

National ABC Template for Migratory Birds

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 conservation or monitoring of Migratory Birds (MB) 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 below are intended to help you quickly find activities that relate to your work. The majority of employees in MB offices 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>).

5B: Develop and Provide Information and Educational Materials and Activities (Community Outreach)
5D: Develop and Manage Partnerships
K3: Develop Bird Conservation Plans for Non T&E Species
L2: Develop Bird Regulations
M4: Conduct Migratory Bird Surveys and Monitoring
M5: Assess Migratory Bird Populations
M6: Conduct Migratory Bird Research
P2: Process Migratory Bird Permits
7C: Administer Migratory Bird Grants

Other common activities across MB offices:

The activities listed below are not used as commonly across MB offices. Employees that perform specialty functions or auxiliary duties at MB offices; or activities that are only performed at a few of the MB offices would most likely be included here.

93: Attend Training
J4: Conduct Disease Monitoring and Treatment for Non T&E Species
L3: Manage Migratory Bird Populations
M3: Conduct Migratory Bird Harvest Surveys
S4: Develop Strategic Landscape Based Plans and Projects
T2: Inventory, Assess, and Monitor Wetlands
V2: Manage and Protect Wetlands
V3: Manage and Protect Uplands
W2: Restore Wetlands
D2: Implement Recovery Actions for T&E Species

Support and other administrative functions:

Many MB offices perform some degree of support functions such as financial operations or managing contracts. The activities listed below reflect support activities that are commonly performed at MB offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
9J: Evaluate and Counsel Personnel
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services