

April 27, 2000

M-00-11

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Sylvia M. Mathews  
Deputy Director

SUBJECT: Year 2000 Inventory of Commercial Activities

The "Federal Activities Inventory Reform Act of 1998," P.L.105-270 (the FAIR Act), requires Federal agencies to prepare and submit to OMB, by June 30<sup>th</sup> of each year, inventories of their commercial activities performed by Federal employees. OMB is required to review each agency's inventory and consult with the agency regarding its content. Upon completion of this review and consultation, the Agency Head must transmit a copy of the inventory to the Congress and make it available to the public. The FAIR Act then establishes a two-step administrative challenge and appeals process under which an interested party may challenge the omission or the inclusion of a particular activity on the inventory as a commercial activity. While the FAIR Act does not require agencies to privatize, outsource or compete its commercial activities, it does require the Agency Head to review the final inventory. Each time that the Agency Head considers outsourcing to the private sector a competitive process is required.

As in the case of any new process, the first round of implementation reveals areas where improvements can be made. As OMB completed its review of the 1999 inventories and began looking towards the 2000 inventory process, OMB asked interested parties from Congress, the private sector, the Federal employee unions and the agencies to provide their views and recommendations on how the process could be improved. As a result, OMB is making several supplemental changes for the upcoming Year 2000 inventory process.

Agencies are requested to prepare their Year 2000 Inventory of Commercial Activities in accordance with the FAIR Act, OMB Circular A-76 Transmittal Memorandum No. 20 and the attached supplemental guidance.

Attachment 1	Year 2000 FAIR Act Commercial Activities Inventory Data Call
Attachment 2	Year 2000 Reporting Instructions and Definitions
Attachment 3	Reason Code Clarifications
Attachment 4	Year 2000 Revised/Updated Function/Activity Codes

Attachments

# Attachment 1

## OFFICE OF MANAGEMENT AND BUDGET

### FEDERAL ACTIVITIES INVENTORY REFORM ACT (FAIR) SUPPLEMENTAL YEAR 2000 INVENTORY REQUIREMENTS

#### 1. IMPROVING THE USEFULNESS OF THE INVENTORIES

##### a. Standard Format.

1. OMB believes that a standard format would provide a significant benefit to agency managers and to the public, while imposing a relatively minor burden on the agencies. Thus, agencies are requested to identify all workload performed by Federal employees, as expressed by Full-Time Equivalents (FTE), that is potentially commercial in nature, in accordance with the format and in the order provided by Attachment 2.

2. If an agency determines that it has no potential commercial activities, it shall submit an inventory stating this determination.

##### b. Reason Codes

OMB believes that the agencies, interested parties and other members of the public, would benefit from additional explanation on the use of the "Reason Codes." Accordingly, OMB has developed additional explanatory material concerning the "Reason Codes." This material is found in Attachment 3.

##### c. Function Codes

OMB has provided additional Function Codes to facilitate agency development of their inventories. Attachment 4 is an expanded list of approved commercial-activity function codes.

##### d. Public Access

OMB believes that posting the inventories on agency Web sites would provide a significant benefit to the public, while imposing a relatively minor burden on the agencies. Many agencies, in fact, posted their 1999 inventories on their Web sites. Accordingly, each agency is requested to construct an electronic template of the required format and make the inventory available through their worldwide web site, upon OMB's notification of the release of the inventory to the public in the *Federal Register*. The template should be in Microsoft Access, Microsoft Excel or similar formats. OMB will include the

agency's Web site address (URL), along with the name and telephone number of the central point-of-contact in OMB's *Federal Register* notice announcing that the inventory is publicly available.

e. Annual Management Report

As provided at Appendix 2, paragraph I of the A-76 Revised Supplemental Handbook (Transmittal Memorandum No. 20), the Year 2000 Inventory's Annual Report on Agency Management of Commercial Activities should: include a brief description of the Year 1999 Inventory Process; the number of FAIR Act administrative challenges and appeals; a brief description of the agency's Year 2000 Inventory Process; and a description of the agency's review process.

## **2. IMPROVING THE CHALLENGE AND APPEAL PROCESS**

As a part of Transmittal Memorandum No. 20 to implement the FAIR Act, OMB stated that the statutory 30-day challenge and 28-day agency challenge response periods would be *calendar* days, while the 10-day appeal period would be *working* days. OMB is aware that the 30-day and 28-day deadlines were difficult to meet and is proposing to change the two periods to *working* days. As a proposed permanent change to the A-76 Revised Supplemental Handbook, this change is being implemented separately, as a proposed rule for agency and public comment, through the *Federal Register*.

## **3. IMPROVING FAIR ACT RELATED HUMAN RESOURCE ISSUES**

Agencies are reminded to recognize the sensitivity of these inventories to Federal employees and to keep them informed. Agencies are requested to notify their Partnership Councils and agency labor relations specialists as to the availability of the inventories upon publication of the *Federal Register* notification, and the challenge and appeal process.

## **4. IMPROVING RESPONSIVENESS**

a. OMB received a number of suggestions that the public's ability to understand the inventories would be improved if the public had access to a "user friendly" summary of the FAIR Act and its implementation. OMB agrees with this recommendation and will include an "Inventory Users Guide" at the OMB homepage.

b. To further facilitate the use of the Year 2000 inventories, each agency's inventory should be accompanied by a cover letter that summarizes the inventory in terms of total agency FTE (Full-Time Equivalents), commercial FTE, and other information as the agency believes will assist the public in understanding the agency's inventory. This could include, for example, the percent of budgetary resources already committed to service contract support, the name and phone number of the agency's central point-of-contact for the inventory, agency challenge and appeal filing instructions, etc.

# Year 2000 Commercial Activities Inventory Reporting Instructions & Definitions

## Introduction

For the 1999 FAIR Act inventory, OMB identified the minimum data elements that needed to be included in FAIR Act submissions, but did not impose a specific report format (sequence and sorting order). The idea was to seek out alternative approaches and to permit the agencies to incorporate their inventory reporting requirement into existing management systems. A specific common format and data order is required for the Year 2000 Inventory submission. Accordingly, each agency is requested to construct an electronic template in Microsoft Access, Microsoft Excel or similar formats. The required information should be in the exact sequence, as well as the level of detail specified below.

Upon OMB's notification of the release of the inventory to the public in the *Federal Register*, agencies are requested to make their inventory available through their worldwide web site.

## Instructions and Definition of Terms

- a. Organization Unit.* – Enter an alpha designation for the agency, sub-agency and/or bureau (alphanumeric codes will be accepted, if warranted) and provide a full list of all codes attached to the agency's inventory.
- b. State(s)* – Enter States within the United States by their common two letter mail code.
- c. Location(s)* – Enter the place where the activity is performed.
- d. FTE* – Enter the number of full-time equivalents (FTE) for Federal employees performing the commercial activity.
- e. Activity/Function Code* – Enter the Function Code that best describes the type of activity performed.
- f. Reason Code* – Enter the Reason (Status) Code that best describes the status of the commercial FTE. Attachment 3 provides expanded definitions and usage.

- g. Year the Activity First Appeared on the Commercial Activities Inventory*** – Enter all four digits of the fiscal year the activity first appeared on the FAIR Act inventory. All entries that appeared in the 1999 Inventory should be entered as 1999. Activities that first appear in the 2000 Inventory should be entered as 2000.
- h. Responsible Official*** – Enter the name, position title and phone number of the Federal employee responsible for the activity or the agency contact person from whom additional information about the activity may be obtained.
- i. Year of Cost Comparison or Conversion (if applicable)*** – Enter all four digits of the most recent fiscal year that an A-76 cost comparison or direct conversion was completed.
- j. FTE Savings( if applicable)*** – Enter the FTE savings generated by a cost comparison (including MEO savings), a direct conversion to contract, a termination or a privatization decision.
- k. Estimated Annualized Cost Comparison Dollar Savings (if applicable)*** – Enter the estimated annual savings that reflect the difference between the in-house bid MEO and the low contract offer.
- l. Date of Completed Post MEO Performance Review (if applicable)*** - enter the date that the most recent Post MEO performance review was completed.

## REASON CODE CLARIFICATIONS

Reason Codes applicable to commercial activities included on the 2000 Inventory of Commercial Activities are the same as those used in the 1999 Inventory. Additional clarification is provided to avoid confusion and facilitate consistency among agencies. The Reason Codes provided by OMB Circular A-76 Transmittal Memorandum No. 20 are provided, followed by a clarification narrative in *italics*.

### Code

### Explanation

- A** Indicates that the function is performed by Federal employees and is specifically exempt by the agency from the cost comparison requirements of the Circular and this Supplement.

*This Reason Code is designed to permit the Agency Head to identify specific commercial activities as those that he/she does not believe should be subjected to privatization, outsourcing or competition. Certainly, these are core mission activities that are commercial in nature. Many core activities may however, be achieved through contract support and may also be found in Reason Code "B" or "C." Functions assigned Reason Code "A" are commercial functions that the Agency Head has determined must remain in-house.*

- B** Indicates that the activity is performed by Federal employees and is subject to the cost comparison or direct conversion requirements of the Circular and this Supplement.

*This Reason Code should be applied to any Function or Activity where the decision as to who should perform the work is a quality and cost based decision and the agency would expect that this decision would be based upon the results of a direct conversion competition (when authorized), or a cost comparison, conducted in accordance with OMB Circular A-76 and its Supplemental Handbook.*

- C** Indicates that the activity is performed by Federal employees, but is has been specifically made exempt from the provisions of the Circular and this Supplement by Congress, Executive Order or OMB.

*This Reason Code should be applied to any Function/Activity where the decision as to who should perform the work is not primarily a cost-based decision and a cost comparison would be inappropriate. This code applies to the Supplemental Handbook's exemption from the cost comparison requirements of the Circular, including, for example, national defense related activities, direct patient care, core and research and development activities. Here the decision to convert to or from in-house or contract performance is not primarily a cost-based decision. The problem is to get the right people, the right skills, the right knowledge at the right place and at the right time. Small functions that involve 10 or fewer FTE are also exempt from the cost comparison requirements of the Circular. These commercial activities are currently performed by Federal employees and may be outsourced, but, they do not enjoy the cost comparison protections afforded by the Circular; cost is a secondary consideration.*

**D** Indicates that the function is currently performed by in-house Federal employees and is in the process of being cost compared or converted directly to contract or inter-service support agreement performance.

*Employees in Functions/Activities listed under this code have been advised that the work performed is undergoing formal A-76 cost comparison or the agency is preparing for the direct conversion of work to contract or ISSA performance, in accordance with the Supplement.*

**E** Indicates that the function is retained in-house as a result of a cost comparison.

**F** Indicates the function is currently being performed by Federal employees, but a review is pending force restructuring decisions (i.e., base closure, realignment, consolidation, etc.).

**G** Indicates that the function is prohibited from conversion to contract because of legislation.

**H** Waiver issued.

**I** Indicates the function is being performed in-house as a result of a cost comparison resulting from a decision to convert from contract to in-house performance

**YEAR 2000 COMMERCIAL ACTIVITIES INVENTORY**

**FUNCTION CODES**

The following list of Function/Activity Codes will be used to complete the Year 2000 Commercial Activities Inventory. The Function Codes provide a standardized way for an agency to describe those activities which the agency has determined are commercial in nature, based on the agency's application of the criteria in OFPP Policy Letter 92-01. Given the wide range of activities described in the following list, the inclusion of a particular Function Code in the list does not mean that work which might be described by that Code should necessarily be viewed as "commercial" -- again, to determine whether an activity is "commercial," the agency must evaluate the work under Policy Letter 92-01, and in so doing take into consideration the context in which the work is performed. While agencies may augment these Function Codes for internal use, by adding to the existing alphanumeric codes provided, agencies may not create new codes or add additional codes in the submission to OMB. Agencies are to use only the following approved Function Codes in their June 2000 submission, unless otherwise approved in advance by OMB."

**A - Recurring Testing and Inspection Services**

- A100 Electronic
- A200 Health Care
- A300 Safety
- A400 Transportation
- A500 Food and Drug
- A600 Other Technical Testing or Inspection
- A700 Systems Certification Services
- A000 Administrative Support



## **B - Personnel Management**

- B100 Classification
- B102 Classification Reviews
- B200 Employee Development
- B300 Staffing Reviews
- B301 Processing
- B302 Manpower Research and Analysis
- B303 Manpower Development
- B400 Employee Relations
- B400 Employee Relations support
- B401 Benefits Reviews and Analysis
- B500 Labor 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
- B000 Personnel Administrative Support

## **C - Finance and Accounting**

- C100 Voucher Examining
- 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 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
- C407 Mortgage Analysis
- C408 Asset Management and Disposal
- C405 Property Oversight
- C500 External Auditing
- C501 Internal Auditing
- C000 Administrative Support

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

- D100 Regulatory Activities Support
- 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

D400 Compliance Surveys and Inspections  
D410 Compliance Operations  
D411 Compliance Assessments  
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  
D900 Maritime Traffic Control  
D910 Operation of Locks and Dams  
D920 Buoy Maintenance  
D930 Mine Safety and Health  
D000 Administrative Support

## **E - Environment**

- E100 Hazardous Waste Management
- E101 Environmental Restoration Analysis
- E102 FIFRA/FDCA Risk Analysis
- E103 FSCA Risk Analysis
- E104 Environmental Clean-up Services
- E200 Solid Waste Data Collection/Analysis
- 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
- E000 Administrative Support

## **F - Procurement**

- F100 Quality Assurance
- F200 Contracting (Operational)
- F300 Contracting (Analysis)
- F400 Recurring Purchasing
- F000 Administrative Support

## **G - Social Services**

- G001 Care of Remains of Deceased Personnel & Funeral Services
- G008 Commissary Store Operation

G009 Clothing Sales Store Operations  
G010 Recreational Library Services  
G011 Morale, Welfare, and Recreation Services  
G012 Community Services  
G100 Disaster Relief Applications Services  
G101 Disaster Relief Services  
G102 Librarian Services  
G103 Library Operations and Management  
G104 Technical/Professional/Legal Library Information Services  
G900 Chaplain Activities and Support Services  
G901 Housing Administrative Services  
G904 Family Services  
G905 Community Relations  
G999 Other Social Services  
G000 Administrative Support

## **H - Health Services**

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  
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  
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  
H226 VISN Services & VISN Support Service Center  
H227 Veterans Canteen Service  
H300 Emergency Medical Services Management Planning  
H301 Emergency Medical Services  
H400 Medical Evaluation Services  
H401 Medical Officers  
H402 Industrial Hygiene Reviews and Analysis

H403 Health Inspections  
H404 Health Services Administration and Management  
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 Services  
H607 Voluntary Services Administration  
H608 Records Administration  
H609 Bed Services and Patient Assistance  
H610 Waste Management  
H999 Other Health Services  
H000 Administrative Support

## **I - Investigations**

I100 Inspector General Services  
I200 Safety  
I415 Non-field Technical Support to 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
- I000 Administrative Support

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

- J501 Aircraft Maintenance
- J502 Aircraft Engine Maintenance
- J503 Missiles
- J504 Vessels
- J505 Combat Vehicles
- J506 Noncombat Vehicles
- J507 Electronic and Communication Equipment Maintenance
- J510 Railway Equipment
- J511 Special Equipment
- J512 Armament
- J513 Dining Facility Equipment
- J514 Medical and Dental Equipment
- J515 Containers, Textile, Tents, and Tarpaulins
- J516 Metal Containers
- J517 Training Devices and Audiovisual Equipment
- J519 Industrial Plant Equipment
- J520 Test, Measurement and Diagnostic Equipment
- J521 Other Test, Measurement and Diagnostic Equipment
- J522 Aeronautical Support Equipment
- J999 Maintenance of Other Equipment
- J000 Administrative Support

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

- K531 Aircraft
- K532 Aircraft Engines
- K533 Missiles



- K534 Vessels
- K535 Combat Vehicles
- K536 Noncombat Vehicles
- K537 Electronic and Communication Equipment
- K538 Railway Equipment
- K539 Special Equipment
- K540 Armament
- K541 Industrial Plant Equipment
- K542 Dining and Facility Equipment
- K543 Medical and Dental Equipment
- K544 Containers, Textile, Tents, and Tarpaulins
- K545 Metal Containers
- K546 Test, Measurement and Diagnostic Equipment
- K547 Other Test, Measurement and Diagnostic Equipment
- K548 Aeronautical Support Equipment
- K999 Other Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment
- K000 Administrative Support

## **L - Grants Management**

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

## **P - Base Maintenance/Multifunction Contracts**

- P100 Installation Operation Contracts (Multi-function)
- P000 Administrative Support

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

- R100 Theoretical Research
- R103 Biomedical Research
- R104 Animal Research
- R200 Basic R&D
- R300 Developmental
- R400 Testing
- R500 Acceptance
- R600 Applied Research
- R660 RDT&E
- R900 Operation and Maintenance of Physical Plant
- R901 Building & Grounds Maintenance
- R902 Models Design and Construction
- R000 Administrative Support

**S - Installation Services**

- S700 Natural Resource Services
- S701 Public Affairs/Relations
- S702 Financial and Payroll Services
- S703 Debt Collection
- S706 Bus Services
- S708 Laundry and Dry Cleaning
- S709 Custodial Services
- S710 Pest Management
- S712 Refuse Collection and Disposal Services
- S713 Food Services
- S714 Furniture Repair
- S715 Office Equipment Maintenance and Repair
- S716 Motor Vehicle Operation
- S717 Motor Vehicle Maintenance
- S718 Fire Prevention and Protection
- S719 Military Clothing

S720 Prison Plant Operations and Maintenance  
S721 Prison Security Operations (Guards)  
S723 Other Prison Operations (Food, Administrative)  
S724 Other Guard Services  
S725 Electrical Plants and Systems Operation and Maintenance  
S726 Heating Plants and Systems Operation and Maintenance  
S727 Water Plants and Systems Operation and Maintenance  
S728 Sewage and Waste Plants Operation and Maintenance  
S729 Air Conditioning and Refrigeration Plants  
S730 Other Utilities Operation and Maintenance  
S731 Supply Operations  
S732 Warehousing and Distribution  
S733 Building Services  
S734 Leasing Services  
S735 Engineering Services  
S736 Plumbing Craft Support Services  
S737 Electrical Craft Support Services  
S739 Locksmithing  
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  
S999 Other Installation Services  
S000 Administrative Support

## **T - Other Non-Manufacturing Operations**

- T600 Real Property Management
- T601 Real Property Disposal
- T602 Property Development
- T603 Real Property Acquisition Support Services
- T700 Miscellaneous Program Management
- 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
- T808 Mapping and Charting
- T809 Administrative Telephone Services
- 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
- T816 Telecommunication Centers
- 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
- T830 Interior/Facility Design
- T831 Drafting Services
- T832 Construction Management
- T833 Civil Engineering & Analysis Services

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  
T900 Training Aids, Devices, and Simulator Support  
T999 Other Non-Manufacturing Operations  
T000 Administrative Support

## **U - Education and Training**

U100 Recruit Training  
U200 Officer Acquisition 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 (Voluntary) and On-Duty Education Programs  
U600 Civilian Education and Training  
U610 Law Enforcement Training  
U700 Dependent Education  
U800 Training Development and Support  
U999 Other Training Functions  
U000 Administrative Support

### **W - Automatic Data Processing**

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

### **X - Products Manufactured and Fabricated In-House**

X931 Ordnance Equipment  
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 In-House  
X000 Administrative Support

### **Y - Other Selected Functions**

Y130 Intelligence  
Y150 Classified Activities  
Y160 Corporate Planning  
Y400 Legal Services  
Y401 General Attorney's Services  
Y403 Paralegal  
Y410 Criminal Investigation  
Y440 Federal Licensing and Permitting  
Y450 Maritime Activities  
Y451 Search and Rescue  
Y452 Aids to Navigation  
Y453 Marine Safety/Inspection  
Y510 Budget and Financial Program Management  
Y511 Budget Execution Support Services  
Y520 Public Works and Real Property Maintenance Program Management  
Y530 Personnel, Community Activities and Manpower Program Management  
Y540 Maintenance and Logistics Program Management  
Y550 Information and Telecommunications Program Management  
Y651 Identifying and Developing Consumer/Customer Information Services  
Y650 Acquisition (Equipment and Weapons Systems)  
Y999 Other Functions  
Y000 Administrative Support

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

- Z991 Maintenance and Repair of Family Housing Buildings and Structures
- Z992 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
- Z999 Other Maintenance, Repair, Alteration, and Minor Construction of Real Property
- Z000 Administrative Support