



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



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## Memorandum

To: Service Directorate  
From: **Acting Deputy**  
Director *Kenneth H. Stansell*  
Subject: National Activity-Based Costing (ABC) Coding Templates

The Service is making a concerted effort to improve the accuracy of ABC data. ABC surveys were deployed in FY 2005 and FY 2006 to capture employees' concerns. The Deputies Team, acting as the steering committee for implementation of Cost and Performance Management in the Service, asked that ABC Coding Templates be developed to address the following employees' concerns:

1. Improve consistency in coding similar work across Regions and field offices by employees. Based on the positive results from several Regional Offices who had developed internal coding templates, the Deputies believed that the development of national coding templates may provide improved ABC coding consistency.
2. Simplify the process of finding the appropriate ABC work activity codes that capture employees' work.

As the Office of Management and Budget and the Department of the Interior revise the budget process to incorporate performance based budget decisions, accurate and consistent ABC data will be imperative in understanding the costs for achieving our highest performance priorities. These Templates are one step in the process. A revalidated Activity to Critical Success Factor (CSF) mapping as well as an ABC confidence study are two other steps being taken to ensure accuracy.

As instructed by the Deputies Team and endorsed by the Directorate, the ABC coding Templates have been validated throughout the Regions and Washington Offices at all Assistant Regional Directors' meetings held during the last four months and by the Deputies in their own regions. Thank you for all of your hard work in making these Templates work for the Service.

Because we are anxious to provide this new tool to our employees as soon as possible, we have attached a draft transmittal memorandum for your use in distributing the templates to your employees. Please feel free to use this draft memorandum or one of your own. There are 11 National ABC Coding Templates:

National Wildlife Refuges  
Ecological Services  
Federal Assistance and State Programs  
Fish Hatcheries  
Fish Health and Technology Centers  
Fish and Wildlife Management Assistance (FWMA)  
International Affairs  
Law Enforcement  
Migratory Birds  
Partners for Fish and Wildlife  
Coastal Programs

If you have any questions regarding these Templates, please contact Kathy Tynan at (703) 358-2091 or Brad Fearn (703) 358-2587 of the Planning and Evaluation Office.

Attachments