

## National ABC Template for Partners Work in Field 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 Partners office, or doing Partners 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>).

<b>W2: Restore Wetlands</b>
<b>W4: Restore Riparian/Stream Habitats</b>
<b>W3: Restore Uplands</b>
<b>J3: Develop New Aquatic Technologies for Non T&amp;E Species</b>
<b>K3: Develop Bird Conservation Plans for Non T&amp;E Species</b>
<b>7E: Administer Other Domestic and International Grants and Co-operative Agreements</b>
<b>V2: Manage and Protect Wetlands</b>
<b>S4: Develop Strategic Landscape Based Plans and Projects</b>
<b>5B: Develop and Provide Information and Educational Materials and Activities</b>
<b>5D: Develop and Manage Partnerships</b>

## Other common activities for Partners Program Employees:

The activities listed below are not as commonly used by employees doing Partners work. However, there are employees that perform specialty functions or auxiliary duties for Partners that would most likely be included here.

<b>7F: Monitor Grant Programs and Projects</b>
<b>N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants</b>
<b>D3: Plan and Implement Post-Delisting Monitoring</b>
<b>J4: Conduct Disease Monitoring and Treatment for Non T&amp;E Species</b>
<b>R5: Implement Provisions of Other Bilateral and Multinational Agreements, Treaties, Accords and Orde</b>
<b>U3: Acquire Easements</b>
<b>8A: Provide Leased Space Operations and Program Management</b>
<b>H2: Process Non-T&amp;E Litigation for Resource Protection</b>
<b>A2: Plan and Implement Candidate Conservation Actions</b>
<b>D2: Implement Recovery Actions for T&amp;E Species</b>
<b>92: Develop and Deliver Training</b>
<b>93: Attend Training</b>

## Support and other administrative functions:

Some employees doing Partners work perform a degree of support functions such as providing office support or assessing facilities conditions. The activities listed below reflect support activities that are commonly performed in Partners 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.

<b>8A: Provide Leased Space Operations and Program Management</b>
<b>8P: Inventory DOI Facilities and Assess Facility Condition</b>
<b>9P: Operate, Maintain and Manage IT Investments</b>
<b>9R: Perform Financial Management Operations</b>
<b>9S: Conduct Strategic Planning and Performance Management</b>
<b>9W: Manage Purchases, Contracts and Acquisitions</b>
<b>9X: Provide Office Support</b>
<b>9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services</b>