NARA Function Descriptions for OMB Function Codes
(FY 2011 FTE summarized across all locations)

Function	Commercial Activity Function Descriptions	Sum of FTE for all locations
C000	Trust Fund financial support services	7.50
C700	OE financial support services	1.00
F320	Procurement Support services	1.00
G103	Library services	11.00
S210	Facility support services	4.50
S732	Product development services	15.00
S750	Museum shop operations	24.09
S751	Document preservation services	113.20
S752	Exhibits and public programs	103.13
S753	Emergency management and operations program	19.28
T101	Records center operations	1,243.17
T130	Storage and warehousing	2.50
T801	Materiel management services	3.00
T802	Archival description support services	4.00
T806	Archival electronic records support services	11.00
T820	Personnel Support Services	12.00
T999	Archival Research room operations	112.50
U699	Staff training and professional development services	3.00
W399	Web site development and maintenance	7.81
W410	Information technology operations	15.70
Y215	Internal records management program operations	5.00
Y415	Legal and regulatory compliance auditing for NARA facilities	0.50
Y515	Public affairs and publications	5.00
Y850	Digitizing and microfilm preparation	10.40

Function	Inherently Governmental Activity Function Descriptions	Sum of FTE for all
B400	Employee relations and benefits	10.00
B710	Human resources administration	29.60
B910	EEO and diversity programs administration	3.42
C110	Financial and budget management and control	21.27
C403	Revolving fund administration	4.23
C999	Trust Fund management and control	26.15
F110	NARA life-cycle programs planning and administration	17.33
F310	Procurement administration	16.84
I000	OIG Administrative Support	1.00
I105	OIG Legal Services	1.00
I110	OIG Management Headquarters-Audit	1.00
I115	OIG Program Management	1.00
I420	OIG Financial Audits	1.00
I430	OIG Performance Audits	8.00
I440	Security classification programs oversight	31.28
I502	OIG Case Assessment/Management/Disposition	1.00
I520	OIG Criminal, Counter Intelligence, and Admin Investigation	6.00
I999	OIG Other Audit and Investigative Activities	2.00
L100	Grants management	9.21
S000	Volunteer services administration	27.50
S100	Facility management	38.35
S500	Space and security management	34.34
S742	Materiel management	5.00
S999	Public programs management and oversight	9.61
T140	Archival records control and description	217
U605	Staff training and professional development oversight	217.24
W100	Information technology management	83.55
W310	Web site management	1.00
Y000	Federal Register	55.58
Y105	Administration and policy-making for NARA programs	38.12
Y210	Administration and policy-making for records programs	147.14
Y320	Review FOIA compliance government-wide and provide mediation services	6.74
Y405	Legal affairs and representation	12.12
Y501	Communications administration	7.85
Y810	Administrative services management	1.00
Y815	Records accessioning and declassification	140.34
Y830	Records preservation management and oversight	138.68
Y840	Presidential records management and appraisal	67.05
Y840	Federal records management and appraisal	94.18
Y899	Archival reference	211.78

Reason Codes:

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

Justifications for Reason Code A:

(1) Library services (G103): This group comprises only 11 FTE, many of them temporary student interns, who do not receive a benefits package. A review in FY 2001 determined that it would not be cost effective to contract out so few positions and the work was being done in the most economical way.

(2) Product development services (S732): NARA staff performs three separate activities when distributing fee and free publications: order taking, warehousing and distribution, and inventory control. The order taking activity is performed as an integrated function of the overall customer service center. A review in FY 2000 determined that this function is run economically and should remain in-house.

(3) Archival Research Room operations (T999): These FTE are the front line in ensuring the security of archival record collections in use by the public. They must constantly monitor the use of original records by researchers in NARA research rooms and deal directly with customers to ensure proper care in handling records.   Because of ongoing concerns about holdings security, it is not appropriate to allow private sector performance of this work at this time.

(4) Digitizing and microfilm preparation (Y850): NARA initiates microfilming and digitizing projects to preserve records that are very popular and heavily used. Preparation of records for microfilming or digitizing is part of the position description for every archivist and technician in the affected units. This group comprises fewer than 13 FTE. A review in FY 2002 determined that doing this work in-house was more economical than contracting it out.