

National ABC Template for Fish Health and Technology Centers

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 work related to the health of fish or development of technology in support of fish production the codes below should represent most of the work you do on a daily basis. **This Template is provided intended as a guide, as such, you may still choose any ABC work activity code that matches your work.** The activities listed here are only to help you quickly find activities that relate to your work. The majority of employees working at Fish Health and/or Technology Centers 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).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.html>).

D2: Implement Recovery Actions for T&E Species

J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation

J3: Develop New Aquatic Technologies for Non T&E Species

J4: Conduct Disease Monitoring and Treatment for Non T&E Species

Other common activities across Fish Health and Technology Centers:

The activities listed below are not as commonly used at Fish Health and Technology Centers. This list is intended to capture the work of employees that perform specialty functions or auxiliary duties.

5B: Develop and Provide Information and Educational Materials and Activities

8A: Provide Leased Space Operations and Program Management

8P: Inventory DOI Facilities and Assess Facility Condition

8G: Maintain Buildings

8M: Maintain All Other Structures and Facilities

8P: Inventory DOI Facilities and Assess Facility Condition

93: Attend Training

M2: Survey, Assess and Monitor Non T&E Aquatic Species

N4: Prevent, Manage and Control Invasive Aquatic Plants

N5: Prevent, Manage and Control Invasive Aquatic Animals

Support and other administrative functions:

Some Fish and Health Technology Center employees perform some degree of support functions such as managing contracts, financial operations, or providing office support. The activities listed below reflect support activities that are commonly performed at Fish Health and Technology Centers. 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.

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