

National ABC Template for International Affairs

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are generally engaged in the International Affairs work, the codes below should represent most of what you do on a daily basis. This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work. The activities listed here are intended to help you quickly find activities that relate to your work. The majority of International Affairs employees should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.aspx). You can also request help on selecting activities through the Service’s online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.aspx>).

SCIENTIFIC AUTHORITY (Listings/Findings)
B5: Provide Litigation Support for Listing of US/Domestic Species
B6: Prepare and Process Foreign Listings
F6: Provide Litigation Support for Permitting Actions of T&E Species
R2: Implement Provisions of the Western Hemisphere Convention
R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies
7D: Administer Multinational Species Conservation Fund Grants
9W: Manage Purchases, Contracts and Acquisitions
9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims
PERMITS
F6: Provide Litigation Support for Permitting Actions of T&E Species
G2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species
P5: Process International Trade Permits, Domestic Permits and Special Use Permits
R3: Participate in Activities for the Trilateral Committee
R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies
5B: Develop and Provide Information and Educational Materials and Activities
GRANTS
R2: Implement Provisions of the Western Hemisphere Convention

FWS FY 2009 Activity Dictionary

R5: Implement Provisions of Other Bilateral and Multinational Agreements, Treaties, Accords and Orders
5B: Develop and Provide Information and Educational Materials and Activities
7D: Administer Multinational Species Conservation Fund Grants
7E: Administer Other Domestic and International Grants and Co-operative Agreements
ADMIN
9R: Perform Financial Management Operations
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services
9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims
ACTIVITIES COMMON TO MANY INTERNATIONAL AFFAIRS EMPLOYEES
R3: Participate in Activities for the Trilateral Committee
5A: Conduct External Relations – Media, Congressional, and Other
5D: Develop and Manage Partnerships
92: Develop and Deliver Training
93: Attend Training