

## National ABC Template for Coastal Program Offices

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 working in a Coastal Program office, or doing Coastal work in another office, 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 employees doing Partners work 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.html](http://www.fws.gov/planning/ABC/activities_and_definitions.html)).

You can also request help on selecting activities through the Service's online helpdesk

(<http://www.fws.gov/planning/Help/helpdesk.html>).

W2: Restore Wetlands
W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
W5: Restore Marine and Coastal Habitats
V2: Manage and Protect Wetlands
V3: Manage and Protect Uplands
V4: Manage and Protect Riparian/Stream Habitats
V5: Manage and Protect Marine and Coastal Habitats
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants

## Other common activities across Coastal Program Employees:

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

7E: Administer Other Domestic and International Grants and Co-operative Agreements
A2: Plan and Implement Candidate Conservation Actions
5D: Develop and Manage Partnerships
D2: Implement Recovery Actions for T&E Species
S4: Develop Strategic Landscape Based Plans and Projects
92: Develop and Deliver Training
93: Attend Training

## Support and other administrative functions:

Some employees doing Coastal work perform a degree of support functions such as providing office support, or performing financial management operations. The activities listed below reflect support activities that are commonly performed in Coastal 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
8P: Inventory DOI Facilities and Assess Facility Condition
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