



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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## Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices

From: Pamela K. Haze *Pamela Haze*  
Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition

Subject: Federal Activities Inventory Reform Act Submission for Fiscal Year 2013  
**Due Dates: December 31, 2012, and May 15, 2013**

The Federal Activities Inventory Reform (FAIR) Act of 1998, P.L. 105-270, and Office of Management and Budget (OMB) Circular A-76 require agencies to prepare inventories of the commercial and inherently governmental activities performed by their Federal employees. This memorandum is a reminder to bureaus to complete an employee workforce inventory by **May 15, 2013**.

The Office of Acquisition and Property Management (PAM) will partner with the US Fish and Wildlife Service (FWS) Division of Policy and Directives Management to assist with this year's inventory preparation. Although OMB has not yet issued guidance to agencies for the FY 2013 FAIR Act submission, it is important for the Department of the Interior (DOI) to begin collecting and compiling its inventory in order to meet its June 30 statutory deadline. The OMB guidance will be provided once available.

Bureaus are required to review their FY 2012 FAIR Act inventory, update as necessary for FY 2013, and submit by May 15, 2013. We anticipate bureaus will submit their inventories directly within the OMB MAX Federal Community at <https://max.omb.gov>. Bureaus should designate points of contact and provide contact information to Brigitte Meffert of PAM by **December 31, 2012**.

It is important that your organization's inventory submission undergo a rigorous and thorough review by a team of functional experts in multiple disciplines (e.g., budget, finance, performance, management, human capital, and acquisition) prior to submission. Office of Federal Procurement Policy Letter 11-01, *Performance of Inherently Governmental and Critical Functions*, is a helpful tool to use when completing the FAIR Act inventory. It is electronically available at <http://www.whitehouse.gov/omb/procurement>. Additionally, as a first step toward integrating the workforce and service contract inventories, DOI will consider using product service codes (PSCs) as a second form of identification for a small segment of its inventory this year.

Beginning next fiscal year, no further reminders to complete this inventory will be issued. It has been added to the PAM list of recurring reports, available on the PAM web site, for future reference.

If you or your staff has any questions, please contact Brigitte Meffert of PAM, at (202) 513-0699 or by e-mail at [Brigitte\\_Meffert@ios.doi.gov](mailto:Brigitte_Meffert@ios.doi.gov); or Katherine Garrity of the FWS Division of Policy and Directives Management, at (703) 358-2551 or by e-mail at [Katherine\\_Garrity@fws.gov](mailto:Katherine_Garrity@fws.gov).