statute from unauthorized disclosure or release to the public. This specifically concerns classified document security and control including foreign release, freedom of information related reviews, and other activities.

M310 Counterintelligence. This function includes the systematic acquisition, analysis, and dissemination of information concerning espionage, sabotage, terrorism, and related foreign activities adversely affecting U.S. interests, which are conducted for or on behalf of foreign nations, entities, organizations, or persons. It includes investigations and preliminary inquiries of espionage, sabotage, assassinations, international terrorism, and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons. It also includes all other counterintelligence operations and services.

M312 Imagery Intelligence (IMINT). This function includes the collection, processing, and analysis of imagery data. This includes the analysis of national and commercial imagery to generate geospatial information. It also includes maintenance, modification, and modernization of existing exploitation systems that do not add new capabilities.

M314 Imagery Acquisition. This function includes the purchase of imagery data and information from commercial sources.

M316 Geospatial Information Production. This function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. Imagery collection, processing, and analysis are not included in this function.

M318 Geospatial Information Acquisition and Processing. This function includes the acquisition and translation/transformation of non-imagery information such as geographical names,

boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services.

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection of open source information from foreign media/broadcasts, publications, and commercial databases. It also includes the transformation of collected open source information into forms or formats, which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services.

M322 Language Exploitation. This function includes automated or manual procedures to translate or directly derive intelligence information from foreign language data, regardless of media, for dissemination.

M324 Multidisciplinary Collection and Processing. This function includes the collection of intelligence information by a system or method that uses two or more disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information into finished all-source intelligence products.

M330 Intelligence Production Integration and Analytic Tools. This function includes profiling intelligence information, building, and shaping finished intelligence products, and analytic tools and databases that support all-source analysis. Not included are the tools used by other intelligence disciplines.

M334 Intelligence Requirements Management and Tasking. This function includes identification of present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or covert action capabilities and systems for action; and, verification of completion of the assigned action.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes.

M410 Expeditionary Force Operations. This function includes operating forces designed primarily for operations outside the U.S. This includes strike, air control, sea control, ground combat, and mobility forces.

M610 Homeland Defense Operations. This includes operating forces designed primarily to deter or



defeat attacks on the U.S. and its territories, and those U.S. international policy activities performed under the direct supervision of the OSD. This includes deterrence, protection, international engagement, and threat reduction.

M810 Military Space Operations. This function includes operating forces that support military systems in space. This includes space force launch, space control, force enhancement (i.e., support to expeditionary and homeland defense forces), and space combat.

**P - Base Maintenance/Multifunction Contracts**

<b>Function Code</b>	<b>Function Name</b>
P000	Administrative Support
P100	Installation Operation Contracts (Multi-function)
P110	Management Headquarters - Logistics
P120	Management Headquarters - Maintenance

P000 Administrative Support. This function includes all activities related to clerical or administrative support in a Base Maintenance/Multifunction Contracts office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

P110 Management Headquarters - Logistics. This function includes the oversight, direction, and control of subordinate logistics offices and agencies through developing and issuing logistics policies and providing policy guidance; reviewing, analyzing, and evaluating performance (e.g., logistics systems reinvention and modernization); and, conducting mid- and long-range planning. The management headquarters logistics function is performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This function excludes Management Headquarters - Maintenance (coded P120), -Supply (coded T101) and Transportation (coded T701).

P120 Management Headquarters - Maintenance. This function includes the oversight, direction, and control of subordinate maintenance offices, agencies, and depots. The management headquarters maintenance function is typically performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This includes developing and issuing maintenance policies and providing policy guidance; reviewing, analyzing, and evaluating performance; and, conducting mid- and long-range planning.



## Q - Civil Works

Function Code	Function Name
Q120	Management Headquarters - Civil Works
Q120A	Management Headquarters - Federal Lands Highway Program Management and Oversight
Q120B	Management Field Headquarters - Federal Lands Highway Program Management and Oversight
Q220	Water Regulatory Oversight and Management
Q240	Natural Resources Oversight and Management
Q260	Civil Works Planning Production and Management
Q420	Bank Stabilization
Q440	Maintenance of Open Waterways for Navigation
Q460	Maintenance of Jetties and Breakwaters
Q520	Operation and Maintenance of Locks and Bridges
Q540	Operation and Maintenance of Dams
Q560	Operation and Maintenance of Hydropower Facilities
Q580	Operation and Maintenance of the Washington Aqueduct
Q620	Operation and Maintenance of Recreation Areas
Q999	Other Civil Works Activities

Q120 Management Headquarters - Civil Works. This function includes program administration engineering, and technical assistance, training of FHWA staff and development and dissemination of technology relative to transportation serving Federal and Indian lands. It also includes developing and policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities for the Federal Land Management Agencies (FLMA) and Tribal Councils. We should discontinue using this function code.

Q120A Management Headquarters - Federal Lands Highway Program Management and Oversight. The activities of this function includes program administration engineering, and technical assistance, training of FHWA staff and development and dissemination of technology relative to transportation serving Federal and Indian lands. It also includes developing and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities for the Federal Land Management Agencies (FLMA) and Tribal Councils. This function is carried out in the Washington Headquarters offices.

Q120B Management Field Headquarters - Federal Lands Highway Program Management and Oversight. The activities of this function includes oversight, direction, management, and control of a program to cooperate with Federal land management agencies in development of context-sensitive facilities that access the nation's water and related environmental resources. This function includes interpreting civil works policies and providing policy guidance; reviewing and

evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budget for civil works activities. This function is carried out in the Federal Lands Highway Division offices.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs; restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are done at the division office level.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and renewal of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of riprap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways

operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with maintenance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release

of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at hydropower facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q999 Other Civil Works Activities. This function includes civil works activities not covered by other function codes.

**R - Research, Development, Test, and Evaluation (RDT&E)**

Function Cod	Function Name
R000	Administrative Support
R100	Theoretical Research
R102	Biomedical Research Support
R103	Biomedical Research
R104	Animal Research
R110	Management Headquarters—Research and Development
R120	Science and Technology
R140	Management and Support to R&D
R200	Basic R&D
R201	Laboratory and Clinical Research Support
R300	Developmental
R400	Testing
R500	Acceptance
R600	Applied Research
R601	Applied Research Support
R660	RDT&E
R900	Operation and Maintenance of Physical Plant

Function Code	Function Name
R901	Building & Grounds Maintenance
R902	Models Design and Construction
R999	Other S&T and R&D Management and Support Activities

R000 Administrative Support. This function includes all activities related to clerical or administrative support in a Research, Development, Test, and Evaluation (RDT&E) office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

R110 Management Headquarters - Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for science and technology.

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. It does not include program management of systems acquisition coded F120 or systems acquisition research and development support coded F150. This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of science and technology. Basic Research - This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the basis for technological progress. Applied Research - Applied Research translates promising basic research into solutions, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. Advanced Technology Development - This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and producibility that could lead to the development of hardware for service use.

R140 Management and Support to R&D. This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs, management of

international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, studies and analyses in support of R&D programs, and other R&D support. This function also includes all activities related to management of Technology Transfer programs and budgets, interactions with Local Transportation Assistance Programs (LTAP) and Tribal Transportation Assistance Programs (TTAP), assisting Technical Service Teams with Technology Transfer activities and initiatives, and researching peer exchanges and LTAP peer exchanges.

R400 Testing. Perform state-of-the-art toxicological tests on the blood, urine, and tissue of pilots involved in fatal accidents to determine the levels of both licit and illicit drugs at both the therapeutic and abnormal levels. The positions conduct forensic toxicological examinations, clarify, initiate, and evaluate analytical techniques used in investigations where no guidelines exist, develop and evaluate new apparatus, techniques, and procedures as well as, investigates conditions that influence the accuracy and validity of toxicological procedures and findings.

R500 Acceptance. This function includes activities to conduct full system-level evaluation, independent of the acquisition organization, in an operational environment to confirm operation readiness before incorporated into the National Airspace System.

R600 Applied Research. This function includes the activities of oversight, direction, and control of applied research programs and subordinate organizations, centers, and laboratories involved in applied research activities. The function also includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for conduct of applied research. Research associated with this function includes assessing the impact of advanced technology, enhancing information transfer, evaluating effects of stressors on human performance, identifying trends in the pattern of human error associated with accidents, operational errors, runway incursions, and quantifying the effects of equipment, procedures, and task design on pilot-controller communications, air traffic control/ management systems, and general aviation aircraft cockpit design.

R660 RDT&E. This function includes the activities of oversight, direction, and control of applied research programs and subordinate organizations, centers, and laboratories involved in applied research activities. The function also includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for conduct of applied research.

R902 Models Design and Construction. This function relates to model making and visual characterizations. These operations develop one of a kind products/prototypes for RDT&E programs at the technical Center.

R999 Other S&T and R&D Management and Support Activities. This function includes science and technology and research and development management and support activities not covered by other function codes. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.



### S - Facility Services

Function Code	Function Name
S000	Administrative Support
S100	Management Headquarters - Installations
S200	Installation, Base, or Facility Management
S210	Building Management
S310	Housing Management
S410	Custodial Services
S420	Collection and Disposal of Trash and Other Refuse
S430	Collection and Disposal of Hazardous Material (HAZMAT)
S435	Pest Management
S440	Fire Prevention and Protection
S450	Laundry and Dry Cleaning Operations
S499	Other Building and Housing Management Services
S500	Management of Law Enforcement, Physical Security and Security Guard
S510	Law Enforcement, Physical Security, and Security Guard Operations
S520	Support Services to Law Enforcement, Physical Security, and Security Guard
S540	Security of Classified Material
S560	Special Guard Duties
S700	Natural Resource Services
S701	Public Affairs / Relations
S702	Financial and Payroll Services
S703	Debt Collection
S706	Bus Services
S713	Food Services
S714	Furniture Repair
S715	Office Equipment Maintenance and Repair
S716	Motor Vehicle Operation
S717	Motor Vehicle Maintenance
S719	Confinement Facility Operations
S720	Prison Operations and Maintenance
S721	Prison Security Operations (Guards)
S723	Other Prison Operations (Food, Administrative)
S724	Other Law Enforcement, Physical Security and Security Guard Operations
S725	Electrical Plant and Distribution Systems Operation and Maintenance
S726	Heating Plant and Distribution Systems Operation and Maintenance
S727	Water Plant and Distribution Systems Operation and Maintenance
S728	Sewage and Waste Plant and Distribution Systems Operation and Maintenance
S729	Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance
S730	Incinerator Plant and Sanitary Fill Operations
S731	Supply Operations
S732	Warehousing and Distribution
S733	Building Services



Function Code	Function Name
S734	Leasing Services
S735	Engineering Services
S736	Plumbing Craft Support Services
S737	Electrical Craft Support Services
S739	Locksmith
S740	Transportation Management Services
S741	Supply, Warehousing, and Distribution Services Management
S742	Inventory Analysis and Management
S743	Vehicle Acquisition Support Services
S744	Fleet Management Services
S745	Security and Protection Services
S750	Museum Operations
S751	Curator Services
S752	Exhibits Management and Planning
S753	Facility Security Management
S760	Contractor - Operated Parts Stores & Civil Engineering Supply Stores
S799	Other Utility Plant and Distribution Systems Operation and Maintenance
S999	Other Installation Services

S000 Administrative Support. This function includes all activities related to clerical or administrative support in an Installation Services office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

S100 Management Headquarters - Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning.

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities. This function involves the management of support activities from more than one functional group (to include management of multifunction contracts). It also includes emergency planning not addressed by Y220.

S210 Building Management. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds and surfaced areas (either directly for owned facilities, or in association with facility owners for leased facilities; and the administration (to include contract administration) of building services. This excludes actual repair and maintenance of buildings, grounds, and surfaced areas. It includes contract management of building management services addressed below. It also includes building

space management, and moving and handling of office furniture and equipment except operations involving communications, computing, or other information services. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability).

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD housing facilities; and the administration (to include contract administration) of housing services. This excludes the actual repair and maintenance of buildings, grounds, and surfaced areas coded Z991-Z999. Housing management includes the administration and operation of bachelor quarters, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration (FHA) or Veteran Affairs (VA) and designated as public quarters. It excludes operation of reception stations and processing centers coded B820 and operations of disciplinary barracks and confinement facilities coded S719. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399. This also excludes storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110. It includes contract management of housing management services addressed below.

S410 Custodial Services. This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

S420 Collection and Disposal of Trash and Other Refuse. This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary fills, or regulated dumps coded S730.

S430 Collection and Disposal of Hazardous Material (HAZMAT). This function includes the safe handling, collection, and disposal of hazardous materials and waste.

S435 Pest Management. This function includes prevention and control of disease vectors and pests that may adversely affect the mission or operation; the health and well-being of people; or structures, material, or property.

S440 Fire Prevention and Protection. This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.

S450 Laundry and Dry Cleaning Operations. This function includes the operation and maintenance of laundry and dry cleaning facilities.

S499 Other Building and Housing Management Services. This function includes building and housing management services not covered by one of the other function codes. This includes the repair and maintenance of furniture and equipment (except for repair and maintenance of communications and computing equipment coded W210-W399 and equipment that is considered real property coded Z991 and Z992). It also excludes pest management operations coded S435, and local supply services coded T110.

S500 Management of Law Enforcement, Physical Security, and Security Guard. This function includes providing overall direction, administration, planning, programming, supervision, and coordination of security guard operations. This includes evaluation of command security police programs. It also includes the development, review, and evaluation of policies and procedures for matters pertaining to clandestine vulnerability and secure design considerations for new weapon systems. This entails the development of system security standards and conducting initial, annual, and random evaluations within the organization to evaluate individual and unit functional effectiveness. Security Program Planning. This includes the development of a security program that protects soldiers, civilian employees, family members, facilities, and equipment through the planned integration of combating terrorism (AT/CT), physical security, information operations, personal security, and law enforcement operations with the synchronization of operations, intelligence, training and doctrine, policy, and resources.

S510 Law Enforcement, Physical Security, and Security Guard Operations. This function includes operations that provide for the physical security of government facilities and property and in-transit protection of military property from loss or damage. Ingress and Egress Control. This includes regulation of people, material, and vehicles entering or exiting a designated area to provide protection of the government facilities and property. Physical Security Patrols and Posts. This includes mobile and static physical security guard activities for protection of installation or government property, motor vehicle traffic management, investigation of motor vehicle accidents, apprehension and restraint of offenders, and special protection of high value property and physical resources (other than security priority A, B, or C assets). Conventional Arms, Ammunition, and Explosives (CAAE) Security. This includes dedicated security guard services for CAAE security. Animal Control. This includes patrolling for, capture of, and response to complaints about uncontrolled, dangerous, and disabled animals at military bases, installations, and facilities.

S520 Support Services to Law Enforcement, Physical Security, and Security Guard. This function includes all administrative operations, to include: Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities. Visitor Information Services. This includes providing information to installation, base or facility residents, and/or visitors about street, agency, unit, and activity locations. Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and ground training that takes place at security guard facilities. Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment. Vehicle Impoundment. This includes removal, accountability, security, and processing of vehicles impounded on military installations. Military Working Dog Program. This includes administration of the military Working Dog Program and maintenance of dog kennels and kennel areas.

S540 Security of Classified Material. This function includes administration of programs that provide secure systems for the receipt, storage, and distribution of classified material. This includes operations to ensure that appropriate security safeguards are in place to include security education/motivation programs and classification management programs.

S560 Special Guard Duties. This function includes the protection and escort of distinguished visitors at major command headquarters and ceremonial activities to include honor guard and firing squad activities at funerals and other ceremonies.

S701 Public Affairs/Relations. This function includes positions responsible for administering, supervising, or performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and various other pertinent publics including internal or external, foreign or domestic audiences. Activities in this function provide advice agency management on policy formulation and the potential public reaction to proposed policy, and identify and carry out the public communication requirements inherent in disseminating policy decisions. The activities involves identifying communication needs and developing informational materials that inform appropriate publics of the agency's policies, programs, services and activities, and plan, execute, and evaluate the effectiveness of information and communications programs in furthering agency goals. Activities in this function require skills in written and oral communications, analysis, and interpersonal relations.

S702 Financial and Payroll Services. This function includes account maintenance clerical and accounting technician support activities requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also included are technical audits, developing or installing revised accounting procedures, or performing similar quasi-professional accounting activities. Activities in this function require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

S715 Office Equipment Maintenance and Repair. This function includes the obtaining of contractual maintenance and repair services from various vendors via the government purchase card program. This includes maintenance and repair provided on equipment, such as: date/time stamps, fax machines, microfilm readers, etc.

S716 Motor Vehicle Operation. This function includes activities involving the operation of vehicles, used within or between Government, commercial, and industrial facilities; or over public roads. They may be used to haul cargo, passengers, or to tow equipment including the operation of local transportation services for organizational staff. This function includes the complete operations of the Technical Center shuttle bus. This function provides safe and secure transportation for technical center visitors from the visitor's center to various destinations on technical center property. This function is in alignment with Technical Center policy that prohibits vehicles of non-FAA/TSA/Coast Guard employees and contractors past the visitor's center.

S717 Motor Vehicle Maintenance. Maintains, services, repairs, and overhauls material handling and personnel moving equipment, emergency generators, aircraft support equipment, and non-powered equipment. Maintains a complex and diverse fleet of forklifts, maintenance vehicles (electric and gas driven), and tugs.

S719 Confinement Facility Operations. This function includes the administration and operation of

facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations and Maintenance. This function includes the administration and operation of facilities (e.g., Ft. Leavenworth) that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S724 Other Law Enforcement, Physical Security and Security Guard Operations. This function includes law enforcement, physical security, and security guard services not covered by other function codes.

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants and systems of all types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage, and consumption of coal.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary Fill Operations. This function includes the operation and maintenance of incinerators, sanitary fills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S731 Supply Operations. Stock control and accounting, warehousing and storage of supplies and material.

S732 Warehousing and Distribution. Where applicable, operates regional office warehouse facilities including shipping, receiving, and inventorying supplies and equipment.

S733 Building Services. Provides regional office building management including such things as building access, parking, space and furniture management, guard and custodial services, grounds maintenance, liaison with GSA, building owners and contractors, and facility upgrades.

S739 Locksmithing. Support of security of contracting and critical RDT&E operations.

S740 Transportation Management Services. This function involves the operation of the packing and crating section, shipping products in support of the NAS, shipping exchange and repair products, coordinating shipment with outside vendors and following up on receipt and delivery. Commits the US Government to pay for transportation.

S741 Supply, Warehousing, and Distribution Services Management. Warehousing and storage of supplies and material critical to RDT&E operations.

S742 Inventory Analysis and Management. Stock control and accounting of supplies and material critical to RDT&E operations. Includes analysis of usage rates and ordering of replenishment items.

S753 Facility Security Management. This function covers activities that involve managing the operation, security, and maintenance of buildings, grounds, and other facilities such as posts, camps, depots, power plants, parks, forests, and roadways. Such work requires (1) administrative and management skills and abilities and (2) broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment. While positions in this series typically involve directing work performed by a variety of trades and labor employees and require specialized knowledge of such work, they do not have as their paramount qualification requirement an intensive knowledge of the specific trades skills utilized.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

S999 Other Installation Services. Installation services not specified in other codes.



## T - Other Non-Manufacturing Operations

Function Code	Function Name
T000	Administrative Support
T101	Management Headquarters - Supply
T110	Retail Supply Operations
T120	Wholesale/Depot Supply Operations
T130	Storage and Warehousing
T140	Supply Cataloging
T150	Warehousing and Distribution of Publications
T160	Bulk Liquid Storage
T165	Distribution of Petroleum Oil and Lubricant Products
T167	Distribution of Liquid, Gaseous, and Chemical Products
T175	Troop Subsistence
T177	Food Supply
T180	Military Clothing
T190	Preparation, Demilitarization and Disposal of Excess and Surplus Inventory
T199	Other Supply Activities
T600	Real Property Management
T601	Real Property Disposal
T602	Property Development
T603	Real Property Acquisition Support Services
T700	Miscellaneous Program Management
T701	Management Headquarters - Transportation
T701A	Management Headquarters - Highway Transportation Trust Fund Management, Oversight, and Stewardship
T701B	Management Field Headquarters - Highway Transportation Trust Fund Management, Oversight and Stewardship
T701C	Management Headquarters - Surface Transportation System, Intelligent Transportation System and Intermodal Freight Operations Management, Oversight, and Stewardship
T701D	Management Headquarters - Surface Transportation System Safety Management, Oversight, and Stewardship
T701E	Management Headquarters - Surface Transportation System Infrastructure Management, Oversight, and Stewardship
T710	Traffic/Transportation Management Services
T800	Ocean Terminal Operations
T801	Storage and Warehousing
T802	Cataloging
T803	Acceptance Testing
T804	Architect-Engineering
T805	Operation of Bulk Liquid Storage
T806	Printing and Reproduction
T807	Visual Information
T810	Air Transportation Services
T811	Water Transportation Services
T812	Rail Transportation Services
T813	Engineering and Technical Services
T814	Aircraft Fueling Services
T815	Scrap Metal Operation



<b>Function Code</b>	<b>Function Name</b>
T817	Other Communications and Electronics Systems
T818	Systems Engineering and Installation of Communications Systems
T819	Preparation and Disposal of Excess and Surplus Property
T820	Administrative Support Services
T821	Special Studies and Analysis
T822	Operations Research
T823	Actuarial Services
T824	Motor Vehicle Transportation Services
T824A	Management Headquarters - Motor Vehicle Transportation Safety
T824B	Motor Vehicle Transportation Safety
T826	Air Traffic Control
T826A	Terminal/Tower/TRACON Air Traffic Control
T826C	CERAP Air Traffic Control
T826D	Command Center Air Traffic Control
T826E	En Route Air Traffic Control
T826F	Flight Service Air Traffic Control
T830	Interior / Facility Design
T831	Drafting Services
T832	Construction Management
T832A	Construction Management-Federal Lands Highway Program
T833	Civil Engineering & Analysis Services
T833A	Civil Engineering & Analysis Services-Federal Lands Highway Program
T833B	Student Civil Engineering & Analysis Services-Federal Lands Highway Program
T834	General Engineering & Analysis Services
T835	Chemical Engineering & Analysis Services
T836	Electrical Engineering & Analysis Services
T837	Fire Protection Engineering & Inspection
T838	Safety Engineering & Analysis Services
T839	Mining Engineering & Analysis Services
T840	Geodetic Engineering and Analysis Services
T841	Geological Analysis
T850	Forestry Management Support
T851	Forestry Operations
T852	Soil Conservation Evaluation & Analysis
T853	Soil Conservation Operations
T854	Royalty Management Operations
T855	Industrial Engineering
T899	Other Transportation Services
T900	Training Aids, Devices, and Simulator Support
T999	Other Non-Manufacturing Operations

T000 Administrative Support. This function includes all activities related to clerical or administrative support in an Other Non-Manufacturing Operations office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and

requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

T101 Management Headquarters - Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning. The management headquarters supply function is typically performed by the OSD; the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters as defined in DoD 5100.73.

T110 Retail Supply Operations. This function includes supply operations typically performed at an installation, base, or facility to include providing supplies and equipment to all assigned or attached units. This includes all basic supply functions to include the requisition, receipt, storage, issuance, and accountability of materiel. Supply Operations - Operation of consolidated supply functions to include operation of self-service supply centers, Clothing Initial Issue Points (CIIP), and petroleum, oils, and lubricants (POL) resale points. Central Issue Facilities (CIF) - Operation of Central Issue Facilities for the purpose of providing military personnel required Organizational Clothing and Individual Equipment supplies. This includes necessary alterations performed at the CIF. Retail Supply Operations - This includes installation retail supply services to include local warehouse operations, delivery, customer support, inventory management, and unique industrial activity support. Materiel Services - Support for the procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting and reporting, and other related functions. Other Retail Supply Services - Support to product lines (ammunition and end items). This includes supply support for the DoD small arms Serialization Program; Chemical Agent Standard Analytical reference materials; radioactive waste, research, and development activities; and, other unique activities, which do not contribute to, established product lines.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near and long-term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities. Sustaining engineering is coded F510.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of

publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning. Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt. Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods. Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes on-loading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations. Care, Re-warehousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature control, assembly placement, and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stock from one storage location to another and related checking, tallying, and handling, and other general storage support operations. Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped. Unit and Set Assembly and Disassembly. This includes operations to gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units. Special Processing of Non Stock Fund-Owned Materiel. This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, non-stock fund-owned materiel using regular or special maintenance tools, or equipment. This includes disassembly or reassembly of re-serviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing. Packing and Crating. This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It also includes all physical handling, unloading, and loading of materiel within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or re-crating for shipment (including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, over-packing, containerization, and the packing of materiel in transportation containers). Other Storage and Warehousing. This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and

publication of federal supply catalogs and related allied publications.

T150 Warehousing and Distribution of Publications. This function includes services provided by publication distribution centers (i.e., paper-based) to include central storage and issue of stock numbered and non-stock numbered publications, blank forms, regulations, directives and other official publications. This includes receipt of products in bulk, sorting by individual customer, and mailing.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies and handling of drums within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous, and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

T177 Food Supply. This function includes the operation and administration of food preparation and serving facilities at military facilities. It includes operation of central bakeries, pastry kitchens, and central meat processing facilities that produce a product. This includes maintenance of equipment (to include dining facility equipment) but excludes maintenance of fixed equipment coded Z992. It also excludes hospital food service operations coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G013.

T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory. This function includes the determination of excess inventory, preparation of documentation for transfer to a Defense Reutilization and Marketing Office, and subsequent receipt, classification, storage, and disposal through reutilization, transfer, donation, and sales of excess and surplus property. This includes demilitarization, precious metals recovery, and abandonment or destruction as required. This also includes operation of scrap yards and disposition of scrap metal through sales. This function excludes demilitarization operations that are an inherent part of the intermediate and depot maintenance activities covered by the J and K codes.

T199 Other Supply Activities. This function includes supply activities not addressed by one of the other supply function codes.

T600 Real Property Management. This function includes activities associated with tracking and monitoring real property.

T700 Miscellaneous Program Management. This function includes formulating, coordinating, directing, analyzing, and ensuring the adequacy of international aviation system policies, goals, and priorities. It serves as the focal point for the international activities, conducts liaison activities with foreign governments and international organizations, as well as U.S. Government (USG) agencies involved in the formulation of U.S. civil aviation policy. This function addresses international requirements of a program on a global, regional, and/or national level. This function includes administrative and program support for maintenance and/or repair of aircraft and associated equipment. Activities require the knowledge of government purchasing card regulations, employee benefits, compensation, awards, performance appraisals, disciplinary actions, and travel.

T701 Management Headquarters - Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. This function is carried out in the Washington Headquarters offices.

T701A Management Headquarters - Highway Transportation Trust Fund Management, Oversight, and Stewardship. The activities of this function provides national leadership for program policies, policy information needs and legislative initiatives in support of our nation's transportation systems, and departmental and agency strategic goals. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. Also develops, facilitates, and coordinates international transportation initiatives. This function is carried out in the Washington Headquarters offices.

T701B Management Field Headquarters - Highway Transportation Trust Fund Management, Oversight, and Stewardship. The activities of this function include overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. This function constitutes the frontline employees delivering the Federal-aid Highway Program in close collaboration with State and Local Transportation Agencies. This function includes leadership in developing and maintaining interagency partnerships or coalitions. This function integrates disciplines involved with, but not limited to, civil engineering, systems engineering, information technology, procurement, and marketing.

T701C Management Headquarters - Surface Transportation System, Intelligent Transportation Systems, and Intermodal Freight Operations Management, Oversight, and Stewardship. The activities of this function provides national leadership for the management and operations of the surface transportation system, including ITS program management, the deployment of ITS and

development of an intermodal approach to freight management. This function includes leadership in developing and maintaining interagency partnerships or coalitions for reducing congestion. This function includes the stewardship and leadership activities to standardize, analyze, engineer, evaluate, and promote technologies and practices for improving traffic flow. This function is carried out in the Washington Headquarters offices.

T701D Management Headquarters - Surface Transportation System Safety Management, Oversight, and Stewardship. The activities of this function provide national leadership and advocacy for the development of strategies and programs to reduce the number and severity of highway crashes. This function is carried out in the Washington Headquarters offices.

T701E Management Headquarters - Surface Transportation System Infrastructure Management, Oversight, and Stewardship. The activities of this function provide national leadership, program management, technical expertise, and program assistance in highway, pavement, and bridge programs, as well as other engineering activities. This function is carried out in the Washington Headquarters offices.

T710 Traffic/Transportation Management Services. The activities of this function includes the stewardship and leadership activities to standardize, analyze, engineer, evaluate, and promote technologies and practices for improving traffic flow. This includes facilitating and leading to better equip practitioners with traffic flow tools such as High-Occupancy Vehicle (HOV) lane operation and enforcement, Intelligent Transportation Systems, Traffic Signal Synchronization, Incident Management, Ramp Metering, Work Zone Mobility, and Freight movement. This function includes leadership in developing and maintaining interagency partnerships or coalitions for reducing congestion. This function integrates disciplines involved with, but not limited to, civil engineering, systems engineering, information technology, procurement, marketing, and business models for real-time data applications.

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals. Pier Operations. This includes stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals. Break-bulk Cargo Operations. This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo. Cargo Handling. This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing. Port Cargo Operations. This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and un-stuffing containers. Vehicle Preparation. This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners. Lumber Operations. This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of new lumber. Materiel Handling Equipment (MHE) Support. This includes delivering



MHE to user agencies and performing onsite fueling. Maintenance of material handling equipment is coded J511 and K539. Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations. Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

T801 Storage and Warehousing. This function includes activities associated with receiving material into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping material.

T802 Cataloging. This function includes activities associated with preparing supply catalogs and furnishing cataloging data on all items of supply for distribution worldwide. These activities also include cataloging files, preparation, and revision of all item identifications for all logistics functions; compilation of Federal catalog sections and allied publication; development of Federal item identification guides, and procurement identification descriptions. Includes printing and publication of Federal supply catalogs and related allied publications.

T804 Architect-Engineering. This function includes professional activities which require primarily the application of the principles of engineering and architecture. The function involves research, development, design, test, evaluation, and application of the fundamentals of architecture/engineering to aid in the solution of problems.

T806 Printing and Reproduction. This function provides local, national, and international distribution and ready for mailing of various types of media and publications in accordance with regulations and requirements. Ensures that distribution material is the proper quality, quantity and type to adequately meet individual distribution requirements and takes actions to ensure correction if noncompliance occurs. Ensures that printing, binding, and composition procurement programs for Center-wide technical and management documents are provided for, accounted for, and controlled in accordance with regulatory direction. This function also includes management, oversight, and direction of a large printing and replication facility. The activities include printing of time sensitive safety related charts and publications which support the National Airspace System, FAA Air Traffic Controllers, DoD National Imagery and Mapping Agency, and NOAA nautical productions; pre-press, photographic, press, and folding services.

T807 Visual Information. This function includes activities which supervise or providing oversight of work involved in communicating information through visual means. Activities in this function includes: the design and display of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and charts used in books, magazines, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communicating. The activities require knowledge of and ability to apply the principles of visual design; knowledge of the technical characteristics associated with various methods of visual display; and the ability to present subject matter information in a visual form that will convey the intended message to, or have the desired effect on, the intended audience.

T810 Air Transportation Services. This function includes management and operation of aircraft for administrative movement of high-ranking personnel, National Transportation Safety Board accident investigation teams and Federal Emergency Management personnel, equipment and materials. These aircraft certification flight test pilots maintain the continued operational safety of aircraft,



setting standards for the design and flight testing of aircraft and ensuring compliance with those standards.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel and supplies. This includes tug operations but excludes recreational water craft operations coded G055. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

T813 Engineering and Technical Services. This function includes management of large, complex projects and programs to improve NAS facilities. Activities include joint acceptance and contractor acceptance inspections, preparing engineering plans for modification, construction improvement, or installation of facilities and equipment.

T818 Systems Engineering and Installation of Communications Systems. This function includes professional activities which require primarily the application of knowledge of: 1) fundamentals and principles of professional engineering; 2) computer hardware, systems software, and computer system architecture and integration; and 3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. These activities pertain

primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

T819 Preparation and Disposal of Excess and Surplus Property. This function includes administrative, managerial, and technical work required to redistribute, donate, sell, abandon, destroy, and promote the use of excess and surplus personal property. Involves knowledge of: (1) characteristics, proper identities, and uses of property items; (2) merchandising and marketing methods and techniques; and/or (3) property disposal policies, programs, regulations, and procedures.

T820 Administrative Support Services. This function includes a wide-range of administrative service areas that contribute to organizational effectiveness and efficiency. Duties are nonclerical in nature and require incumbents to work independently or as members of teams to provide support, assistance, and technical expertise to either Headquarters or field customers. Responsibilities may include, but are not limited to: preparing and coordinating requests for procurement of contract administrative support; real and personal property management; and motor vehicle fleet management. Personnel assigned within this functional category may also perform recurring evaluations and assessments of systems and processes to improve the quality of programs, products, and services in key areas of responsibility.

T821 Special Studies and Analysis. This function includes all activities which are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering function, but which involves the application of a knowledge of such engineering fundamentals as the strength

and strain analysis of engineering materials and structures, the physical and chemical characteristics of engineering materials such as elastic limits, maximum unit stresses, coefficients of expansion, workability, hardness, tendency to fatigue, resistance to corrosion, engineering adaptability, engineering methods of construction and processing, etc.; or positions involving professional activities in several branches of engineering. This function includes all activities which are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering function, but which involves the application of a knowledge of such engineering fundamentals as the strength and strain analysis of engineering materials and structures, the physical and chemical characteristics of engineering materials such as elastic limits, maximum unit stresses, coefficients of expansion, workability, hardness, tendency to fatigue, resistance to corrosion, engineering adaptability, engineering methods of construction and processing, etc.; or positions involving professional activities in several branches of engineering.

T822 Operations Research. The activities of this function require the determination of policy for the selection of systematic solutions for the resolution of mission system needs. Develops studies and analyses to assess performance of Agency priorities.

T824 Motor Vehicle Transportation Services. This function includes management and operation of motor vehicles and equipment assigned to Federal facilities for administrative movement of personnel, supplies, equipment, and other products. This includes all local, scheduled and unscheduled movement of personnel provided by taxi, bus (to include dependent school bus), and automobile transportation operations. This also includes all heavy and light truck, and tow truck operations involved with the movement of equipment, supplies, and other products not covered by another function code. It also includes motor pool operations and driver/operator licensing and testing. This does not include operation of cranes, construction equipment, or heavy and light trucks in support of Ocean Terminal Operations (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes management and direction of air traffic control at headquarters locations.

T826A Terminal/Tower/TRACON Air Traffic Control. This function includes positions concerned with: (1) the control of air traffic to ensure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, possibly under complex conditions; (2) the providing of preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (3) the development, coordination, and management of air traffic control programs. Personnel in this function require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic. Controllers in a Terminal Radar Approach Control (TRACON) provide radar control to aircraft arriving or departing the primary airport and adjacent airports, and to aircraft transiting the facility's airspace. Controllers in a Tower with radar provide separation for aircraft operating under IFR and VFR procedures from other aircraft landing,

departing and/or overflying within their designated airspace. Both TRACON and radar tower controllers issue speed, altitude, and directional instructions to pilots to keep aircraft properly separated. They also operate radar and communication equipment to apply radar separation standards and vectoring procedures. They detect and adjust malfunctions and interferences in the equipment. Controllers in a Tower without radar - separate airplanes, primarily under VFR procedures, by sequencing, spacing, and issuing clearances and instructions to aircraft landing, departing, or operating in the tower's area of responsibility. Operate various tower cab equipment such as communications systems, runway visibility measuring equipment, navigational aid monitors, and direction finding equipment. They coordinate the orderly exchange of aircraft among other facilities to expedite the flow of air traffic. All tower controllers provide air traffic advisory services to pilots including issuing clearances to operate aircraft, weather and field conditions, and safety and traffic alerts.

T826C CERAP Air Traffic Control. This function includes positions concerned with: (1) the control of air traffic to ensure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, possibly under complex conditions; (2) the providing of preflight and inflight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (3) the development, coordination, and management of air traffic control programs. Personnel in this function require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic.

T826D Command Center Air Traffic Control. This function includes positions concerned with: (1) the control of air traffic to ensure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, possibly under complex conditions; (2) the providing of preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (3) the development, coordination, and management of air traffic control programs. Personnel in this function require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic.

T826E En Route Air Traffic Control. This function includes positions concerned with: (1) the control of air traffic to ensure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, possibly under complex conditions; (2) the providing of preflight and inflight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (3) the development, coordination, and management of air traffic control programs. Personnel in this function require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic. Also controls and separates en route air traffic within designated airspace, along airways, and over oceanic routes. Provides approach control services and radar separation for IFR and VFR aircraft operating to and from non-approach controlled and non-controlled airports. Operates automated radar systems, including computer routines for inputting and/or obtaining pertinent control data, and detects malfunctions or interferences in the system. Provides advisory service to

pilots such as status of navigational aids, other air traffic, weather and airport conditions, and status of restricted and military operating areas. Provides radar services to aircraft operating under VFR procedures including in-flight assistance, radar traffic advisories, VFR emergencies, and direction finding services.

T826F Flight Service Air Traffic Control. This function includes positions concerned with providing services to pilots at Flight Service stations. A partial list of duties are: preflight weather briefings, Notices to Airmen (NOTAM's); search and rescue coordination; in-flight weather briefings; filing of flight plans; weather observations; temporary flight restriction graphics; and airport advisory services.

T830 Interior/Facility Design. This function includes activities which are to perform, supervise, or manage work related to the design of interior environments in order to promote employee productivity, health, and welfare, and/or the health and welfare of the public. Typical activities include investigating, identifying, and documenting client needs; analyzing needs, proposing options and, working with the client, developing specific solutions; developing design documents, including contract working drawings and specifications; and, as appropriate, managing design projects performed in-house or by contract. The activities requires applying knowledge from a variety of such fields as: (1) interior construction (building systems and components, building codes, equipment, materials, and furnishings, working drawings and specification, codes and standards); (2) contracting (cost estimates, bid proposals, negotiations, contract awards, site visits during construction, pre- and post-occupancy evaluations); (3) facility operation (maintenance requirements, traffic patterns, security and fire protection); (4) aesthetics (sense of scale, proportion, and form; color, texture, and finishes; style and visual imagery); (5) psychology (privacy and enclosure; effects of environmental components (color, texture, space, etc.) on mood, alertness, etc.); and, as appropriate, (6) management (design project and resource coordination).

T832 Construction Management. This function includes activities that are involved with development and deployment of procedures and practices that promote improved quality and cost effectiveness of highway construction. This function requires detailed knowledge of highway construction practices and policies as well as in depth knowledge of construction methods, techniques, costs, materials, and equipment. Activities include development and deployment of: 1) construction practices, techniques, costs, materials, equipment and contract administration 2) innovative contractual documents such as design build, warranties and A + B bidding; 3) programs that improve highway construction inspection, testing, quality control, quality assurance and specifications; and 4) highway maintenance programs that preserve the integrity of the system. This function may include activities, which involve on site inspection of construction or the monitoring and control of construction operations.

T832A Construction Management-Federal Lands Highway Program. The activities of this function include activities, which involve on site inspection of construction or the monitoring and control of construction operations. Activities in this function require application of: 1) practical knowledge of engineering methods and techniques; 2) knowledge of construction practices, methods, techniques, costs, materials, and equipment; and, 3) ability to read and interpret engineering and architectural plans and specifications.

T833 Civil Engineering & Analysis Services. This function includes professional activities in the

field of civil engineering, typically requiring application of knowledge of the physical sciences and mathematics, and specialized knowledge of highway civil engineering in the areas of: 1) geotechnical, particularly soils mechanics and engineering geology; 2) hydraulics; 3) strength of materials and materials quality control and assurance processes; 4) highway pavement design construction and maintenance; and 5) highway structural design, construction and maintenance. This function has responsibilities of developing and delivering specialized technical programs and processes to support and enhance the national highway transportation program. This function is responsible for deploying new technologies and best practices. Within this function activities are developed to promote and deploy more efficient and effective use of federal aid funds. The work requires knowledge of national and local practices and policies as well as knowledge of highway industry production and processes. Activities in this functions have responsibility for management, supervision or performance of: A) planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and control natural resources; B) investigation, measuring, surveying and mapping the earth's physical features and phenomena; and C) research and development activities pertaining to A) or B) above.

T833A Civil Engineering & Analysis Services-Federal Lands Highway Program. The activities of this function includes professional activities in the field of civil engineering, typically requiring application of general knowledge of the physical sciences and mathematics underlying engineering, and specialized knowledge of: 1) mechanics of solids, 2) theory of structure; 3) strength of materials; and 4) engineering geology. Activities in this function have responsibility for management, supervision, or performance of planning and designing structures and facilities that support transportation systems in concert with preservation of natural resources.

T834 General Engineering & Analysis Services. This function includes all activities which are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering function, but which involves the application of a knowledge of such engineering fundamentals as the strength and strain analysis of engineering materials and structures, the physical and chemical characteristics of engineering materials such as elastic limits, maximum unit stresses, coefficients of expansion, workability, hardness, tendency to fatigue, resistance to corrosion, engineering adaptability, engineering methods of construction and processing, etc.; or positions involving professional activities in several branches of engineering.

T836 Electrical Engineering & Analysis Services. This function includes professional activities which require primarily application of knowledge of: 1) the physical and engineering sciences and mathematics; 2) electrical phenomena; and, 3) the principles, techniques, and practices of electrical engineering. The activities pertains primarily to electrical circuits, circuit elements, equipment, systems, and associated phenomena concerned with electrical energy for purposes, such as: motive power; heating; illumination; chemical processes; or the production of localized electric or magnetic fields. These engineers design, review, and approve training for aviation safety personnel on aircraft systems, aircraft flight, applicable to aircraft operations and airspace system changes.

T837 Fire Protection Engineering & Inspection. This function includes all activities which are to advise on, administer, supervise, or perform research or other professional and scientific work in

the investigation or development of fire prevention projects, the design, construction, inspection, testing, operation, or maintenance of firefighting or fire prevention apparatus, appliances, devices and systems, or the testing of fire resistant materials.

T838 Safety Engineering & Analysis Services. This function includes activities that primarily involve: 1) development and administration of highway safety regulations, standards and programs to elicit and promote governmental and public support for highway safety; 2) conducting studies or performing other analytical work directed toward identification of current highway safety problems and evaluation of the effectiveness of highway safety programs and methods; or 3) providing State and local governments with technical assistance in planning, developing, monitoring, funding, managing, promoting, or evaluating programs and systems to improve vehicle, passenger, or pedestrian safety and to identify, control, or eliminate the factors that influence highway accidents. All activities in this function require specialized knowledge of highway safety programs and the factors that influence highway safety and the safe performance and operation of motor vehicles. Most activities also require a high degree of analytical ability and a general knowledge of the principles and processes of program management and intergovernmental relations.

T899 Other Transportation Services. This function includes transportation services not addressed by one of the other function codes.

T999 Other Non-Manufacturing Operations. This function provides inventory management including supply support to all field activities. Inventory managers determine logistics operations priorities and budget requirements. The inventory managers and equipment specialists provide direct support to depot level logistics functions, providing both work center supply support, and procurement of short and long lead-time items. Included in this function is the approval of contractual documents defining requirements, participation in contract negotiations, and determination of what property is to be disposed and on what terms.



## U - Education and Training

Function Code	Function Name
U000	Administrative Support
U001	Management Headquarters - Military Education and Training
U050	Military Institutional Education and Training Management
U100	Recruit Training
U150	Multiple Category Training
U200	Officer-Acquisition (Pre-Commissioning) Training
U300	Specialized Skill Training
U301	Training Management
U302	Training Administration
U303	Training Technical Support
U304	Vocational Training
U305	Vocational Rehabilitation
U400	Flight Training
U500	Professional Development Training
U501	Management Training
U502	Medical & Health Training
U503	Engineering & Architectural Training
U504	Legal Training
U505	Business/Financial/Budget Training
U506	Inspection (IG) Training
U510	Professional Military Education
U520	Graduate Education, Fully Funded, Full-time
U530	Other Full-time Education Programs
U540	Off-Duty and Voluntary Education Programs
U550	Training Development and Support for Military Education and Training
U599	Other Military Education and Training Activities
U600	Civilian Education and Training
U605	Management Headquarters - Civilian Education and Training
U610	Law Enforcement Training
U620	Management of Civilian Institutional Training, Education, and Development
U630	Acquisition Training, Education, and Development
U640	Civil Works Training, Education, and Development
U650	Intelligence Training, Education, and Development
U660	Medical Training, Education, and Development
U699	Other Civilian Training, Education and Development
U700	Dependent Education
U710	Management Headquarters - Dependent Education
U720	Dependent Education Field Management
U760	Dependent Education Teacher Instruction
U770	Dependent Education Substitute Instruction
U780	Dependent Education Aides for Instruction
U799	Other Dependent Education Activities
U800	Training Development and Support
U999	Other Training Functions



U000 Administrative Support. This function includes all activities related to clerical or administrative support in an Education and Training office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

U001 Management Headquarters - Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or subordinate education and training establishments (schools, institutions, academies, colleges, and universities). Education and training management functions are typically performed by the OSD, Service management headquarters, the Joint Staff, and Service training commands (e.g., TRADOC, CNET, AETC, and MCCDC). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning. (Generally, this manpower is reported under DoD PE codes 804779 and 805798.)

U050 Military Institutional Education and Training Management. This function includes overseeing, directing, and controlling education and training activities within the institutional education and training facilities, such as schools, centers, academies, colleges, universities, and host/lead Service institutions (e.g. ITRO programs). (Generally, this manpower is reported under DoD PE codes 804775 and 804777.)

U100 Recruit Training. This category of institutional training provides introductory physical conditioning and military training to indoctrinate and acclimate enlisted entrants in each of the Services to military life; also known as basic training. Recruit Training does not include initial skill training or Multiple Category Training (below). (Generally, this manpower is reported under DoD PE code 804711.)

U150 Multiple Category Training. One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in certain skill areas for new Active and Reserve enlisted entrants through a single course at a single training institution. (Generally, this manpower is reported under DoD PE code 804761.)

U200 Officer-Acquisition (Pre-Commissioning) Training. The "Officer-Acquisition Training" category of institutional training, sometimes called "pre-commissioning" training, includes those establishments/institutions that conduct education and training programs designed to commission individuals into the Armed Services. Service Academies. (Generally, this manpower is reported under DoD PE code 804721.) This includes training provided at academies (e.g., West Point, Annapolis, and Colorado Springs) and Academy Preparatory Schools. Officer Candidate/Training Schools. This includes training provided by Officer Acquisition Training institutions operated by the Army, Navy, Marine Corps, and Air Force that provide a route for qualified enlisted personnel and selected college graduates to become commissioned officers. (Generally, this manpower is reported under DoD PE Code 804722.) Other Enlisted Commissioning Programs. This includes training provided under the Naval Enlisted Scientific Education Program, Marine Enlisted Commissioning Education Program, Airman Education and Commissioning Program, and Navy

Enlisted Commissioning Program. (Generally, this manpower is reported under DoD PE codes 804724 and 804725.) Health Professionals Acquisition Programs. (Generally, this manpower is reported under DoD PE code 806723.) This includes instruction provided under the Health Professionals Acquisition Programs. Army, Navy, and Air Force Senior ROTC and AFHPSP (Armed Forces Health Professions Scholarship Program). This includes training that occurs off-campus that is part of the ROTC program. (Generally, this manpower is reported under DoD PE codes 804723 for ROTC and 806722 for AFHPSP.)

U300 Specialized Skill Training. This function includes activities associated with training development and delivery related to understanding and applying specialized requirements of regulatory functions including Air Traffic Control, Airway Facilities Maintenance and Engineering, Aviation Safety Inspections, and Airports and Logistics technical skills. Personnel in this function require an extensive knowledge of instructional delivery and adult learning and of the laws, rules, regulations, and procedures governing the movement of air traffic and the management of large, complex projects and programs to improve National Airspace System (NAS) facilities, as well as regulatory framework and operational practices.

U301 Training Management. This function includes activities associated with managing training assessment processes, developing training curriculum program/goals, evaluating the effectiveness of training programs; developing and executing budgets, allocating resources; and/or supervising, overseeing, and directing training staff. This involves professional activities which are to administer, supervise, promote, conduct, or evaluate programs and activities designed to provide individualized career-related or self-development education plans. The work requires knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education. Some activities require skill in counseling students or enrollees to establish educational and occupational objectives. Evaluates the capabilities and progress of developmentals, reviews training reports, and makes final recommendations as to continuation in the training program. Reviews, directs, and participates in the development of course outlines and instructional materials.

U302 Training Administration. This function includes activities associated with coordinating the use of a training facility and handling the logistics of training (e.g., scheduling, hiring trainers, managing enrollments, publicizing training opportunities, etc.).

U303 Training Technical Support. This function includes activities associated with providing logistical support for training aids (i.e., LCD's, overheads, audio/visual systems). The incumbents are responsible for contracting for training in support of the development design, and evaluation of training for aerospace medical examiners who perform medical examinations that lead to medical certification of pilots and air traffic controllers.

U304 Vocational Training. This function includes all activities that require applying full professional knowledge of the theories, principles, and techniques of education and training to instructional and educational administration work in education programs operated by Federal agencies. Some activities also require specialized knowledge of one or more vocational subject in which instruction is given.

U400 Flight Training. This category of institutional training provides individual flying skills needed

by pilots, navigators, and naval flight officers to permit them to function effectively upon assignment to operational aircraft flight programs and/or operational units. Undergraduate Pilot Training (UPT). (Generally, this manpower is reported under DoD PE codes 804741-6.) It includes UPT, Jet; UPT, Propeller; and, UPT, Helicopter training. Undergraduate Navigator Training/Naval Flight Officer Training (UNT/NFO). (Generally, this manpower is reported under DoD PE code 804742.)

U500 Professional Development Training. This function includes activities associated with providing employees with career development and enhanced job skills including medical, budget, and financial.

U503 Engineering & Architectural Training. This engineering training function addresses AST's development, administration, and conduct of training in areas unique to the regulatory oversight of launch and reentry operations, including training associated with rulemaking which are not available in the public domain.

U510 Professional Military Education. The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs. (Generally, this manpower is reported under DoD PE code 804751).

U520 Graduate Education, Fully Funded, Full-time. (Generally, this manpower is reported under DoD PE code 804751).

U530 Other Full-time Education Programs. (Generally, this manpower is reported under DoD PE code 804751).

U540 Off-Duty and Voluntary Education Programs. This function includes operation of base level education centers, education counseling, and programs for general educational development of military personnel.

U550 Training Development and Support for Military Education and Training. Training development includes development of training technology and instructional systems (e.g., curriculum development to include plans of instruction, student measurement, and methods and media selection) for military institutional education and training. It also includes scripting courseware for interactive multimedia instruction, computer-based training, and distance learning. Training support includes the operation of simulators or other training devices in direct support of military institutional education and training. This function includes contract management for maintenance of training equipment except maintenance of fixed training simulators coded Z992. Also, library services are coded Y850; building management is coded S210; and custodial services are coded S410. (Generally, training development and support manpower is reported under DoD PE codes 0804771, 0804772, 805790, and 805890.)

U599 Other Military Education and Training Activities. This function includes military education and training activities not covered by other function codes. Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, and post-graduate flying training) is coded using the "M -- resources and Direct Support" codes.

U600 Civilian Education and Training. This function includes activities that involve nonprofessional activities of a technical, specialized, or support nature in the field of education and training when the activity is properly classified in this function and is not covered by a more appropriate function. The function characteristically requires knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. Trainees apply a practical understanding or specialized skills and knowledge of the particular education or training activities involved, but the function does not require full professional knowledge of education concepts, principles, techniques, and practices.

U605 Management Headquarters - Civilian Education and Training. This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to civilian personnel but may also be provided to: military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily civilian audiences, but may also include: military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training institutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function code includes training activities not addressed by the other function codes.

U710 Management Headquarters - Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education Teacher Instruction. This function includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education Substitute Instruction. This function includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education Aides for Instruction. This function includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilian's stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

U800 Training Development and Support. All types of activities associated with training development and support not covered in another function code.

U999 Other Training Functions. This function code includes training activities not addressed by the other function codes.

## W - Communications, Computing, and Other Information Services

Function Cod	Function Name
W000	Administrative Support
W100	Management Headquarters - Communications, Computing and Information
W210	Telephone Systems
W220	Telecommunication Centers
W299	Other Communications Systems
W310	Computing Services and Data Base Management
W399	Other Computing Services
W410	Information Operations and Information Assurance/Security
W430	Mapping and Charting
W440	Meteorological and Geophysical Services
W499	Other Information Operation Services
W500	Data Maintenance
W501	Report Processing/Production
W600	Data Center Operations
W601	Information Technology Management
W824	Data Processing Services
W825	Maintenance of ADP Equipment
W826	Systems Design, Development and Programming Services
W827	Software Services
W828	Seat Management Services
W829	Client Services
W999	Other ADP Functions

W000 Administrative Support. This function includes all activities related to clerical or administrative support in a Communications, Computing, and Other Information Services office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

W100 Management Headquarters - Communications, Computing and Information. This function includes activities associated with senior level management/leadership of an organization's information resources management function. For example, the official may be responsible for managing communications, computing, and information programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range information management/information technology (IM/IT) planning, programming, and budgeting; and/or allocating and distributing resources. This includes IM/IT strategic and capital planning; performance assessments; business process reengineering; IT risk analysis; knowledge management; and policy, planning, and implementation of computing infrastructures, information architecture/infrastructures, and information systems program management.



W210 Telephone Systems. This function includes common-user and administrative telephone systems. It includes communication services for telephone consoles; range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

W220 Telecommunication Centers. This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.

W299 Other Communications Systems. This function includes communication services for communications systems and supporting electronic equipment. This includes stationary, mobile, and portable administrative electronic communications equipment; radio/wireless communications systems; satellite/terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, wide and local area network communications services and capabilities); and, other communication capabilities.

W310 Computing Services and Data Base Management. This function includes end-user support, software and application development, network systems support, systems administration, systems analysis, database management, and web site development and maintenance. End-User Support - This includes moves/adds/changes (MAC); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and, backup and recovery operations. Software and Application Development - This includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and, evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120. Network Systems - This includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LAN, WAN, MAN, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network servers; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and, installing, testing, maintaining, and upgrading network operating systems software. Systems Administration - This includes installation of new or modified hardware/software; managing accounts, network rights, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory. Systems Analysis - This includes conducting needs analyses to define opportunities for new or improved applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining systems scope and objectives; developing overall functional and technical requirements and specifications;

evaluating and recommending sources for systems components; and, ensuring the integration and implementation of applications, databases, networks, and related systems. Database Management - This includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and, data mining/data warehousing. Web Site Development and Maintenance - This includes web site design, structure, and maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries.

W399 Other Computing Services. This includes all other non-tactical information processing (computing) services that have not been addressed by other function codes. This includes timesharing services and other information technology and data processing services and operations.

W410 Information Operations and Information Assurance/Security. This function includes activities associated with developing, implementing, and monitoring information assurance/security policy, procedures, and guidance. For example, conducting, overseeing, or supporting system risk assessments, certifications, or accreditations. This includes operations that sustain information superiority to provide for the defense of both human decision-making processes and the technical systems; operations that entail effective and synergistic engagement across a broad array of interagency information activities that support political-military strategic objectives to deter aggression. This function also includes planning, analysis, development, implementation, upkeep, and enhancement of systems, programs, policies, procedures and tools to ensure the integrity, reliability, accessibility, and confidentiality of information systems and assets. It includes information assurance functions that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. It also includes operations that provide for the restoration of information systems by incorporating protection; detection; reaction capability; system/network protection; intrusion detection and monitoring; readiness assessments; firewall administration; security policy enforcement; risk and vulnerability assessments; security evaluations and audits; and, contingency plans and disaster recovery procedures.

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the NAVSTAR Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. Performs basic and applied research into the conditions and phenomena of the atmosphere; the collections, analysis, evaluation, and interpretation of meteorological data to predict weather and determine climatological conditions for

specific geographic areas. Develops new or improves existing meteorological theory. Develops or improves meteorological methods, techniques, and instruments.

W499 Other Information Operation Services. This function includes information operation services not addressed by other function codes.

W501 Report Processing/Production. This function includes activities associated with designing and generating reports, usually from a database management system.

W600 Data Center Operations. This function includes activities associated with planning, designing, building, implementing, and operating a data center. This would also include overseeing and monitoring data center operations.

W601 Information Technology Management. This function includes management activities that are associated with information technology-related programs. For example, managing the planning and operations of the following types of programs: help desks, end-user support, assistive technology, IT asset management, networking, Internet and intranet, visual information, warm/backup sites, etc. Also exercises technical management in the design, development, enhancement, operation, and maintenance of automated systems for a variety of programs, such as: aeronautical information, air traffic control operations, etc... Provides advice and counsel on formulating and establishing policies and programs for managing the agency's other automated programs and systems. Conducts cost studies to estimate personnel and systems resources to accommodate special projects. Responsible for collecting, collating, validating, storing, and disseminating, aeronautical information detailing the physical description and operational status of all components of the National Airspace System to ensure that air navigation is safe and efficient.

W825 Maintenance of ADP Equipment. This function includes technical activities associated with performing repairs and preventative maintenance of ADP equipment, including desktop computers, laptops, servers, and mainframes.

W826 Systems Design, Development, and Programming Services. This function includes technical and project management activities that are associated with systems and applications development. For example, requirements gathering, analysis, design, development, testing, implementation, and maintenance. The activities of this function include planning, analysis, development, and implementation of policies, procedures, tools, and hardware and software systems (including Internet and Intranet systems) to ensure the integrity, reliability, and accessibility of information technology for use by aviation safety inspectors, engineers, flight test personnel, accident investigators, and medical certification personnel.

W827 Software Services. This function includes activities associated with supporting the use and operation of software packages.

W829 Client Services. This function involves technological support using networking and groupware set-ups for conferences, meetings, and work sessions. Responsible for direction, oversight, and administration of contracts for providing information technology support to system users, including employees and aviation industry.

## X - Products Manufactured & Fabricated In-House

Function Code	Function Name
X000	Administrative Support
X931	Ordnance
X932	Products Made From Fabric or Similar Materials
X933	Container Products and Related Items
X934	Preparation of Food and Bakery Products
X935	Liquid, Gaseous and Chemical Products
X936	Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937	Logging and Lumber Products
X938	Communications and Electronic Products
X939	Construction Products
X940	Rubber and Plastic Products
X941	Optical and Related Products
X942	Sheet Metal Products
X943	Foundry Products
X944	Machined Parts
X999	Other Products Manufactured and Fabricated

X000 Administrative Support. This function includes all activities related to clerical or administrative support in a Products Manufactured and Fabricated In-House office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made From Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that are part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of new or modified computing hardware and software (coded W310-399) and communications systems (coded W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and

pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

## Y - Management and General Support

Function Code	Function Name
Y000	Administrative Support
Y000A	Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries, Chiefs of Staff, Deputy Chiefs of Staff, or Special Assistants
Y000B	Career Senior Executive Service
Y000C	Non-Executive Level Program Directors, Division Engineers, Division Administrators, and Associate Directors
Y105	Management Headquarters - Policy Development, Integration, and Management
Y115	Management Headquarters - Joint Staff Direction of the Armed Forces
Y130	Intelligence
Y150	Classified Activities
Y160	Corporate Planning
Y199	Other Force Management and General Support Activities
Y210	Management Headquarters - Operation Planning and Control
Y215	Operation Planning and Control
Y217	Combat Development Evaluations and Experimentation
Y220	National Mobilization and Emergency Preparedness Management
Y240	Management Headquarters - Manpower Management
Y245	Manpower Management Operations
Y310	Management Headquarters - Foreign Military Sales and Security Assistance
Y315	Foreign Military Sales and Security Assistance Program Management
Y320	Support External to DoD Not Identified
Y400	Legal Services
Y401	General Attorney's Services
Y403	Paralegal
Y405	Management Headquarters - Legal Services
Y410	Criminal Investigation
Y415	Legal Services and Support
Y415A	Judge, Contract Appeals
Y415B	Freedom of Information Act (FOIA) Services
Y440	Federal Licensing and Permitting
Y450	Maritime Activities
Y451	Search and Rescue
Y452	Aids to Navigation
Y453	Marine Safety/Inspection
Y501	Management Headquarters - Public Affairs
Y510	Budget and Financial Program Management
Y511	Budget Execution Support Services
Y515	Public Affairs Program Activities and Operations
Y520	Public Works and Real Property Maintenance Program Management
Y525	Protocol Operations
Y527	Other Protocol Activities
Y530	Personnel, Community Activities, and Manpower Program Management
Y540	Maintenance and Logistics Program Management
Y550	Information and Telecommunications Program Management
Y560	Management Headquarters - Visual Information



Function Code	Function Name
Y570	Visual Information Program Activities and Operations
Y610	Management Headquarters - Legislative Affairs
Y620	Legislative Affairs
Y650	Acquisition (Equipment and Weapons Systems)
Y651	Identifying and Developing Consumer/Customer Information Services
Y710	Management Headquarters - Historical Affairs
Y720	Historical or Heraldry Services
Y730	Museum Operations
Y810	Management Headquarters - Administrative Support
Y815	Administrative Support Program Management
Y820	Administrative Management and Correspondence Services
Y830	Documentation Services
Y840	Directives and Records Management Services
Y850	Microfilming and Library Services
Y860	Printing and Reproduction Services
Y880	Document Automation and Production Services
Y899	Other Administrative Support Activities
Y999	Other Functions

Y000 Administrative Support. This function includes all activities related to clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. The Competitive Sourcing Official may deem the function as being exempt from competition if the administrative support is being provided for the Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries, Chiefs of Staff, Deputy Chiefs of Staff, Regional Administrators, or Senior Executive Service level offices.

Y000A Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries, Chiefs of Staff, Deputy Chiefs of Staff, or Special Assistants. This function is performed at the highest levels of offices of the Secretaries, Deputy Secretaries, Under Secretaries, Assistant Secretaries, Chiefs of Staff, Deputy Chiefs of Staff, or Special Assistants. This function would include all political appointees in addition to the senior offices already mentioned. This function excludes all other management level activities or functions.

Y000B Career Senior Executive Service. This function is performed at the Senior Executive Service levels of office and oversees multiple program offices and Regional Administrators involved in providing direction and policy, integration, and management. This function excludes all other management level activities or functions.

Y000C Non-Executive Level Program Directors, Division Engineers, Division Administrators, and Associate Directors. This function is performed at the Director, Division Engineer, Division

Administrator, and Associate Director levels, but who do not have Career Senior Executive Service level appointments. This function involves the oversight and direction of the program policy offices involved in policy development, integration, and management. Operations include planning, policy formulation, and policy direction of ongoing activities. It also includes those elements that perform activities not specifically addressed by other management headquarters functions. This function excludes all other management and supervisory level activities or functions.

Y105 Management Headquarters - Policy Development, Integration, and Management. This function is performed by non-management levels that provide program policy development, integration, and management of Department-wide or organizational-wide policy. Operations include planning, policy formulation, and policy direction of ongoing activities. It also includes those functions that perform activities not specifically addressed by other management headquarters functions. This function does not include the actual approval authority of the policy. The Competitive Sourcing Official may deem the function as being exempt from competition consideration.

Y115 Management Headquarters - Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands.

Y160 Corporate Planning. This function provides an integrated, strategic approach to organizational performance management, including strategic business, human capital, and partnership management. Included are Corporate management planning, development of the Capital Investment Plan (10-year major systems acquisition program); Strategic business management planning to include compensation planning, and labor relations management. Monitors progress against plans and functions as the planning representative within and outside the agency on meeting plans. Evaluates progress against meeting Government Performance Results Act and A-123 objectives.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes. These activities may include, but are not limited to: 1) AAM: Regional Flight Surgeon provides overall policy and direction for the operations of the medical programs in the region; 2) AFS: Director of Flight Standards Service/Deputy and Technical assistants providing overall policy and direction for the agency Flight Standards program; and, 3) ARM: Director of Rulemaking providing overall policy and direction for the agency rulemaking program.

Y210 Management Headquarters - Operation Planning and Control. This function includes oversight, direction, and control of subordinate organizations responsible for the evaluation of development planning. This includes issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; and, assessments of those infrastructure

requirements that directly relate to strategic and business planning.

Y215 Operation Planning and Control. This function includes operations performed outside the management headquarters that directly support operational planning and control. This includes the development and integration of doctrine; force development planning and organizational concepts; materiel requirements definition and validation; development of strategy plans/policies (e.g., combat maneuver development), war plans, and operations/contingency plans; and support for other combat development programs and projects. This function is typically performed by such organizations as the Command and General Staff College, Service school's combat development activities, Combined Arms Combat Development Activities, the Air Force Doctrine Center, TRADOC Operations Research Activity, Combined Arms Operation Research Activity (CAORA), and TRADOC Research Element Monterey (TREM). This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 Combat Development Evaluations and Experimentation. This function includes the experimentation, testing, and reviews necessary to develop or validate new doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This function excludes test and evaluation operations that support the defense systems acquisition process coded A620.

Y220 National Mobilization and Emergency Preparedness Management. This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes the manning of FEMA Regional Operations Centers, Disaster Field offices, Crisis Management Centers and Disaster Assessment Teams. It also includes the development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs. It requires mandatory reporting during times of crisis through the DOT's AIM system.

Y240 Management Headquarters - Manpower Management. This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies at all levels within the LOB. Manpower operations typically include assessing processes, procedures, and workload distribution; designing organizational structures; business process reengineering; validating workload and determining manpower requirements; and, tracking, reporting, and documenting manpower numbers. It includes determining manpower for existing or new mission requirements, new acquisition systems (e.g., automated information systems), functional or mission realignments and transfers; downsizing and reinvention initiatives; and, process improvements. This function includes manpower support when determining manpower for: airport planning, programming, and budget process; the manpower resource allocation process; the commercial activities program;

and, other outsourcing and privatization initiatives. It also includes centralized control of information and data relating to missions, workload, and performance that support reengineering of functional processes and procedures and restructuring organizations.

Y310 Management Headquarters - Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This function is typically performed by the OSD, the Joint Staff, and Military Department Headquarters down to and including the headquarters of all major commands. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y315 Foreign Military Sales and Security Assistance Program Management. This function includes managing foreign military sales and security assistance programs to include managing formal contracts and agreements between the U.S. and authorized recipient governments or international organizations. This also includes managing foreign country funds (including the administration of funds placed in U.S. trust fund accounts), and managing and accountability for quality assurance, acquisition, and program management with regard to articles and services provided to the customer. (See the list of Security Assistance Organizations in Enclosure N to CJCSM 1600.01.1.)

Y320 Support External to DoD Not Identified. This function includes support and services provided to the White House, Congress, Department of State, other federal agencies, international military headquarters, and other nations that are either (1) not covered by one of the other function codes or (2) are unknown. White House, Congressional, State Department, and Other Federal Agency Support - This includes services provided to the White House (e.g., the White House Support Group), Executive Offices of the President, Congress, the Department of State (e.g., U.S. embassies), the Commerce Department, Interior Department, Justice Department, Transportation Department, Environmental Protection Agency, National Science Foundation, and other federal agencies that are not addressed by one of the other function codes or are unknown. International Military Headquarters Support - This includes support to U.S. international commitments to multinational combatant, peacekeeping, humanitarian, or other missions that require the use of combined military forces for activities not addressed by one of the other function codes or that is unknown. (See Enclosure L to the CJCSM 1600.01 for an explanation of U.S. manpower for NATO military commands and agencies.) These headquarters are not part of the Department's internal management or command structure and, therefore, are not categorized as Management Headquarters type functions. (See DoDD 5100.73.) Support to Other Nations - This includes support provided to other nations (as outlined in foreign military sales agreements) that is not addressed by one of the other function codes or that is unknown.

The DoD is totally reimbursed for this support by the foreign country either directly or indirectly through administrative or accessorial surcharges.

Y401 General Attorney's Services. Provides legal advice, interpretation, and counsel, both written

and oral; represents the agency in various fora, and participates in other matters as required. This function includes activities associated with professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretive and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, including negotiating compliance agreements, or examining legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress and opinions or decisions of a court, commission, or board; and drafting and reviewing decisions for consideration and adoption by agency officials.

Y403 Paralegal. This function includes the activities of providing research and other legal support services, and participates in other matters as required. The activities of this function do not necessarily require professional legal competence, which may involve various legal assistance activities, of a type not classifiable in some other series in the Legal and Kindred Group, in connection with functions such as hearings, appeals, litigation, or advisory services. The specialists analyze the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs; conduct research for the preparation of legal opinions on matters of interest to the agency; perform substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of a specialized knowledge of laws, precedent decisions, regulations, agency policies and practices, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training.

Y405 Management Headquarters - Legal Services. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y415 Legal Services and Support. This function includes the management of, and operations typically performed by, legal offices at all levels within the DoD. Legal operations typically include, but are not limited to, legal advice to commanders, directors, managers, supervisors, and members of their organizations as well as to individual military members, civilian employees, eligible dependents, and retirees. This includes representation of DoD Components and organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation (to include military justice); adjudication of military justice trial and appellate court cases; and, adjudication of claims and security clearance investigations. It also includes court reporting and



legal and litigation studies.

Y415A Judge, Contract Appeals. This function includes activities which involve the adjudication of cases that typically include the conduct of formal or informal hearings that accord appropriate due process, arising under statute or under the regulations of a Federal agency when the hearings are not subject to the Administrative Procedure Act; or involve the conduct of appellate reviews of prior decisions. The work requires the ability to review and evaluate investigative reports and case records, conduct hearings in an orderly and impartial manner, determine credibility of witnesses, sift and evaluate evidence, analyze complex issues, apply agency rules and regulations and court decisions, prepare clear and concise statements of fact, and exercise sound judgment in arriving at decisions. Some positions require application of a substantive knowledge of agency policies, programs, and requirements in fields such as personnel management or environmental protection.

Y415B Freedom of Information Act (FOIA) Services. This function includes responding to requests for records under the Freedom of Information Act, 5USC 552. It also includes making independent determinations as to the releasability of all, or parts of the records requested in accordance with law and policy. Also responsible for implementation of the Federal Privacy act per USC 552a. This function also serves as a resource for Technical Center organizations to ensure privacy rights are protected. Commits the US to release documentation under FOIA.

Y501 Management Headquarters - Public Affairs. This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deal with issues of public interest and communicating with and informing both internal agency and external publics on those issues.

Y510 Budget and Financial Program Management. This function includes all activities which are to manage or direct a program for the management of the financial resources of an organizational segment, field establishment, bureau, department, independent agency, or other organizational entity of the Federal Government when the duties and responsibilities include: (1) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; (2) exercising effective control over the financial resources of the organization; (3) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; (4) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (5) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and (6) advising and assisting the management officials of the organization served by supplying financial management advice required to make management decisions, establish organizational goals and objectives, and in all respects to



manage the organization.

Y511 Budget Execution Support Services. This functions includes all activities which are to perform, advise on, or supervise work in any of the phases or systems of budget administration in use in the Federal service, when such activities also primarily requires knowledge and skill in the application of related laws, regulations, policies, precedence, methods and techniques of budget execution.

Y515 Public Affairs Program Activities and Operations. This function includes providing program management and operational guidance of public affairs activities and operations to include producing and providing public affairs policies, products, and services. Functional objectives are achieved by the review of policies; development and issuance of policies and operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of public affairs operating activities and their associated policies, products and services. This function may include providing advice and counsel to respective leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function may also include serving as the official spokesperson at the respective organizational level on public issues and interests. This function includes editorial operations; speech writing; newspaper, bulletin, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deal with issues of public interest and communicating with and informing the internal agency and external publics on those issues.

Y520 Public Works and Real Property Maintenance Program Management. This function includes activities that require application of knowledge concerning the business practices, rate structures, and operating characteristics of public utilities, in carrying out such functions as: (1) analysis of utility rate schedules to determine their reasonableness and applicability; (2) investigation and analysis of the business management organization and financial structure of public utilities in connection with licensing or regulatory actions, including preparation and presentation of testimony before regulatory bodies; (3) purchase or sale by the Government of utility resources and services; and (4) related functions that require the kind of knowledge indicated above. The utilities with which these activities deal are primarily concerned include telecommunications, electric and gas power, water, steam, and sewage disposal.

Y525 Protocol Operations. This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff, and subordinate protocol offices regarding protocol matters and issues. This function also includes conducting and coordinating required support, and developing and determining the correct policy, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the

internal DoD and external publics on those issues. This function also does not include legislative liaison activities coded Y620. Offices at all levels within the DoD may perform the protocol function.

Y527 Other Protocol Activities. This function includes protocol activities not addressed by other function codes.

Y530 Personnel, Community Activities, and Manpower Program Management. This function includes activities involving the performance of professional work in manpower research or in manpower programs development and evaluation for the purpose of furthering the development and utilization of the nation's manpower resources. Such work requires the application of concepts, principles and practices of sociology, psychology, economics, and/or allied social sciences in implementing national programs designed to equip the underemployed, the persistently unemployed and other unemployed with necessary skills to provide an opportunity for their full participation and utilization in the labor force; to increase the general employability of unemployed youth; to aid school dropouts or potential dropouts in continuing or resuming their education; and to ensure sufficient availability of needed manpower and occupational skills.

Y540 Maintenance and Logistics Program Management. This function covers activities concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The function involves: 1) identifying the specific requirements for money, manpower, materiel, facilities, and services needed to support the program; and, 2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics activities requires: 1) knowledge of agency program planning, funding, and management information systems; 2) broad knowledge of the organization and functions of activities involved in providing logistical support; and, 3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time. Activities in this function require some degree of specialized knowledge of some or all of the logistics support activities involved. The paramount qualification requirement, however, is the ability to integrate the separate activities in planning or implementing a logistics management program.

Y560 Management Headquarters - Visual Information. This function includes the oversight, direction, and control of the Visual Information. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.

Y570 Visual Information Program Activities and Operations. This function includes activities of designing, generation, storage, production, distribution, disposition, and life cycle management of still photographs, digital still images, motion pictures, analog and digital video recordings, visual information productions, and graphic arts (e.g., paintings, drawings, live videotaping and audio recordings of events, scripts and storylines, captioning of finished products and duplication services, and technical consultation on all types of visual information products and services.

Y610 Management Headquarters - Legislative Affairs. This function includes planning, analysis, development, and implementation of policies, procedures, and tools for management of internal and external investigations, including GAO and OIG. Responsible for the development of corporate policy and execution. Monitors progress against plans and functions as the planning representative within and outside the agency on audits, evaluations, and Congressional hearings. Oversees and coordinates management initiatives that are confidential or proprietary in nature and contain sensitive information relating to aviation industry operating practices, compliance and enforcement actions, and civil penalties.

Y620 Legislative Affairs. This function includes activities associated with the Agency's legislative program and congressional relations. Specifically, planning, developing and implementing the legislative goals of the Agency, coordinating the collection of and provide information, including testimony, to Congress about policies, appropriations, programs, and organization, and assuring responsiveness to Congressional requests for information.

Y650 Acquisition (Equipment and Weapons Systems). This function includes activities that are associated with the acquisition of major Agency systems through implementation of the unique acquisition policies, regulations, and standards of the Agency. This requires the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.

Y651 Identifying and Developing Consumer/Customer Information Services. This function involves the establishment of programs and procedures to provide for the notification and reporting of accidents. This function also includes special studies and investigations on matters pertaining to safety and prevention of accidents.

Y710 Management Headquarters - Historical Affairs. This function includes the oversight, direction, and control of activities related to the collection and categorization of historical materials.

Incumbents prepare a wide-range of reports and information products focusing on the historical significance of agency projects and operations and may coordinate with customers, partners, and stakeholders, as necessary, during data collection, analysis, and evaluation phases of this activity.

Y720 Historical or Heraldry Services. This function includes operations that preserve, critically interpret, disseminate, and teach military history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and "lessons learned" to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the command and/or military service. This also includes preparing historical manuscripts for publication; preparing the command's annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the Commander/Administrator, other Services, other units, organizations (e.g., veteran organizations), and the general public.

Y730 Museum Operations. This function includes daily operation of military museums (e.g., greeting and providing services to the public and other patrons of the museum) and management

of historical collections (e.g., military artifacts and works of art). Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

Y810 Management Headquarters - Administrative Support. This function includes the oversight, direction, and control of administrative support programs and subordinate offices, centers, and libraries through developing and issuing policies (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing policy guidance; and analyzing, evaluating, and reviewing performance. Programs include, but are not limited to, the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program. Administrative support services include administrative management and correspondence services; documentation services; directives and records management services; microfilming and library services; printing and reproduction services; and, document automation and production services.

Y815 Administrative Support Program Management. This function includes providing program management and operational guidance for administrative support programs (such as the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program) to ensure compliance with federal statutory and regulatory guidelines. This also may include serving as official spokesperson at the designated organizational level on program issues and interests.

Y820 Administrative Management and Correspondence Services. This function includes services typically performed by internal mail and messenger centers, administrative support offices and centers, as well as administrative support that may be performed as a separate activity from the function(s) it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and distribution of paper communications and general service messages; translation services; management and processing of forms; maintenance and control of administrative services contracts; travel charge card administration and management; and, records-keeping duties that may be required by management.

Y830 Documentation Services. This function includes services typically performed by word processing centers to include the creation, maintenance, and disposition of documents; documents storage; and, retrieval systems and services. This excludes warehousing of publications coded T150.

Y840 Directives and Records Management Services. This function includes services typically provided by forms and records management centers and offices to include manuscript preparation and writer-editor services; retirement/warehousing of records; filing and retrieval of documents; design, coordination, indexing, distribution, and periodic review of forms, directives, regulations, orders, and other official publications; and, authentication and distribution of administrative orders.

Y850 Microfilming and Library Services. This function includes services typically provided by microfilming centers; technical information centers; and reference and technical libraries at hospitals, shipyards, schools, and other facilities. This includes: the production of a variety of microfilm products including 105MM Computer Output Microfilm (COM) masters; duplicates from data center data streams; 105MM source document microfilm; and 35MM master and duplicate microfilm aperture cards. It excludes recreational library services coded G105.

Y860 Printing and Reproduction Services. This function includes support services typically performed by central printing and reproduction facilities to include printing, binding, duplication, and copying services. This excludes user-operated office copying and warehousing and distribution of publications coded T150.

Y880 Document Automation and Production Services. This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function also includes the management and maintenance of numerous digital document libraries and databases which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It also includes the production of ISO 9660 compliant CD-Recordables (CD-R) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners) from a variety of hardcopy and digital files.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other administrative function codes.

Y999 Other Functions. This function includes support to management in planning, policy formulation, and policy direction of ongoing aviation security activities in carrying out the Agency mission that is not covered in any other function code.

## Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

Function Code	Function Name
Z000	Administrative Support
Z101	Corps of Engineers Program and Project Management
Z110	Management of Major Construction of Real Property
Z120	Real Estate/Real Property Acquisition
Z135	Title, Out-granting, and Disposal of Real Estate/Real Property - National Projects
Z138	Title, Out-granting and Disposal of Real Estate/Real Property-Local Projects
Z145	Architect-Engineering - National Projects
Z148	Architect-Engineering - Local Projects
Z199	Other Real Property Program and Project Management Activities
Z991	Minor Construction, Maintenance and Repair of Family Housing and Structures
Z992	Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing
Z993	Maintenance and Repair of Grounds and Surfaced Areas
Z997	Maintenance and Repair of Railroad Facilities
Z998	Maintenance and Repair of Waterways and Waterfront Facilities
Z999	Maintenance, Repair and Minor Construction of Other Real Property

Z000 Administrative Support. This function includes all activities related to clerical or administrative support in a Maintenance, Repair, Alteration, and Minor Construction of Real Property office, and operates independently of any other position in that office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area. If the administrative support is being provided directly for an incumbent of a Senior Executive Service level position, use function code Y000.

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects. Work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are accomplished at the division office level.

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work. This function includes, but is not limited to, performance by USACE. Within USACE, project work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and, quality assurance reviews are



performed at the division office.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property on or around airports by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, nonstandard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents, which may be done in-house or, if performed by contractors, includes contract management.

Z135 Title, Outgranting, and Disposal of Real Estate/Real Property - National Projects. These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting the title, transfer documents transferring control of real property to another Federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting, or rejecting availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments. This function includes projects that transcend state boundaries.

Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects. This function includes projects at installations, bases, and defense facilities.

Z145 Architect-Engineering - National Projects. This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support for other programs. Within USACE, work is performed and decisions approved at the project level and performance and decisions receive supervisory review at the district level. Quality assurance reviews are performed at the division office level.

Z148 Architect-Engineering - Local Projects. This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z991 Minor Construction, Maintenance, and Repair of Family Housing and Structures. This function includes alteration and repair (i.e., minor construction) and associated nonprofessional design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It

includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Z992 Minor Construction, Maintenance, and Repair of Buildings and Structures Other than Family Housing. This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z993 Maintenance and Repair of Grounds and Surfaced Areas. This function includes maintenance, repair, protection and development of land, water, and the renewable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120. Grounds (Improved). This includes maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations. Grounds (Other than Improved). This includes maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non-vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities. Surfaced Areas. This includes all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and

paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities. This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair, and Minor Construction of Other Real Property. This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes. Functions also relate to model making and visual characterizations. These operations develop one of a kind products/prototypes for RDT&E programs at the Technical Center.

## 8.0 DETERMINING FAIR ACT INVENTORY REASON CODES FOR COMMERCIAL ACTIVITIES FUNCTIONS

If an activity is designated commercial, agencies must also assign a “Reason Code” to the FTE using one of the following codes

Code	Definition
A	not appropriate for private sector performance pursuant to a written determination by the Competitive Sourcing Official (CSO)
B	suitable for a streamlined or standard competition
C	the subject of an in-progress streamlined or standard competition
D	performed by government personnel as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years
E	pending an agency approved restructuring decision (e.g., closure, realignment)
F	performed by government personnel due to a statutory prohibition against private sector performance

### Selection Criteria

Review the following information when determining selection of an appropriate Reason Code

- Select code A if a function is not designated as inherently governmental, but the agency CSO deems the function to be essential work that must continue to be accomplished by Government in-house personnel (meaning that the agency CSO intends to exempt the commercial function from competition). Keep in mind, however, that using code A requires a written determination or justification from the DOT agency CSO (which must be approved by the DOT CSO) and that OMB routinely scrutinizes the use of Reason Code A. See Section IX. Use of Commercial Reason Code A for additional guidance.
- Select code B if a function is a recurring commercial service that could be performed by Government personnel, the private sector, or by a public reimbursable source.
- Select code C if a commercial function is presently undergoing competition.
- Select code D if a commercial function is performed by Government as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years.
- Select code E if the agency CSO has approved, or intends to approve within the fiscal year, an agency restructuring effort that would include the commercial function. DOT agencies that are in the process of reorganizing or realigning functions within their organizations should consider using Reason Code E in this year’s inventory.
- Select code F if a commercial function must be performed by Government personnel due to a statutory prohibition against private sector performance.

## 9.0 CLASSIFICATION OF INSPECTION AND INVESTIGATIVE FUNCTIONS— OTHER AGENCIES' EXPERIENCE

DOT agencies perform a number of inspection and investigative functions, and classification of these functions raises a number of questions.

There are a few functions that OMB has more or less readily agreed should be inherently governmental including inspectors with authority to ground unsafe airlines or airplanes, food and drug inspectors who have the right to close facilities, customs inspectors, tax fraud investigators, inspectors who monitor veterans' hospitals to ensure patients' safety and care, locksmiths, and weapons experts.

Functions necessary for national security cannot automatically be classified as inherently governmental. For example, only the inspectors at the new Transportation Security Agency are classified as inherently governmental. The Federal Law Enforcement Training Center, where agents for the FBI, Secret Service, Bureau of Alcohol, Tobacco, and Firearms as well as police and security officers are trained is mostly commercial work and trainers are not designated as inherently governmental. Many security functions at nuclear energy facilities are contracted, as are contamination inspection services. Additionally, the National Park Service convinced OMB that park rangers' authority to arrest and detain park visitors could not be contracted.

Advice from a contact who has worked closely with OMB in competitive sourcing is that when classifying investigators and inspectors is to determine their immediacy of authority. If the investigator or inspector has the authority to shut down operations they are likely inherently governmental. If the investigator or inspector must be present, on-site, to evaluate a potentially or immediate threatening situation, or if it would be impossible for the investigator or inspector to make a decision without possessing journeyman-level experience, the investigator or inspector could be inherently governmental. Performing routine inspection and gathering information in itself is not considered inherently governmental.

## **10.0 USE OF COMMERCIAL REASON CODE A**

In addition to guidance indicated below (from last year), remember to apply the guidance provided at our DOT website for which training was provided on use and application of Reason Code A.

[www.dot.gov/ost/m60/fairact/DOT\\_FY06\\_IG\\_CA\\_justification\\_criteria%20.pdf](http://www.dot.gov/ost/m60/fairact/DOT_FY06_IG_CA_justification_criteria%20.pdf) and for more information on proper use and application of Reason Code A call Lori Barbee at (202) 863-4010 or email her at [lori.barbee@quasars-inc.com](mailto:lori.barbee@quasars-inc.com) or contact Tom Kaplan, Ames Owens, or Robert Knauer at the Office of Competitive Sourcing (M-64).





OFFICE OF FEDERAL  
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D. C. 20503

## OMB Guidance for use of Commercial Reason Code A Justifications

OMB Circular A-76 authorizes an agency's Competitive Sourcing Official to exempt a commercial function performed by government personnel from competition on the basis that the activity is not appropriate for private sector performance.

The Circular requires agencies to prepare justifications to support the designation of commercial reason code A functions. The OMB FY 2005 FAIR Act guidance requires agencies to submit these justifications along with their annual inventory. OMB intends to review these justifications beginning with those provided for functions listed as commercial reason code A for the first time in the 2005 inventory.

The Circular does not specify what constitutes an acceptable reason for categorizing a function as reason code A. This document serves as guidance to help agencies structure their reason code A justifications so that agencies may achieve incremental improvements with each inventory submission.

### Justification Expectations

Justifications should reflect an appropriate and consistent application of criteria. They should contain enough information to enable a reasonable lay person to validate the function and reason code designations. The key elements of a complete justification are the following: a thorough definition of the function performed, including required skills and responsibilities, and a clear explanation of why it is necessary for the commercial function to be categorized as unsuitable for competition.

*Risk to the Agency.* Many agencies seek to exempt certain functions from competition on the grounds that the function is "core," as in "core to the agency's mission." As a general matter, a function should be considered core to an agency's operation only if -- and only to the extent that -- loss of in-house performance of the function would result in *substantial risk* to the agency's ability to accomplish its unique mission. Consider the following examples:

- Project managers and designated contracting officer representatives (commonly referred to as CORs or COTRs) may be considered core functions. An agency is likely to find that its operations would be at substantial risk if there were no in-house employees to perform these functions. However, these functions should be considered core *only* to the extent required to avoid substantial risk -- i.e., not every FTE in these categories is necessarily core since it would not put an agency's mission at risk to have a portion of these functions performed by

contractors, so long as a sufficient number of FTE remained in house to perform the necessary oversight.<sup>1</sup>

- Repairing computers and routing telephone calls are not core functions. Although these functions provide essential support to daily agency operations, they do not accomplish the unique mission of any agency and the potential conversion of the entire function to contract performance would not, in the ordinary course, expose the agency to substantial risk.<sup>2</sup>

*Preponderance of Duty.* When evaluating functions, the FTE should be categorized based on the work they are actually performing, not on the title assigned or the certification acquired. For example, an FTE who has taken COR training, but does not perform that function as part of their regular duties, can not be considered a COR for purposes of assigning status or reason code on the inventory.

#### Examples of Acceptable Reasons to Use Commercial Reason Code A

The statements below are examples of summary justifications that offer meaningful rationales to explain why a particular activity is not suitable for competition. The examples are illustrative and agencies need not use the exact verbiage in the examples in order to have a reasonable justification.

*Note:* Many of the acceptable reasons cited below for categorizing a function under reason code A include the qualifying phrase “sufficient number” to indicate that only a fraction of the total number of FTEs performing the function have been designated as reason code A. As explained above, it is ordinarily neither necessary nor appropriate to exempt an entire function or business line from competition to avoid substantial risk to the agency. There is no prescribed ratio of commercial reason code B to commercial reason code A FTEs within a function; this ratio will vary depending on the nature of the function. The same risk analysis conducted to determine whether a function is “core” should be conducted to determine the “sufficient number” of any given commercial reason code A function.

- A *sufficient number* of FTE are required to provide independent, day-to-day oversight of core agency function.
- Function requires a *sufficient number* of specialized FTE with expertise of agency systems and procedures.
- Agency requires a *sufficient number* of trained and experienced FTE with historical knowledge to ensure continual performance of a *core* function.

<sup>1</sup> Unlike CORs or COTRs, Contracting Officers should be listed on workforce inventories as inherently governmental because they bind the federal government to a particular course of action.

<sup>2</sup> There may be other bases for concluding that the activity should not be competed; however, in the example provided the “core” justification would not apply.

- Agency requires a *sufficient number* of FTE within this function to provide an in-house cadre of suitable candidates for career growth in mission critical areas of the agency.
- Function routinely requires working with proprietary, sensitive, pre-decisional business information to develop various proposals for consideration by inherently governmental final agency decision makers.
- The FTE performing a commercial function are currently filled by individuals with disabilities.<sup>3</sup>
- FTEs currently performing function require distinctly multiple skill sets, so that the agency has the flexibility to rotate FTE between assignments as needed for maximum productivity potential.<sup>4</sup>
- Function is preformed by a student intern as a part of formalized program for federal recruitment.

#### Examples of Acceptable Complete Justifications for Commercial A Functions

The examples below illustrate what may constitute an acceptable complete justification. Agencies are allowed flexibility in defining function codes, so mock function codes have been substituted.

**DXXX Commercial** - This FTE establishes accountability policies and procedures, and provides independent, day-to-day oversight over accountability of Government security documents manufactured. The FTE draws on specialized knowledge of the Bureau's manufacturing and accountability systems and procedures to ensure that assets are safeguarded from waste, loss, misappropriation, etc. The systems accountant is responsible for conducting physical inventories that are reviewed by external auditors. This FTE is responsible for conducting unannounced inventories of various products. The FTE provides software application support, to include system enhancements, for all manufacturing and accountability systems users. The FTE coordinates system requirements for production and support division with various headquarter offices for proper tracking of the product through production process. Specialized knowledge and expertise in the Bureau's Product Accountability System is required to adequately perform these functions.

**CXXX Commercial** - The Bureau must have a sufficient number of trained and experienced staff to ensure the timely and accurate formulation, completion and review of all required financial reports. This requires employees with prerequisite accounting skills and specialized knowledge of the Bureau's revolving fund financing, as well as a

<sup>3</sup> This justification must be applied on an individual FTE basis. In other words, it may not be applied to all FTE within a function simply because the majority of those FTE are currently filled by individuals with disabilities.

<sup>4</sup> It is expected that this justification will be used by a small number of agencies. An example of appropriate application would be for an FTE who primarily performs a physically or mentally straining activity, but it is periodically assigned desk work in part to provide relief from the strain and maintain sharpness in their primary duty.



thorough understanding of the Bureau mission. The need for these FTE's to provide essential technical information, advice, review and oversight increases directly with the increase in the degree of involvement of contractors in the Bureau's financial activities. Additionally, this function has historically provided an in-house cadre of talented financial management candidates for the Bureau's core functions.

**CXXX Commercial** - The FTE's associated with Cost Accounting are primarily responsible for developing prices of Bureau products for the purpose of funding present and future operations and maintaining the integrity of the Bureau's revolving fund. They are also responsible for monitoring monthly manufacturing performance with respect to established standards, and reporting such findings to management. The development, and subsequent review, of product prices is a challenging task, due to the complexity and dynamics of the security-printing environment. The historical knowledge of Bureau operations, the specialized knowledge and analytical skills required by these positions, and their impact on the integrity of the Bureau's revolving fund, require that these skills remain in-house. Additionally, this function has historically provided an in-house cadre of talented candidates for the Bureau's core functions.

**CXXX Commercial** - Cost analysis is directly linked to the Bureau's mission "to securely and efficiently produce currency." The FTE's involved in cost analysis are responsible for monitoring the effectiveness of product prices, performing cost analyses used for go/no go decision making, and analyzing favorable and unfavorable cost variances related to monthly manufacturing performance. Their analyses help ensure the integrity of the Bureau's revolving fund. Further, this function routinely works with proprietary, pre-decisional business information to develop cost analyses on various proposals and what-if scenarios for the exclusive, confidential consideration of Bureau executive management. Because of the specialized knowledge of Bureau operations and analytical skills required to provide management with the information needed to effectively and efficiently operate the Bureau, these positions should remain in-house. Additionally, this function has historically provided an in-house cadre of talented financial management candidates for the Bureau's inherently governmental management and oversight functions.

**TXXX Commercial** - These FTE's are currently occupied by individuals with severe physical disabilities, psychiatric disabilities, or who are mentally challenged, who were hired non-competitively on the basis of their disabilities using Schedule A authority, and who require ongoing and continuing employment accommodation. These positions have been set aside for the larger governmental purpose of providing gainful employment for those individuals who otherwise have limited employment options in the private sector. This action is consistent with the federal government's role as a model employer for persons with disabilities. Accordingly, the Bureau has no intent of competing these positions at this time.

**DXXX Commercial** - These FTE's provide oversight to the Bureau's Quality Management System and Management Controls programs by conducting Internal Quality audits and Internal Control reviews (including unannounced physical inventories reviewed by external auditors) of BEP production, support, and administrative activities.

An Internal Quality audit program is required to maintain International Organization of Standards (ISO) certification. Due to the specialized knowledge of Bureau quality procedures, access to confidential business information, and the nature of the production, support, and administrative operations to be audited, contracting out this function would not be appropriate. The Internal Control reviews also performed by these FTE's are often focused on security and accountability over Bureau products and require access to sensitive security information, and consequently, contracting out this function would pose risk and vulnerability to the Bureau.

**YXXX Commercial** - These core functions are critical to the agency's mission as they entail the operation of offset and intaglio printing equipment and electronic inspection equipment by highly skilled plate printers, pressmen, and bookbinders. The Bureau of Engraving and Printing is the largest single employer of plate printers in the United States with only a limited number of private sector companies with a limited number of individuals employing this particular skill. Bookbinders and Pressmen, either trained in the private sector or trained in-house, have specialized knowledge of major pieces of inspection and processing equipment and they too, are in short supply in the private sector. Plate Printing operations, inspection operations, and finishing operations coupled with the highly skilled, difficult-to-replace individuals in both the Washington, DC and Fort Worth, TX facilities must remain an integral part of the Bureau and cannot be contracted to the private sector. This level of sophistication and experience of the workforce enables the flexibility to assign individuals to either the currency program or the special security products program and enhancing the productivity of both programs.

**BXXX Commercial** - This is a Schedule B FTE under the Student Educational Employment Program (SEEP). SEEP is a program specifically designed to further the government objectives of encouraging individuals to attend institutions of higher learning by providing an additional source of income to offset some of the expenses incurred in attending school. The program also increases student and society awareness of the Federal government as an employer and expands employment opportunities for students in school. Therefore, it is reasonable that this position while clearly a commercial activity not be considered under the A-76 process for commercialization.