



# 2013 FAIR Act Inventory Codes

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## **A – DRUG AND ALCOHOL TESTING**

(OMB Title: Recurring Testing and Inspection Services)

### **A500 – Drug and Alcohol Testing**

(OMB Title: Food and Drug)

NBC use only:

This function includes maintenance of the chain of custody for testing of urine, blood or other substances in order to determine if there is any illegal drug consumption. This function includes performing the proper procedures necessary to obtain, store, protect and transport drug/alcohol testing. Includes adherence to the Privacy Act and rules governing confidentiality including safeguarding the notice of results and the process for positive results notification.

## **B – HUMAN RESOURCES MANAGEMENT**

(OMB TITLE: PERSONNEL MANAGEMENT)

### **B501 – Agency Civil Rights and Equal Employment Opportunity Programs**

(OMB Title: Agency Equal Employment Opportunity Reviews)

#### **Equal Employment Opportunity Program Management**

All FTE involved with equal employment opportunity management functions, with responsibility for protecting the rights of employees under Title VII of the Civil Rights Act of 1964, as amended. These FTE provide information on EEO laws, regulations, rights and remedies to employees that either: 1) direct or assist in managing an EEO program; 2) advise, supervise, perform or provide staff leadership and technical guidance for work which involves EEO functions; 3) manage and implement complaints and compliance programs; 4) consultant to various lines of business (expert advisor to DOI and Bureau); and 5) must possess specialized knowledge of EEO regulations under Title VII; 29 Code of Federal Regulations, Part 1614; and Management Directives 110 and 715.

Activities of these functions include the development, implementation, and enforcement of equal opportunity programs and policy under a variety of anti-discrimination laws, Executive Orders and Federal regulations. Activities of this function require knowledge and skill in investigating and resolving allegations of discrimination, interpreting EEO laws, regulations and precedent decisions to eliminate illegal discrimination, and to remove barriers to equal employment.

FTE also formulates, executes, and analyze plans, programs, and procedures that implement regulations and other regulatory activities. This function includes collections and analyses of data for management operations and policy formulation.

This function includes the management of audit programs and/or oversight, direction and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audit planning, programming, and budgeting; and/or allocating and distributing resources.

#### **Civil Rights Program Management**

All FTE involved with civil rights are responsible for protecting the rights of employees and the public with statutes identified under the umbrella of Executive Order 12250, Leadership and Coordination of Non-discriminatory Laws. These FTE provide information and guidance on Federally assisted and conducted Civil Rights laws, regulations, and Executive Orders to employees that either: 1) direct or assist in managing a Federally Conducted or Federally Assisted Civil Rights program; 2) advise, supervise, perform, or provide staff leadership and technical guidance for work which involves Civil Rights functions; 3) consultant to various lines of business (expert advisor to DOI and the Bureau); and 4) must possess specialized

knowledge of Civil Rights regulations under Title VI, Title IX, 43 Code of Federal Regulations, Part 17 A,B,D and E, Section 504 of the Rehabilitation Act, Age Discrimination Act of 1975, and various Executive Orders.

Activities of this function include program development, implementation of policy, oversight and have ultimate responsibility for reviews of Federally Conducted (FC) and Federally Assisted programs (FA). For FC programs this includes workplace environments, public facilities and recreation sites and dissemination of public information. These FTE conduct and develop management evaluations/audits and internal controls on civil rights issues surrounding the interpretation of legal requirements and guidelines as they pertain to the implementation and management of the program. For FA programs, reviews are conducted on pre and post awards of federally assisted recipients, i.e., water districts, concessionaires, educational institutions, state, city and county governments.

These FTE enter, maintain, and provide quality control of the Accessibility Data Management System, and must possess specialized knowledge of Civil Rights regulations under 28 Code of Federal Regulations, Part 35; 43 Code of Federal Regulations, Part 17; and the Civil Rights Restoration Act.

## **B700 – Human Resources**

All FTE performing human resources management functions which involve consulting on position management and succession/workforce planning; evaluating and classifying position descriptions; attracting, recruiting, developing, managing and retaining a high quality and diverse workforce; and processing and maintaining employee benefits and records and delegating and examining authorities. These FTE's also provide information on benefits to employees; direct or assist in directing a human resources program; consult on, supervise, develop policy and procedures, auditing functions, organizational design, staffing, perform or provide staff leadership and technical guidance for work which involves two or more specialized functions; perform basic and specialized human resources activities; provide strategic guidance and planning to ensure the agency has the ability to acquire, train or contract for the workforce necessary to deliver the strategic mission of the agency, and serve as consultant to various lines of business. These positions require knowledge of one or more of the following: recruitment strategies; compensation flexibilities; special programs such as special appointment authorities; position management; succession/workforce planning; human resource policies and procedures; position classification; employee benefits; reduction-in-force/furlough; retirement; performance management; recognition and awards; model work environment; pay; unions; leave etc.

## C – FINANCE AND ACCOUNTING

### C110 – Financial Program Services

(OMB Title: Management Headquarters – Financial Management)

All financial management FTE involved in financial analysis, business performance reporting, business performance analysis, financial report generation, financial systems support, financial systems operations, and all other financial management activities.

This function includes the oversight, direction, and control of subordinate financial management organizations. This includes conducting mid- and long-range planning, programming, and developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources. Includes financial management and program planning, financial systems development and planning, and financial program management.

### C307 – Accounting Services

This function addresses those accounting processes applied to both management of appropriated funds and to revenues and fees received and processed on behalf of federal government, state government, and Indian recipients.

***For appropriated funds***, this function includes those accounting processes that record, classify, accumulate, analyze, summarize, and report information on the financial condition and operating position of an organization. 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. Also included are payroll process (excluding the NBC payroll process franchise program which is assigned a specific function code – C310), commercial payment operations (transactions associated with invoice payments to contractors, vendors, and transportation providers). Includes voucher examining, accounting technicians, accounts payable, travel processing, customer billing, cash receipts, and payments issuance support/processing. Includes cash and debt management, external auditing, and internal auditing.

***For revenues and related documents and fees received***, this function includes those accounting processes and custodial functions that involve the:

- receipt of funds, documents or fees,
- processing of documents (including checks) that provide supporting information regarding the funds received,
- maintenance of a reference data warehouse that contains all the necessary information required for the automated processing of documents and payments,
- correction of reporting errors (including interactions with payors of the funds),
- matching of unassigned payments to correct documents,
- issuance and collection of bills for additional funds due, interest on late payments, lease term infractions, and Indian over-recoupment bills,

- transfer of funds to appropriate recipients or trustees of recipients (including distribution of information that identifies the recipient(s),
- processing of quarterly and annual financial reports as required by the U.S. Treasury,
- training of reporters/payors, production error correction, or debt collection activities.

### **C310 – NBC E-Payroll Accounting/Finance Related Activities**

This function includes all Finance and Accounting FTE that comprise the NBC payroll franchise program. These FTE perform the same or similar functions as the FTE identified in the following Finance and Accounting sub-categories: C300, 307, 314, 315, 316, 401 and 402. These FTE perform exclusively payroll related functions in NBC. This segregation is to separate the NBC franchise FTE from other Budget & Finance related functions.

### **C400 - Budget Services**

This function includes all budget FTE, including management, involved in budget formulation, justification, and analysis activities of the organization's budget process. It also includes budget execution, distribution of funds, certification of funds, monitoring of budget executions, and reporting on the status of funds.

### **C409 – Property & Asset Management Services**

(OMB Title: Property Oversight)

This function includes oversight, direction and control of the comprehensive asset management program including personal and real property, excluding museum property. (Refer to functional activity Y730.) This activity develops policy, provides guidance, conducts reviews and analysis, and performs evaluations for the overall program performance. Other activities consist of conducting mid- and long-range planning for the entire property program and associated organizations. This function also includes the management, accountability, receipt, inventory, depreciation and disposal of real property assets. Other supply activities related to the excess inventory, preparation of documentation for transfer, and subsequent receipt, classification, storage and disposal through reutilization, transfer, donation and sale of excess and surplus property are included within the functional responsibility of Z120.

## D – REGULATORY ACTIVITIES

(OMB Title: Regulatory and Program Management Support Services)

### D100 - Regulatory Activities, Data Collection and Analysis

(OMB Title: Regulatory Activities Support)

**OSM Specific Definition:** This function includes development and implementation of policies and regulations associated with the requirements of the Surface Mining Control and Reclamation Act (SMCRA) of 1977. This function also included those activities performed directly or indirectly in compliance with SMCRA not detailed elsewhere. Includes regulatory auditing functions and customer service.

**All other Bureaus' Definition:** Develop, monitor, and coordinate regulations and other regulatory activities. Includes data entry, maintenance, and Quality Control of regulatory records. Develop and analyze options for regulatory program and assess anticipated effects. Includes representation of bureaus to contractors, officials at various levels of government, other organizations, and the public.

This function includes liaison work with OIG and GAO audits and auditors including but not limited to the development and issuance of policy; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audit planning, programming, and budgeting; and/or allocating and distributing resources.

Formulate, execute, and analyze plans, programs, and procedures that implement regulations and other regulatory activities. This function includes collection and analysis of data for management operations and policy formulation, and includes compilation and dissemination of statistical data.

Includes Regulatory Economists/Statisticians, Regulatory Audits, Compensation Claims Review, and Application Receipt and Processing.

### D410 - Compliance Operations

Evaluation of compliance with regulations/enforcement (safety equipment, personnel, environmental and leases/mineral assets); review, analysis of plans and permits, safety, environmental, and technical evaluations, conservation of resources for regulatory compliance (anticipated and in fact).

All FTE involved in coordinating the hazardous materials program (HAZMAT). HAZMAT FTE are responsible for storage of materials, handling hazardous materials, removal of hazardous materials and determining if hazardous material should be removed by commercial or government resources. This function includes coordination, monitoring, and evaluation of the quality of hazardous materials, the handling of materials at various Department fuel sites, disposal methods, response to hazardous material mishaps and environmental security.

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Includes compliance surveys and inspections and compliance assessments of oil and gas operations and other permits and leases.

Includes compliance inspection of wild horses and burros on Government land.

### **D606 - Asset Appraisal and Valuation**

Appraise and review appraisals of real or personal property or property interests. Requires technical knowledge and skill in the application of the Government's principles, practices, and techniques of appraisal and valuation, including fair market value determinations, reserves inventory, and assessments of undiscovered resources. Ensure receipt of fair market value for Government property that is leased, for example in the issuing of leases for oil and gas or minerals exploration. Also includes functions that involve supervising or performing work in appraising or reviewing the appraisals of real or personal property or property interests.

### **D705- Royalty in Kind (RIK) Activities**

**BLM: Royalty in Value (RIV) Activities**

All activities required to take minerals revenue in kind (RIK) rather than in value (RIV).

Activities include but are not limited to asset analysis, financial analysis supporting RIK vs. RIV decision, economic and quantitative analysis, marketing of product, creditworthiness analysis and surety/guaranty agreements, legal support, contract administration, scheduling, maintenance of reference data, compliance assurance, accounting, collections, and reconciliations.

This activity includes collection of royalties in value for helium resources.

### **D712 - Safety and Occupational Health Compliance**

#### **OSM Specific Definition:**

This function includes safety and occupational health management associated with the requirements of the Surface Mining Control and Reclamation Act (SMCRA) program. Included are worker's compensation issues, mine site health and safety program management and associated safety issues that have an impact on the performance of fulfilling the requirements of SMCRA. The Division of Administration performs the function within OSM.

#### **All other Bureaus:**

The safety and occupational health personnel are responsible for planning, developing, managing, and overseeing the safety requirements in the missions, operations, and activities of the Department, as required by law and regulation. Safety and occupational health personnel conduct or oversee activities that include: regulatory affairs, public safety, risk assessment, health hazard assessments, safety engineering, radiation protection, accident prevention, fire prevention and protection, inspections and abatement, and other activities as necessary to carry out the responsibilities of the Head of Agency, as determined by the Occupational Safety and Health Act of 1970; Public Law 91-596; Executive Order 12196; and 29 Code of Federal

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Regulations 1960, 1910, and 1926. Included are worker's compensation issues and occupant emergency plans and fire safety. The function includes industrial hygiene reviews and analysis.

## **E - ENVIRONMENT**

### **E120 –Environmental and Natural Resource Services**

(OMB Title: Environmental and Natural Resource Services)

This function includes overseeing, directing, and controlling programs in the following areas: natural resource management; environmental management; land management, outdoor recreation management, explosives safety; emergency services; hazardous materiel; cultural and historical resource management, 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. Services include environmental restoration analysis, forestry management support, and forestry operations and NEPA compliance.

Environmental and Natural Resource Services FTEs provide regulatory guidance, oversight, coordination, monitoring, auditing, remediation, abatement, and reporting required to comply with Federal and State environmental statutes, Executive Orders and Departmental and Bureau policy on natural resource protection and enhancements, environmental compliance, and pollution control. They develop policies and procedures for the Environmental Studies Program and are responsible for program level budget development and financial oversight activities. These FTEs develop study plans and proposals, and reviews those developed by other agencies for technical adequacy and programmatic relevance, managing the technical component of scientific research contracts, and providing quality assurance reviews of research projects. Natural resources work includes controlling, preserving, and/or evaluating a natural resource or natural resource function, such as conversion, forest, rangeland, recreation sites, fisheries, and wildlife. They may administer regional or field program oversight for ecological, biological, recreation, Park, National Wildlife Refuge, and/or Resource Districts/Office programs and operations.

FTE evaluate and determine applicability of environmental study products in determination of agency policy to determine the potential level of effects on human, marine, forest, wetland, grassland or coastal environment pursuant to the Outer Continental Shelf Lands Act, National Environmental Policy Act, Clean Water Act, Endangered Species Act, Fish and Wildlife Act, Fish and Wildlife Coordination Act, Migratory Bird Conservation Act, Marine Mammals Protection Act, Federal Lands Policy and Management Act, and/or other applicable statues. The function includes data collection, analysis, reports and recommendations with respect to water, air quality, soil, land and recreation usage data. In addition this function performs activities in water analysis which includes performing sampling and analysis of water data, water audits, water scheduling, water agreements and grants, and reports and reviews of ongoing activities, working with other Federal agencies.

These FTE assist in the preparation, review and editing of comments on environmental documents; distributing emergency oil and hazardous substance spill incident reports to appropriate bureau officials; updating regional contingency plans to ensure full consideration of both DOI and non-Federal natural, cultural, and historic resources during response actions to oil and hazardous substances spills; analyzing and making appropriate recommendations on

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solutions to environmental problems; and providing other technical support work in connection with the operation of regional environmental protection/pollution prevention programs.

These FTE develop partnerships with external organizations and leverage funds through the solicitation of grants from other governmental and non-governmental organizations. These FTEs develop licensing agreements and mitigation agreements relevant to protecting recreation, natural, and cultural resources. These FTEs through the planning process establish visitor capacity limits and use allocations.

These FTE assist in developing comprehensive recreation inventories and plans, including assuring NEPA compliance issues are independently addressed. This includes performing analysis and compliance under NEPA, ESA, and other environmental legislation. These FTEs develop licensing agreements and mitigation agreements relevant to protecting recreation, natural, and cultural resources. These FTEs through the planning process establish visitor capacity limits and use allocations.

These FTE evaluate and operate recreation fee and permit activities, including reservation systems, cost recovery and the development, leases and permits (including insurance and bonding) compliance, and business plan development and implementation.

## **F – ACQUISITION**

(OMB Title: Procurement)

### **F200 – Acquisition**

(OMB Title: Contracting (Operations))

FTE's coded to this function code typically work in/report to Contracting Offices/Officers and work on the acquisition side of the activity.

FTE involved in purchasing or contracting for all services, supplies and/or materials including purchasing agents, contract specialists, realty specialists, contracting officers and procurement technician functions including those contract specialists performing cost and pricing analyses, those serving as Business Utilization Development Specialists and other functions under Small Business Administration programs and Leasing Officers warranted under the DOI Contracting Officers Warrant Handbook (not program managers who monitor leases). Includes the acquisitions component of Financial Assistance Actions (grants and agreements) but not program managers who monitor agreements and other assistance instruments.

Includes FTE involved in all phases of contracting (i.e. marketing, procurement, administration, closeout, and termination). This includes program support for acquisition activities, contract administration and operations, other procurement and contracting activities, recurring purchasing, real property acquisition support services, and real estate/real property acquisition. Includes acquisition and administration of IT systems contracts.

Includes oversight and direction of acquisition program activities including developing policies, providing policy guidance, reviewing and analyzing purchasing and contracting issues and recommending and/or directing the acquisition process.

## **G – SOCIAL SERVICES**

### **G009 – Laundry and Dry Cleaning Operations**

(OMB Title: Clothing Sales Store Operations)

This function includes the operation and maintenance of laundry and dry cleaning facilities.

### **G012 – Social Work**

(OMB Title: Community Services)

This function involves the planning, development, management, and monitoring to support social services for welfare and well-being programs. These FTE may require the specialized knowledge of Child and Adult Care Assistance, protecting trust interest of Individual Indians, General Assistance, Burial Assistance, Disaster & Emergency Assistance, Domestic/Spouse Abuse, Substance Abuse, Work Experience Programs, services to children, elderly and families. Staff prepares analyses, writes and reviews evaluations for proposed contracts in cases concerning social services. Provides professional social work consultation, training and technical assistance.

Note: FTE performing Job Corps functions should be coded in accordance with the functions being performed.

### **G065 –Child-Care and Youth Programs**

BIA use only:

The FTE coded to this function support youth and children in Child Development Center Programs and Youth Programs.

### **G104 - Technical/Professional/Legal Library, Information and Sales Services**

(OMB Title: Technical/Professional/Legal Library Information Services)

The function includes activities involving the collection, organization, preservation and retrieval of recorded knowledge in printed, digital, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Typical library functions include the selection, acquisition, cataloging, and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, digital information access, library management and systems planning, or the development and strengthening of library services. The function includes supervision and management of library functions.

This function also includes the product sales support involved in accounting, inventory management, customer assistance for general public and Federal sales, order entry and processing and sales return; the information dissemination in customer assistance for information via phone, e-mail, Web, fax or walk-in, and customer research to address customer

questions and inquiries; and the involvement supporting exhibit and trade shows, visitor centers, and workshops coordination with Federal, State, and depository library liaisons.

### **G210 -Postal Services**

NBC use only:

The FTE in this function provide postal services and are liaisons with civil postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of mail transport; and, financial transactions for stamp stock and money order forms.

### **G901 - Housing Administrative Services**

FTE in the Housing Management Specialist function provide professional expertise, technical advice and policy direction for the management and maintenance of assets, primarily for the Housing Management Program. The areas of responsibility encompass a wide diversity of activities related to the maintenance, repair, rehabilitation, and operation of housing units (owned or leased), and the establishment and collection of rental rates from those who inhabit the housing units. One of the primary areas of responsibility is the analysis, approval and formulation of projects on an annual basis.

Much of the work related to housing management is accomplished through a series of private sector contractors and consultants. The Housing Management Specialist serves as the Government's expert representative in the management and oversight of contracts involving housing and privatization studies and asset management and business practices; functions as subject matter expert providing instruction, direction and overall technical management of the contracts including performance reviews and recommending invoices for payment. Function may include participation as a member of the Government's source selection or contract negotiation team.

## **H – HEALTH SERVICES**

### **H116 - Veterinary and Animal Caretaking Services**

(OMB Title: Veterinary Services)

Complete veterinary medicine-medical care for animals at DOI sites or under DOI control with the assistance of technically trained veterinary specialists. Services include supervising federal employees and monitoring technical support activities by outside providers. Animal caretaking functions includes horseback riding, occasional roping, administering vaccinations and dewormers, feeding hay and grain, animal handling and sorting, application of freeze marks (branding), recognition of equine illness, administering medical treatment for minor wounds and injuries, determination of horses and burros ages, operation of hand tools and small equipment, such as tractors to remove animal waste from pens and to load and distribute hay. This function also includes wranglers.

Animal caretaking at fish hatcheries includes the activities performed by fish culturists. Specifically, care of broodstock fish, spawning, care and feeding of fish, monitoring, recording/computing data on fish, cleaning tanks, raceways, ponds, and facilities used in fish culture. Performance of these activities involves operating equipment and power tools such as water valves, fish pumps, filters, water sterilization equipment, forklifts, saws, drills and related equipment.

### **H219 – Nutrition & Food Production Services**

This activity involves nutrition, cooking, baking, meat cutting, food service and waitering services.

### **H225 – Medical and Mental Health Services**

(OMB Title: Federal Employee Health Services)

Medical and Mental health services FTE perform functions related to all medical and mental procedures such as physical therapy, nursing, psychiatric and psychological work, audio logy and speech pathology, and other health services.

## **I – LAW ENFORCEMENT AND SECURITY**

(OMB Title: Investigations)

### **I200 – DOI Commissioned Law Enforcement Officers**

(OMB Title: Safety)

Functions include protection of life, protection of property from natural or visitor related depredation; control of traffic and visitor use of facilities; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue missions; and all other commissioned law enforcement activities related to resource protection and Homeland Security of all units of the DOI System. Function includes prison security, criminal investigators, law enforcement officers and security and protection services.

### **I500 – Security Clearances and Background Investigations**

(OMB Title: Background Investigations)

This function includes the administration, investigation, and adjudication of personnel security investigations conducted as the basis for both suitability and national security clearance eligibility for DOI personnel, contractors and other agency personnel as authorized. Includes Personnel Security Clearances and Background Investigations and Industrial Security Assessments.

### **I502 – National Indian Gaming Commission (NIGC) Audits and Investigative Activities**

(OMB Title: Case Assessment/Management/Disposition)

This function includes NIGC FTE engaged in investigations and audits associated specifically with the National Indian Gaming Commission.

### **I520 – DOI Non-Commissioned Law Enforcement Personnel**

(OMB Title: Criminal/Counter Intelligence and Administrative Investigative Services)

DOI FTE engaged in administering, coordinating, supervising or performing inspectional, investigative, or advisory work to assure public understanding of and compliance with Federal Statutes and regulations; in obtaining information on the general condition of such resources; and investigating complaints from the public or private sectors. This would include Intelligence, National Mobilization and Emergency Preparedness Management, and Criminal Investigations.

## **1999 – Security Services**

(OMB Title: Other Audit and Investigative Activities)

This function includes all security operations including management of physical security and security guard operations, support services to physical security and security guard operations, security of classified material, other physical security, security guard operations and facility security management.

## **J – OPERATION, REPAIR, AND MAINTENANCE OF MOTORIZED VEHICLES**

(OMB Title: Intermediate, Direct or General Repair and Maintenance of Equipment)

### **J506 – Motorized Vehicle and Equipment Operation**

(OMB Title: Non-Combat Vehicles and Equipment)

This function includes the operation of aircraft, watercraft, cars, trucks and all other motorized vehicles and equipment. Includes aircraft, and vessels (except USGS vessel maintenance which moved to J999), motor vehicle operation, transportation management services, fleet management, traffic/transportation management services, air transportation services, water transportation services, rail transportation services, motor vehicle transportation services and other transportation services.

### **J511 – Operation, Repair and Maintenance of Special Equipment**

(OMB Title: Special Equipment)

This function includes the operation, repair and maintenance of special equipment including electronic and communication equipment, training devices and audiovisual equipment, and other communication and electronics systems.

### **J999 – Repair and Maintenance of Motor Vehicles and Equipment**

(OMB Title: Organizational and Intermediate Maintenance and Repair of Other Equipment)

This activity includes work involved in dismantling, repairing, relocation, modifying, maintaining, aligning, overhauling, and installing a wide variety of marine and other machinery, equipment, and systems such as propulsion machinery, lifeboat davits, and anchor handling gear that are located aboard ships and other floating craft. This function also includes the repair and maintenance of motor vehicles.

## **L – GRANTS MANAGEMENT**

### **L200 – Application Review and Grants Monitoring and Evaluation**

(OMB Title: Grants Monitoring and Evaluation)

This function includes activities (performed in Program Offices) 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.

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 (this excludes the acquisition activities associated with financial assistance).

These FTE serve as specialists for developing and administering cooperative agreements and grants.

BIA use only:

#### **P.L. 93-638 Contract Application Review and Monitoring**

This function includes activities associated with the initial acceptance and continued monitoring P.L. 93-638 Indian Self-Determination and Education Assistance Act of 1975 as amended contract or grants with Indian Tribes. The function includes interpretation of self-determination policy, regulations and legislation in order to review contracts for acceptability and perform continued agency technical representative duties. Duties involved in explaining the process of transferring Federal functions to Indian tribes with the goal of promoting Indian Self Determination.

## **M – GEOSPATIAL ACTIVITIES**

### **M318 - Geospatial Activities**

This function includes the technology, policies, standards, human resources, and related activities necessary to develop, acquire, compile, analyze, exploit, distribute, maintain, and preserve spatial data and geographic and cartographic information. These data are inclusive but not limited to physical, cultural & socioeconomic phenomena such as geographical names, administrative boundaries, topography, hydrography, transportation, structures, aerial photographs, satellite imagery, bathymetry, urban/rural interface, energy resources, wildlife species/habitat, and other related information of use in geospatial and cartographic products and services. Activities include the maintenance and application of geographic and cartographic expertise in the production and use of geographic and cartographic information and systems. This expertise is used to assist partners and perform quality control/quality assurance and data integration tasks in addition to first-line production and management.

This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities.

## **Q – ENGINEERING AND CIVIL WORKS**

(OMB Title: Civil Works)

### **Q220 – Civil Works, Architect & Engineering Services**

(OMB Title: Water Regulatory Oversight and Management)

This function determines policy, including determining the scope, content, and application of Departmental, Federal, state and local policies, regulations and laws as appropriate in the areas of water rights, water conservation and for the management of hydroelectric energy facilities, refuges, parks and other DOI facilities. Determines management controls to ensure performance in accordance with policy and standards. Develops and issues civil works policies and provides policy guidance; reviews and evaluates program performance of subordinate organizations; allocates and distributes resources; or conducts mid- and long-range planning, programming, restoration and maintenance, control of permits pertaining to work, structures, and discharges in or over waters and their tributaries, conduct site analysis, site planning, design facilities for roads, recreation, and administration.

This function includes advising, administering, supervising, or performing professional, scientific, or technical work concerned with engineering or architectural projects, facilities, structures, roads, systems, processes, equipment, devices, material or methods. Function includes, architect-engineering, engineering and technical services, drafting services, construction management, civil engineering & analysis services, general engineering and analysis services, electrical engineering & analysis, safety engineering & analysis services, mining engineering & analysis services, geodetic engineering and analysis services, geological analysis, industrial engineering and model design and construction.

### **Q260 – Federal Interest Lands Property Boundary Services**

(OMB Title: Civil Works Planning Production and Management)

This function includes all duties which are critical to protection of the Federal interest in real property through performance of federally authorized land boundary surveys. Advises, interprets and defines legal limits of land boundaries under authorities delegated by Congress. Determines intent of Congress in identifying on-the-ground locations of Federal interest land boundaries, certifies land boundaries under delegated authorities, and accepts digital portrayals of cadastral boundary information. Collects and evaluates geographical boundary evidence, and applies interpretations of complex, ambiguous case law, and other legal authorities related to public interest. This function includes contract inspection for commercial land survey activities. Inspection duties include on-the-ground identification and acceptance of legal boundary evidence. Survey Technician performs routine field surveying activities under guidance of a Cadastral Surveyor, establishes search areas for existing property corner evidence, sets monuments identifying new corner locations, and prepares draft field notes.

## **Q440 – Maintenance of Water Delivery Features**

(OMB Title: Maintenance of Open Waterways for Navigation)

This function includes activities associated with maintenance of water delivery features. Maintenance of water delivery features includes dredging, repair of canals and river works, and operation and maintenance of dredges, boats and other floating equipment.

This function includes 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.

## **Q540 – Routine Operation and Maintenance of Dams and Hydropower Facilities**

This function includes the performance of established, day-to-day, routine operation and maintenance of dams, hydropower facilities, and associated structures such as spillways, embankments, outlet works, pumping stations, hydroelectric generators, turbines, transformers, conductors, insulators, control equipment, switchyards and other structures and equipment. This function includes the execution of the scheduled release of water from dams and hydropower facilities, such as the operation of spillway gates, hydropower turbines, or other outlet works for water and power delivery for agricultural, municipal or industrial use, flood control, and / or environmental reasons.

## **Q560 – Non-Routine Operation and Maintenance of Dams and Hydropower Facilities**

This function includes activities associated with non-routine operation and maintenance of dams and hydropower facilities not included in Q540. These activities require specialized education, training, and/or experience usually associated with system or basin-wide operations. This function also includes administration, supervision, and oversight of the scheduling of water and power deliveries as well as the development of operation and maintenance plans associated with dams and hydropower facilities.

## **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. This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support.

## **R – RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E)**

### **R120 – Science and Technology**

This function includes the scientific and engineering research activities that establish the positions of the government or provide support, advice and information to Federal, State, Tribal and local governmental bodies and to the public. The research, monitoring, and assessments contribute to understanding the natural world – America's lands, water, and biological resources. The research and data provide reliable and impartial information to the citizens of this country and to the global community in the form of maps, data, and reports containing analyses and interpretations of natural hazards; marine environments; dynamic processes of the Earth; water, energy, mineral, and biological resources; land surfaces; and geologic structures. The scientific research may be basic or applied as defined in the OMB Circular A-11. The FTE may be classified as Research under the Research Grade Evaluation Guide or Operational.

This function also includes the development and interpretation of promising basic engineering and science-based research into solutions for broadly defined needs with a view toward evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated 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. The dominant characteristic of this category of effort is that it be pointed toward identified needs with a view toward developing and evaluating the feasibility and practicability of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated subsystems that establish the initial feasibility and practicality of proposed solutions or technologies

The function includes management and supervision of research-based activities in science and engineering at the project, task or team leader level, but does not include technical support for the research activities that are described in R660.

### **R660 - RDT&E**

This function includes technical and engineering activities that support the research activities described in R120 and data collection and analysis activities in separate projects that provide information to cooperators. Included in this function are installation, and removal of scientific equipment; support in laboratories, the field, and other special settings (e.g., greenhouses, barns, caves, wildlife refuges, fish hatcheries, parks); operation of special scientific equipment (e.g., electron microprobe, scanning electron microscope, or mass spectrometer); operation of support equipment; collection and processing of data; preparation of charts, graphs, tables and reports using collected data; support for program administration, or other technical or

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engineering support. Training and skills required vary with the support activity and include astronomy, biology, cartography, chemistry, geography, geology, geophysics, health physics, hydrology, oceanography, physical science, or physics.

This function includes testing and evaluation 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. This includes test and evaluation laboratories and facilities and other test and evaluation support to include development; and general test instrumentation.

This function performs research and development work, and provides specialized technical services in the field of power generation and water treatment, as well as providing other special field needs. In addition, these programs offer expertise in areas not included in the analysis and design functions of Q220, including: equipment development, systems development, acceptance testing, diagnostics, incident investigations, modeling and analysis, manuals, guidelines, and facilities instructions. They develop the technical guidelines/policy by which staff manage and maintain facilities and perform research, development, and specialized technical services. These positions conduct laboratory and field research, test and evaluation, and experimental development directed toward resolution of problem areas of considerable scope and complexity consistent with mission and needs.

This function also includes specialized technical services in the field of power generation and water treatment, as well as providing other special field needs. In addition, these programs offer expertise in areas not included in the analysis and design functions of Q220, including: equipment development, systems development, acceptance testing, diagnostics, incident investigations, modeling and analysis, manuals, guidelines, and facilities instructions. Development of the technical guidelines/policy by which staff perform research, development, and specialized technical services. This function may conduct laboratory and field research, test and evaluation, and experimental development directed toward resolution of problem areas of considerable scope and complexity.

## S – FIRE MANAGEMENT

(OMB Title: installation services)

### S440 – Wildland Fire Prevention and Protection

A Team has been assembled through the USDA/DOI Fire Charter Group to evaluate the S440 function code. Kick-off meeting scheduled on Wednesday, November 8<sup>th</sup>.

(OMB Title: 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. For a complete listing of functions, review the DOI (BIA, BLM, FWS, NPS) and USDA (Forest Service) Wildland Fire matrix.

10/27/2005						
DOI and Forest Service Coding for Fire Function Code S440 - FY 2005						
Fire Functions/Positions (14 key IFPM* and others)	IFPM Position	IFPM Position Incident Command Required Qualifications	Predominant Job Series	FAIR Act Code		
				IG	Commercial Code A	Code B
National Fire Program Manager*	NFPM	2 and 3	401	X		
National Aviation Program Manager	NA	NA	2101;0301	X		
Geographic Area Fire Program Manager*	GAFPM	2 and 3	401	X		
Geographic Area Aviation Program Manager	NA	NA	2101;0301	X		
Unit Fire Program Manager*	UFPM	L4/M3/H3	401	X		
Unit Aviation Program Manager/Program Supervisory Pilots	NA	NA	2101;0301	X		
Wildland Fire Operations Specialist* - Professional Series	WFOS	M3/H3	401	X		
Wildland Fire Operations Specialist* - Technical Series	WFOS	L4/M3	0455;0462		X	
Prescribed Fire and Fuels Specialist* - Professional	PFFS	M4/H3	401	X		

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<b>Series</b>						
<b>Prescribed Fire and Fuels Specialist* - Technical Series</b>	<b>PFFS</b>	<b>L4/M4</b>	<b>0455;0462</b>		<b>X</b>	
<b>Center Manager* - Professional</b>	<b>CM</b>	<b>None</b>	<b>401</b>	<b>X</b>		
<b>Center Manager* - Technical</b>	<b>CM</b>	<b>None</b>	<b>0455;0462</b>		<b>X</b>	
<b>IA Lead Dispatcher/Assistant Center Manager*</b>	<b>IALD/ACM</b>	<b>None</b>	<b>0401;0455;0462</b>		<b>X</b>	
<b>Supervisory Fire Engine Operator*</b>	<b>SFEO</b>	<b>5</b>	<b>0455;0462</b>		<b>X</b>	
<b>Engine Module Supervisor*</b>	<b>EMS</b>	<b>4</b>	<b>0455;0462</b>		<b>X</b>	
<b>Interagency Hotshot Crew Superintendent*</b>	<b>IHCS</b>	<b>4</b>	<b>0455;0462</b>		<b>X</b>	
<b>Senior Firefighter *- Interagency Hotshot Crew Members &amp; Smokejumpers</b>	<b>SF</b>	<b>5</b>	<b>0455;0462</b>		<b>X</b>	
<b>Helicopter Manager*</b>	<b>HM</b>	<b>4</b>	<b>0455;0462</b>		<b>X</b>	
<b>Fire Training Program Management</b>	<b>NA</b>		<b>0401;1712</b>	<b>X</b>		
<b>National Fire Training Development</b>	<b>NA</b>		<b>1712;1071</b>			<b>X</b>
<b>National Fire Training Delivery</b>	<b>NA</b>		<b>1712;1071</b>			<b>X</b>
<b>Senior Firefighter*</b>	<b>SF</b>	<b>5</b>	<b>0455;0462</b>			<b>X</b>
<b>Firefighter</b>	<b>NA</b>		<b>0455;0462</b>			<b>X</b>
<b>Helicopter Crew Senior Firefighter*</b>	<b>SF</b>		<b>0455;0462</b>			<b>X</b>
<b>Engine Module Senior Firefighter*</b>	<b>SF</b>		<b>0455;0462</b>			<b>X</b>
<b>Initial Attack Dispatcher*</b>	<b>IAD</b>	<b>None</b>	<b>0455;0462</b>			<b>X</b>
<b>Prevention and Education Specialists* - all</b>	<b>PES</b>	<b>L5/M5/H5</b>	<b>0301;0401;455;0462</b>			<b>X</b>
<b>Warehouse Workers</b>	<b>NA</b>		<b>6907; 5413</b>			<b>X</b>
<b>Materials Handlers</b>	<b>NA</b>		<b>6907</b>			<b>X</b>
<b>Aircraft Services (Pilots and Handlers)</b>	<b>NA</b>		<b>2101</b>			<b>X</b>
<b>Information and Education Specialists</b>	<b>NA</b>		<b>401</b>			<b>X</b>
<b>Structural Fire Fighter</b>	<b>NA</b>		<b>0455;0462</b>			<b>X</b>
<b>Structural Fire Program Manager</b>	<b>NA</b>		<b>401</b>		<b>X</b>	
<b>Fire Ecologists</b>	<b>NA</b>		<b>401, 408</b>			<b>X</b>
<b>Fire Equipment Development Specialist</b>	<b>NA</b>		<b>1670</b>			<b>X</b>
<b>Predictive Services/Meteorologists</b>	<b>NA</b>		<b>1340</b>			<b>X</b>
			<b>TOTAL</b>			

Additional notes for using this table:

1. The S440 fire function code should be used for positions in or directly supporting the fire program, with the following exceptions –

- HRM personnel are coded to functional area B.
- IT and Communications to functional area W.
- GIS to functional area M.
- Fire Administration (payroll/procurement) to functional areas C, F.
- Budget/business management to functional area C.
- External Affairs to functional code.
- Safety Managers to functional code.
- Facilities Maintenance and transportation to functional code

It has been agreed that the above noted positions, while funded by fire and supporting the fire program area, for FAIR Act Inventory purposes, will be coded to the larger Bureau/Agency functional code their counterparts are coded to.

2. FTE are counted in fractions of 0.5.

## **T –VISUAL INFORMATION SERVICES**

(OMB Title: Other Non-Manufacturing Operations)

### **T806 - Printing and Reproduction Services**

This function includes services typically provided by microfilming centers; technical information centers; and reference and technical repositories. It includes printing, binding, duplication, copying support services, management and maintenance of technical reference materials, including directives, regulations, administrative publications, etc.

Includes the oversight, direction and control of the printing and reprographics program. Function is responsible for committing Governmental funds for both internal and external printing and reproduction services, reconciliation of charges against Government funds for services performed, approval of printing and reprographics requests, development and implementation of operational policies and procedures, providing guidance to various internal clients, determination of competitive or non-competitive procurement strategies, and ensuring oversight to various aspects of the Federal Acquisition Act.

### **T807 - Visual Information Activities**

This function includes publishing of visual, verbal, textual, numerical, and digital information. Visual Information functions focus on enhancing the quality of presentation and maximizing the effectiveness of the information products for intended audiences. Visual Information functions also include those activities of development and maintenance that focus on enhancing and publishing information products. Visual information activities are performed on all types of information products. Some examples of information products are technical and non-technical reports, thematic maps, fact sheets, CD-ROMs, DVDs, videos, poster-session materials, exhibits, illustrations, PowerPoint and other slide presentations, multimedia presentations, handbooks, training material, guide books, printed posters, newsletters, outreach and educational products, journal articles, and textbooks.

This function includes the oversight, direction and control of the printing and reprographics program. FTE may be responsible for committing Government funds for both internal and external printing and reproduction services, reconciliation of charges against Government funds for services performed, approval of printing and reprographic requests, development and implementation of policies and procedures, providing guidance to various internal customers, and ensuring compliance with the Federal Acquisition Regulations.

## **U – EDUCATION AND TRAINING**

### **U300 – Employee Development**

(OMB Title: Specialized Skill Training)

This function includes all education, training and development activities of DOI employees including specialized skill training, management of training operations, training administration, training technical support, course development and instruction, professional development training, management training, medical & health training, training development and support, and other training functions.

### **U540 – Interpretive Education**

This function includes program administration, oversight, and implementation of environmental and heritage education programs to the public related to (parks, refuges, hatcheries, and all other DOI sites) natural and cultural resource subjects, and research, consistent with policies and professional education standards.

Duties include development, interpretation, dissemination, and teaching of history, archeology, and environmental issues, critical resource management concepts; evaluation of the quality and characteristics of education program; and the development and implementation of teacher training programs that identify “best practices” for problem-solving and improved community education. Prepare special programs for educators. Services include the development of long-range strategies for improving educational support to urban and rural school teachers that meet national and state educational standards for the specific grade and age of the program recipients.

NPS Specific: Focus of 0025 Park Rangers is to interpret a park’s historic, natural, and cultural significance to the visiting public. Education Specialists target external publics, primarily at educational institutions, to comprehend the meaning and value of the park’s resources, using education-based learning materials. The Park Rangers work with the Education Specialists to help identify the park’s education and curriculum needs which are then turned into educational materials by public educators, contractors or Education Specialists. Develop and maintain park educational resource collections.

### **U530 – Education of Indian Children**

#### **BIA Specific:**

The function provides educational services to 48,000 Indian students.

## **W – COMMUNICATIONS, COMPUTING, AND OTHER INFORMATION SERVICES**

### **W220 – Communication Services**

(OMB Title: Telecommunication Centers)

This function includes common-user and administrative telephone systems activities. It includes communication services for telephone 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. This includes coordination and management of telephone systems for installation and operation.

Includes activities that involve: (1) technical and analytical work pertaining to the planning, development, acquisition, testing, integration, installation, utilization, or modification of voice telecommunications systems, facilities, services, and procedures; (2) managerial and staff work in the planning, implementation, or program management of telephone programs, systems, and services; or (3) line supervision over voice communications operations, when such work includes responsibility for management functions such as planning, recommending changes and determining organizational structure, staffing, training, and budgetary requirements.

This function includes communication services for communications systems and supporting electronic equipment not included above. 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. Includes telecommunications (telephone and radio systems) and data communications (long haul, wide and local area network communications).

### **W310 - Computing Services, Data Management, And Data Base Management**

(OMB Title: Computing Services and Data Base Management)

This function includes the CIO and policy making FTE. This includes FTE that are 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.

Strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management, auditing, and information security management for information technology programs. Includes the implementation, maintenance, and enhancement of information systems.

Functions include: Supervision of Computing Services, Network Systems, Systems Administration, Database Management, Web Site Development and Maintenance, Records Management, capital planning, other non-tactical information processing/computing services such as time sharing services and other information technology and data processing services and operations; and data entry and data extraction.

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.

## **W410 - Information Technology Security**

(OMB Title: Information Operations and Information Assurance/Security)

Operation, 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. This function includes internal management of the IT system. Included in these activities is the control of access to sensitive systems, the administration and implementation of the IT security system, IT contract administration, and IT contractor management (project management and Contracting Officer Representatives – not acquisition FTE).

## **W826 - Systems Design, Development and Programming Services**

This function includes planning, development and maintenance of information systems; software application and development and maintenance; analyzing system 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; evaluating new software applications, new systems, and programming technologies; and developing implementation plans pertaining to system-wide commercial off-the-shelf (COTS) software.

This includes the design, development, and programming, including system/network protection, and firewall administration.

## **W829 - Client Services**

This function provides help desk services such as moves/adds/changes, break/fixes, installation; troubleshooting; user assistance and end-user support; local training; problem tracking, resolving and diagnosing; software and hardware repairs and preventative

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maintenance of ADP equipment, including desktop computers, laptops, servers, and mainframes. Function also includes backup and recovery efforts.

The function includes FTE from seat management services.

This function is responsible for the 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.

## **X – PRODUCTS MANUFACTURED, FABRICATED, OR REPAIRED IN-HOUSE**

(OMB Title: products manufactured and fabricated in-house)

### **X932 – Products Manufactured, Fabricated or Repaired In-House**

(OMB Title: Products Made From Fabric or Similar Materials)

This function includes the fabrication, modification, and repair of clothing, paper products such as installation of wallpaper and the handling and working with liquid gases and chemical products. Includes FTE involve the shaping and forming of metal and making and repairing of metal parts or equipment. This includes the fabrication and assembly of sheet metal parts and equipment. Machined parts would be included within this function.

This function includes the repair and maintenance of hand tools and other equipment such as chain saws, generators, etc.

This function includes fabrication and repair of temporary trailers or other temporary structures.

## **Y – DOI MANAGEMENT AND SUPPORT**

(OMB TITLE: force management and general support)

### **Y000 - Administrative Support**

This function includes all clerical, filing, mail and records management and general secretarial activities for any operation or organization.

### **Y105 – Senior Executive Leadership**

(OMB Title Management Headquarters – Direction and Policy Integration)

This function is performed at the highest levels of the Department and Bureaus to include Office of the Secretary, Assistant Secretaries and Deputy Assistant Secretaries; Bureau Directors, Deputy Directors, Regional and Associate Directors that perform planning, policy formulation and direction of ongoing activities across multiple functions. Executives associated with one function should be coded to the functional area they oversee. For example, the Associate Director of Human Resources would be coded under B700.

### **Y320 – Indian Trust Restricted and Allotted Land Management**

(OMB Title: Support to Other Nations)

BIA and OST use only:

This function includes realty, probate and land purchase buyback functions associated with Indian Trust, restricted and allotted lands. Positions in this function perform technical review of surface and subsurface realty transactions on Tribal lands which includes business leasing, land withdrawal and permitting. Also performs research and advisory services to individuals and their representatives concerning the process of determining heirs of deceased Indian landowners of trust or restricted lands and resources and in the transfer of title to lawful owners.

Includes performance of work in operation of program activities associated with the Indian Land Consolidation Program, known as the “Fractional Interest Acquisition Program” or “Buy Back”. Activities include technical review of surface/subsurface transactions of individually owned trust/restricted lands, title research, inventory preparation, outreach and acquisition of fractionated interests, and recordation in government systems.

### **Y400 – Legal Services**

(OMB Title: 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, enforcing 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. Activities include: general attorney' services, paralegal, management headquarters – legal services, and legal services and support, review, analysis and determine appeals on Mineral review. Includes participation in administration and judicial litigation and adjudication of claims.

Land law examiners and legal instruments examiners process, adjudicate and advise on applications and claims for rights, privileges, uses, licenses, or other benefits authorized under the various public land, mineral leasing, and mining laws and determine whether a requested action complies with certain provisions of various laws. This function includes tracking land status activities and preparation of conveyance documents.

## **Y501 -External Affairs/Public Affairs/International Affairs**

(OMB Title: Management Headquarters—Public Affairs)

The Public Affairs function includes oversight, direction, and control of the respective Public Information, Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; development of long-term public affairs strategy; allocation and distribution of resources; and mid- and long-range planning, programming and budgeting. This function includes providing advice and counsel to senior leadership and staff regarding public affairs issues and issue management. This function also includes serving as the official spokesperson on public issues and interests. Additionally, this function may provide direction to State and local External Affairs functions on issues of public interest. Public Affairs deals with issues of public interest; this function communicates with and informs internal officials and external publics on those issues.

This function includes oversight, direction, and control of all international affairs activities. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; allocation and distribution of resources; and mid- and long-term planning, programming and budgeting. This function includes providing advice and counsel to senior leadership regarding foreign policy and foreign policy initiatives. Function includes oversight of non-reimbursable technical cooperation, reimbursable technical assistance, and technical training programs provided to foreign governments, U.S. Department of State, and other Federal agencies. Advises and consults the U.S. Department of State, and the Department of the Interior.

## **Y620 – Congressional and Legislative Affairs**

(OMB Title: Legislative Affairs)

This function includes the oversight and management of all of the agency's legislative and congressional activities, including tracking and analyzing draft and final legislation; developing the Administration's legislative priorities, in coordination with DOI or Bureau senior leadership; arrangement for witnesses and development and coordination of testimony at Congressional hearings; preparing and coordinating Congressional briefings and field visits; and coordination

of all other information going to or coming from Congress. This function includes providing advice and counsel to respective senior leadership and staff regarding legislative affairs issues, including important issues of concern to Congress and pending legislation. The function also includes coordination of all agency external correspondence.

## **Y720 - Historical Services**

(OMB Title: Historical or Heraldry Services)

This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

This function includes operations that preserve, critically interpret, disseminate, and relate 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 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 organization or agency. This also includes preparing historical manuscripts for publication; preparing the unit’s annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from educational institutions, other units, organizations, and the general public.

## **Y730 - Museum Operations**

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

This function includes museum operations such as museum facilities management, museum visitor services, exhibit planning and fabrication, and limited, supervised collections management functions. It includes daily management and operational decisions related to access and use, cataloging and preservation of objects in museum collections for exhibition, research, publication, or other public uses unless they fall outside of established policy, procedure and law. It excludes those inherently governmental Federal trust responsibilities that are required to ensure the national heritage preservation, such as the establishment of final agency collections management policies and procedures or final accessions, deaccessions, loans, and special or unique conservation treatment decisions.

## **Y810 – Management, Analysis and Evaluation of Multiple Functions**

(OMB Title: Management Headquarters—Administrative Support)

This function includes mid-level managers, analysts, auditors, and advisors to management across multiple functional areas on the evaluation of the effectiveness of government programs and operations. This function includes the oversight, direction, and control of programs through developing and issuing policies; providing policy guidance; and analyzing, evaluating and

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reviewing performance. This function includes providing program management and operational guidance for multiple programs to ensure compliance with federal statutory and regulatory guidelines. This also includes providing advice and assistance to executives (Y105) and staff at all levels who work across multiple functional areas. The function includes division chiefs, branch chiefs, management analysts, program managers and administrative officers. Managers responsible for one functional area should be coded to the functional area they oversee. For example, a Regional Director is coded under Y105, the Associate Director of Administration (multiple functions) is coded to Y810 and the Director of Human Resources is coded to B700.

## **Z – OPERATION, REPAIR, AND MAINTENANCE OF REAL PROPERTY**

(OMB TITLE: Maintenance, Repair, Alteration, and Minor Construction of Real Property)

### **Z110 - Facility Management**

(OMB Title: Management of Major Construction of Real Property)

This function includes the oversight, direction, and control of maintenance programs and employees through developing and issuing policies; providing policy guidance; and analyzing, evaluating, and reviewing performance.

This function includes the management of buildings and all other real property (from a facility management perspective-not a resource management perspective (E120)) including roads, trails, fleet management, custodial management, plant management and utilities management. Includes the direct management of government-owned and leased buildings including oversight of services provided to tenants.

### **Z120 - Storage and Warehousing**

(OMB Title: Real Estate/Real Property Acquisition)

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.

This function includes the determination of excess inventory, preparation of documentation for transfer, and subsequent receipt, classification, storage, and disposal through reutilization, transfer, donation, and sales of excess and surplus property. This would include the preparation of demilitarization and disposal of excess and surplus inventory.

Other supply activities are included within this functional responsibility.

Supply functions include performing technical supply support work necessary to ensure the effective operation of ongoing supply activities. Specific duties include inventory management, stock replenishment, requisitioning, and monitor.

Includes activity concerned with handling, storage and delivery of materials in support of customers using powered/nonpowered material handling equipment, and includes such tasks as process incoming/outgoing shipments of materials and making deliveries, stocking shelves and retrieving materials to order fulfillment, loading/unloading trucks, moving materials and furniture, picking up excess property, staging property or materials, and process associated documentation.

## **Z991 – Plant and Distribution Systems Operation and Maintenance**

(OMB Title: Minor Construction, Maintenance and Repair of Family Housing and Structures)

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.

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.

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.

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.

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.

This functions includes the operation and maintenance of helium processing facilities and associated equipment, including compressor stations, pipelines, distribution and gathering lines, measurement and analytical systems, and cryogenic processing units.

This includes plant equipment used in manufacturing, maintenance, and supply processing, assembly, or research and development operations and depot repair and maintenance of other equipment.

Also includes other utility plant and distribution systems operation and maintenance and other installation services.

## **Z992 – Operations, Maintenance and Repair of Resources and Real Property**

(OMB Title: Minor Construction, Maintenance and Repair of Buildings and Structures Other Than Family Housing)

This function includes repair, maintenance and operation of all resources and real property including natural resources, fish and wildlife habitats, buildings, grounds, monuments , roads,

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utilities, trails, etc. The function includes all trades including plumbing, heating, electrical, locksmithing, pest management, other special trades such as blacksmithing and applicable trades formerly codes under other installation services. Note: Motor Vehicle Operators are covered under J506.

### **Z998 - Custodial Services**

(OMB Title: Maintenance and Repair of Waterways and Waterfront Facilities)

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