U.S. Fish & Wildlife Service

FY 2007
Activity Dictionary

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Office of Planning and Evaluation

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Improvements to the Activity Based Costing (ABC) System for FY 2007

This summer, we asked employees to participate in another short survey to help identify issues in ABC coding that, once corrected, will build confidence in the ABC data. The Deputy Regional and Assistant Directors Team has also been engaged and working hard on ABC issues during FY 2006. Because of these efforts, we have made improvements that will contribute to greater accuracy of cost data as well as providing a more user-friendly ABC coding structure. The improvements include:

ABC Codes and Dictionary:

The Deputies decided that the Service would benefit from more stability in the ABC dictionary structure. Therefore, there are only a limited number of changes to the codes in FY 2007: two new codes, and a handful of title changes and definition clarifications.

- No activities were deleted, 2 activities were added, total activity codes for FY 2007 = 178

ABC Guidance and Communication:

- Issuing guidance on specific issues that is easily accessible;
- Making arrangements for Regional site visits and other meetings to explain the guidance, the codes and definitions, and the benefits and usefulness of ABC;
- The Planning and Evaluation Staff is in the process of developing ABC coding "templates" to help employees in similar organizations code more consistently across those organizations. Coding templates are being tested at some field stations now and should be available early in the first quarter of FY 2007. ABC coding templates should make it easier for field employees to selection of the "right ABC code".
- An updated, easier-to-use Service ABC web portal (http://www.fws.gov/planning/abc) is available which:
    - Expands and enhances data on Cost and Performance management;
    - Provides FWS employees with the latest news and developments on the ABC system;
    - Provides a one-stop-shop for all information on ABC cost data, performance data, software tools, the integration of cost and performance, training materials, and other important documents;
    - And, later in the year, the web portal will be updated with information and case studies on how ABC data is being used in the Service
    - Provides a Help Desk (http://www.fws.gov/planning/Help/helpdesk.html):
        - Developed and deployed a Cost and Performance Management Help Desk in June 2006
        - Help Desk includes a comprehensive set of Self Help Resources including FAQs, training materials, and video tutorials
        - Users also can obtain support by submitting E-mail Support Requests or contacting the ABC team for Telephone Support

ABC Technical Fixes:

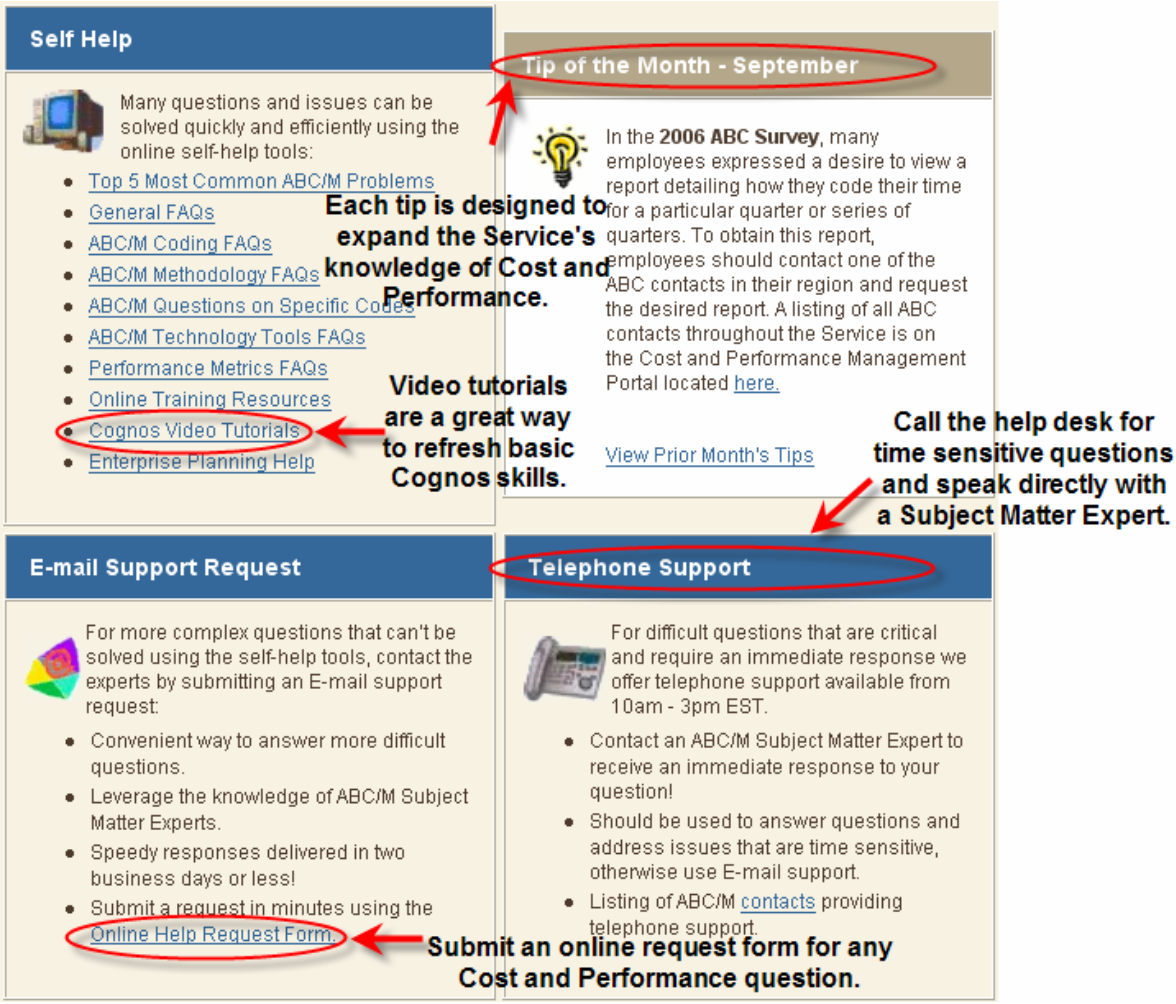
- Continued work with the Finance community to improve how the ABC system handles transactions with missing or erroneous ABC codes using the default code tables in FFS
- Work is underway to validating the mapping of ABC activity costs to the Service's performance goals with Regional input from the Assistant Regional Directors.

Cost & Performance Management Help Desk

The Cost and Performance Management Online Help Desk, deployed in June 2006, provides all Service employees the opportunity to receive assistance with Cost and Performance Management (CPM) questions. Offering three channels of help and a tip of the month, the help desk is a tool specifically designed to expand the Service's knowledge of CPM. The Cost and Performance Help Desk can be found at http://www.fws.gov/planning/Help/helpdesk.html.

The four main areas of the help desk are diagramed and described below.

- **Self Help:** Designed for common questions or quick refreshers on Cognos skills. Provides six categories of Frequently Asked Questions, training paths for all employees or power users, and video tutorials for Cognos tools.
- **Tip of the Month:** Updated monthly to provide quick tips for Cognos power users as well as information on CPM for all employees.
- **Email Support Request:** Developed for questions that are not answered through the self help tools, or those questions that require a more complex analysis. Leverage the knowledge of Subject Matter Experts and receive an answer in no more than 2 business days.
- **Telephone Support:** Intended for time sensitive questions or those complex analyses that require subject matter expertise.



Activity Based Costing (ABC) FY 2007 Guidance to Employees

What do I code?

- Code all your time at work, your time on leave, and your travel costs.
- Supervisors and designated employees will also code other non-labor transactions like credit cards, procurements, etc.

How do I choose which codes to use?

- Use the ABC work activity dictionary to choose the best code.
    - Please read the titles and the description. Not every detail and task is captured. Select the best code that fits your work. Please read the notes or exclusions.
- Code to the actual work done – as described in the ABC dictionary. Do not try to second-guess what to code. Do not "code to budget", do not "code to the ultimate outcome." ABC codes are cross-functional and cross-program. ABC codes are not aligned to budget activities or subactivities.
    - Example: If you conduct a recovery action task you should code D2: Implement Recovery Actions - even if you are paid out of Consultation funds (budget subactivity 1115.)
    - Example: If you actually perform office support, code 9X: Provide Office Support, even if you support a field office conducting resource work.
    - Example: If you restore wetlands, code to V2: Restore Wetlands, even if that restoration may support migratory birds.
- No codes are reserved only for specific organizations, or are only associated with specific budget subactivities. All codes are available for all employees to use to describe the work undertaken, regardless of where you work or what funding pays for your time.
- Any employee can code to the support codes if that is the best code for that work.
- Supervisors: Except for employee evaluation and counseling, most supervision should be coded to the actual work activities being supervised.

How many codes should I use?

- Code the <u>major</u> activities you work on - most employees will probably use no more than 8-10 codes per pay period - many will use fewer codes.
- Cut your day into quarters and choose the most appropriate code for each time segment.
- It is okay to combine small amounts of time into a larger lump.
    - Example: If you spend one hour per day for 8 days on a work activity, you can code those 8 hours on a single day within that pay period.
- Do not worry about the small amounts of time on little-used work activities.
    - Example: You only spend a few hours each pay period on the activity 9R: Perform Financial Management Operations to manage your project's budget and bills. Do not worry about coding 9R on your time sheet - the few hours per pay period is immaterial to the Service's big picture.

Why do I have to code leave?

- Leave is a cost, just like regular time at work. Code leave (including credit and comp time) to the codes you use most often.

How do I code time spent in training?

- Code all time spent in training to code 93: Attend Training.

Changes to the Activity Dictionary for FY 2007

Unlike in FY 2006, the Deputies Team decided that the Service would benefit from more stability in the ABC dictionary structure. Therefore, there are only a limited number of changes to the codes you will use in FY 2007:

ABC Work Activity Title	Type of Change Made for FY 07	
Z3: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Municipal (MUN)	Title Change	Definition Clarified
Z4: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Non-Municipal (PUB)	Title Change	Definition Clarified
Z5: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Non-Specific (COM)	Title Change	Definition Clarified
4A: Provide and Manage Opportunities for Quality Fish and Wildlife Dependent Recreation	Title Change	
8B: Construct Buildings		Definition Clarified
8C: Construct Roads, Bridges, Tunnels		Definition Clarified
8D: Construct Dams and Water Storage Facilities		Definition Clarified
8E: Construct Water Conveyance Facilities		Definition Clarified
8F: Construct All Other Structures, Facilities and Grounds	Title Change	Definition Clarified
8G: Maintain Buildings		Definition Clarified
8H: Maintain Roads		Definition Clarified
8J: Maintain Bridges		Definition Clarified
8K: Maintain Dams and Water Storage Facilities		Definition Clarified
8L: Maintain Water Conveyance Facilities		Definition Clarified
8M: Maintain All Other Structures, Facilities and Grounds	Title Change	Definition Clarified
8P: Inventory DOI Facilities and Assess Facility Condition		Definition Clarified
9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity	Title Change	
9Q: Develop and Allocate Budgets		Definition Clarified
9R: Perform Financial Management Operations		Definition Clarified
94: Perform IT Capital Planning and Project Management	NEW	
95: Manage IT Architecture	NEW	

Common Tasks That Are Included With All Activities

Common tasks that can be specifically attributed to each activity include, but are not limited to the following: develop and provide Activity-specific policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide Activity-specific outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide program management and regional oversight; manage and supervise personnel; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify implications and ramifications; coordinate permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Activity Dictionary Template for FY 2007

The template shown provides the employee with a host of information about the activity that should help them make the appropriate decision when using each code

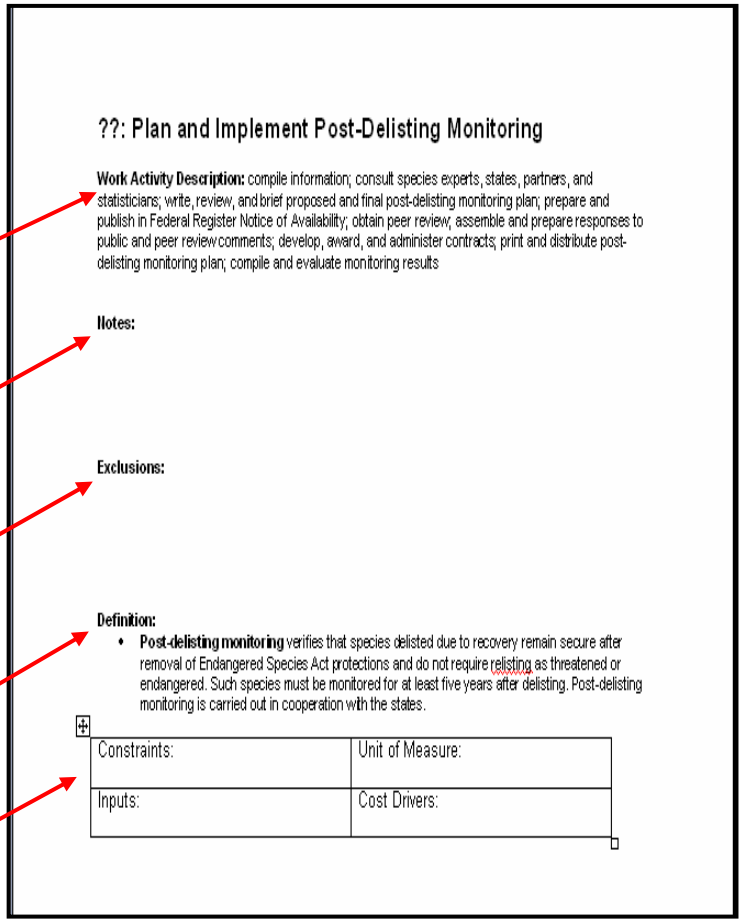
Work Activity Description: This section should contain a list of tasks that occur in order to complete the activity

Notes: This section should include notes about the activity. For example, include examples of when someone would charge the code.

Exclusions: This section informs the employee of when not to use this code.

Definitions: This section should contain definitions that relate to key words in the activity name or definition.

The **box located at the bottom of the page** provides additional information about the activity that relates to cost and performance integration. The definitions of these fields are as follows:



??: Plan and Implement Post-Delisting Monitoring

Work Activity Description: compile information; consult species experts, states, partners, and statisticians; write, review, and brief proposed and final post-delisting monitoring plan; prepare and publish in Federal Register Notice of Availability; obtain peer review; assemble and prepare responses to public and peer review comments; develop, award, and administer contracts; print and distribute post-delisting monitoring plan; compile and evaluate monitoring results

Notes:

Exclusions:

Definition:

- **Post-delisting monitoring** verifies that species delisted due to recovery remain secure after removal of Endangered Species Act protections and do not require relisting as threatened or endangered. Such species must be monitored for at least five years after delisting. Post-delisting monitoring is carried out in cooperation with the states.

Constraints:	Unit of Measure:
Inputs:	Cost Drivers:

Constraints: These are reasons why an activity cannot be deleted. We have identified some of the activities here as being required by DOI or that they are unique to a program within FWS. In some cases, the cost of the activity makes up a significant portion of a CSF.

Inputs: These would be laws, regulations, etc., that contribute to why the activity is being performed. These could also be hand-offs from other activities.

Units of Measure: The units of measure are the performance indicators for this activity.

Cost Drivers: The cost driver is the unit of output that is used to compute a cost rate for each activity. They reassign activity costs in realistic proportions to multiple cost objects.

National ABC Templates for FY 2007

In response to a lack of consistency in coding across the Service, the ABC team is currently working to develop national ABC templates for all of the programs. Each template will provide a list of commonly used codes/activities for specific programs to help employees easily find their work. During the next few months, the ABC team will work with employees in both the field and regional offices to ensure that the templates capture all of the information necessary for each program.

The template shown is a draft of a national ABC template specific to the Fish Hatcheries program.

Most common ABC work activities: This section provides a listing of the most common daily work activities for a specific program. These lists will be vetted by the field prior to being publicized.

Other common activities across a program: This section displays a listing of those activities that may be specific to certain field stations or represent a specialty area in a program.

Support and other administrative functions: This section represents all support activities that are inherit in operating a program. Those employees spending a material amount of time on these activities are asked to code this work.

National ABC Template for Fish Hatcheries

Most common ABC work activities:
If you are generally engaged in the production of fish either for recreation, endangered species, or otherwise, 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 only to help you find your work easier. A majority of employees working at Fish Hatcheries 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).

J2: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation
4A: Provide and Manage Opportunities for Quality Wildlife Dependent Recreation
D2: Implement Recovery Actions for T&E Species
8M: Maintain All Other Structures and Facilities
8G: Maintain Buildings

Other common activities across Fish Hatcheries:
The activities listed here are not used as heavily across Fish Hatcheries. Employees that perform specialty functions at Fish Hatcheries or activities that are only performed at a few of the Fish Hatcheries would most likely be included here. Auxiliary duties of employees could also be included here.

8N: Maintain Equipment
J3: Develop New Aquatic Technologies for Non T&E Species
M2: Survey, Assess and Monitor Non T&E Aquatic Species
8L: Maintain Water Conveyance Facilities
8H: Maintain Roads
8K: Maintain Dams and Water Storage Facilities

Support and other administrative functions:
Most Fish Hatcheries perform some degree of support functions such as budgeting, financial operations, or developing educational materials. The activities listed below reflect support activities that are commonly performed at Fish Hatcheries. Employees who spend a material amount of time (>20% in a given pay period) performing these functions are asked to code this work. Employees who perform these functions minimally, or only in as a very small part of their job, do not need to use the activities below.

9X: Provide Office Support
9R: Perform Financial Management Operations
5B: Develop and Provide Information and Educational Materials and Activities
93: Attend Training
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services
9W: Manage Purchases, Contracts and Acquisitions
5D: Develop and Manage Partnerships
9Q: Develop and Allocate Budgets

DRAFT

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Important: In the following index, Processes and titles of activity groupings are shown in black type and Activities in red.

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Process 1: Protect and Manage Species

Protect and Manage Candidate, T&E and CITES Species

Manage Candidate Species and Prevent the Listing of Species

A2: Plan and Implement Candidate Conservation Actions

Work Activity Description: perform status surveys and status reviews; perform site visits; develop and implement contracts, cooperative agreements or grant agreements or funding memoranda, memoranda of understandings, conservation agreements, and candidate conservation agreements; research; provide technical assistance; manage habitat and species; prepare acquisition requests, for example, fencing; assist with population augmentation; conduct population monitoring; consult on conservation agreements; review materials; evaluate issues; correspondence; identify law enforcement issues and concerns; conduct Office of the Solicitor reviews, identify implications and ramifications; coordinate permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure compliance with National Environmental Policy Act, Endangered Species Act, and National Historic Preservation Act; compile, analyze, and report digital spatial data; update and maintain spatial database

Notes:

Exclusions:

- This activity EXCLUDES Candidate Conservation Agreements with Assurances, which are covered under permitting actions, work activity F4: Process and Monitor Candidate Conservation Agreements with Assurances.
- This activity EXCLUDES the grants management work that Federal Aid conducts and can be found under work activity 7B: Administer Federal Assistance Grants.

Definitions:

- **Candidate Conservation Actions:** Voluntary conservation agreements between the Service and one or more private or public parties. The Service works with its partners to identify threats to candidate species, plan the measures needed to stabilize and conserve them, identify willing landowners, develop agreements, and implement the conservation measures and monitor their effectiveness

Constraints: The costs associated with this activity make up a significant portion of one CSF.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

A3: Evaluate Species for Candidate Status

Work Activity Description: prepare candidate forms; evaluate status of candidate and other species at risk; review candidate forms; enter information into Environmental Conservation Online System - Threatened and Endangered Species System database; conduct status survey; review and approve forms; prepare and process candidate notices of review; manage species of concern list; coordinate with partners on status of candidates and other species at risk; review, update, and approve recycled petition findings; compile relevant information; write, review and brief candidate forms; perform peer reviews; conduct and review status reviews, including requests for technical assistance from National Marine Fisheries Service; compile, analyze, and report digital spatial data; develop program policy and guidance

Notes:

Exclusions:

Definitions:

- A **candidate form** provides status details for a species for which the Service has sufficient information on biological vulnerability and threats to propose the species for listing, and for which the Director has approved its addition to the Service's Candidate list.

Constraints: The costs associated with this activity make up a significant portion of one CSF.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

List Endangered Species

B2: Prepare and Process Listing Petitions

Work Activity Description:

- For US/domestic species, prepare 12-month findings and Federal Register Package; conduct status reviews; compile relevant information; write, review, and brief proposed and final listing rules, findings, and accompanying rulemaking documents; coordinate with Office of the Solicitor; hold public hearings and take, assemble and respond to public comment; post legal notices; obtain and conduct peer reviews; ensure National Environmental Policy Act compliance; compile, analyze, and report digital spatial data,
- For US/domestic species, prepare 3Ø-day responses, 9Ø-day findings, and Federal Register Package; compile relevant information; write, review, and brief proposed and final finding, listing rules, and accompanying rulemaking documents; hold public hearings and take, assemble and respond to public comments; post legal notices; obtain and conduct peer reviews; coordinate with Office of the Solicitor; compile, analyze, and report digital spatial data

Notes:

- The Service must make finding within 9 months of the 9Ø-day finding that there is "substantial information" indicating that the petitioned listing may be warranted. The Service must make finding within 9Ø days of receiving a petition as to whether or not there is "substantial information" indicating that the petitioned listing may be warranted. There are two distinct actions for petition management. The first step in 3Ø/9Ø day finding; however, not all 9Ø-day findings will trigger a 12-month action. 9Ø-day findings that are substantial require 12-month findings that funded at a different level, and require public notice or status review. 12-month findings could result in listing a species.
- Publication in the Federal Register of a 12-month finding makes public the Service's decision on a petition to list a species as threatened or endangered under the Federal Endangered Species Act. That finding is based on a detailed assessment of the available information on the species, as detailed in the species' status review. One of three possible conclusions can be reached as part of the finding: that listing is warranted, not warranted, or warranted but presently precluded by other higher-priority listing activities involving other species.

Exclusions:

- Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code costs here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Endangered Species Act Section 4, 5ØCFR424	**Cost Drivers:**

Process 1: Protect and Manage Species

B3: Prepare and Process Listing Rules for US/Domestic Species

Work Activity Description: for US/domestic species, compile relevant information; write, review and brief proposed and final listing rules and accompanying rulemaking documents; perform activities for revised listing packages; prepare and process special 4(d) rules that accompanies package; prepare and process 4(d) rules and critical habitat rules that are integral with listing package; conduct and review status reviews, including National Marine Fisheries Service technical assistance; provide technical assistance on listing issues; ensure National Environmental Policy act compliance; coordinate with Office of the Solicitor; post legal notices; hold public hearings and take, assemble and respond to public comments and legal notices; obtain and conduct peer reviews; compile, analyze, and report digital spatial data; compile record of compliance; provide program management and research; prepare and process policy and guidance documents

Notes:

- Listing a species as threatened or endangered provides the species with protections under Endangered Species Act. These include restrictions on taking, transporting, or selling species; a requirement that federal agencies not fund, permit or undertake activities that would jeopardize the continued existence of the species; authorization for the Service to develop and carry out recovery plans; authority to purchase important habitat; and federal aid to state wildlife agencies that have cooperative agreements with the Service.
- This activity includes revisions and corrections to listing packages, as well as reclassifications from threatened to endangered.

Exclusions:

- Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code costs here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Definitions:

Constraints: Unique Activity	**Unit of Measure:**
Inputs: Endangered Species Act Section 4, 5ØCFR424, 5ØCFR17.11, 5ØCFR17.12, 5ØCFR17.4Ø-48, 5ØCFR17 subpart E	**Cost Drivers:**

Process 1: Protect and Manage Species

B4: Prepare and Process Critical Habitat Rules for US/Domestic Species

Work Activity Description: for US/domestic species, compile relevant information; write, review, and brief proposed and final critical habitat rules and accompanying rulemaking documents; identify critical habitats; produce economic analyses of critical habitat designations; comply with other regulatory requirements, such as Small Business Regulatory Flexibility Act and Executive Order 12866, the Unfunded Mandates Reform Act and Executive Orders 1263Ø and 12988; develop maps; ensure National Environmental Policy Act compliance; coordinate with Office of the Solicitor; post legal notices; hold public hearings and take, assemble and respond to public comment; compile record of compliance; obtain and conduct peer reviews; compile, analyze, and report digital spatial data; provide program management; research, prepare, and process policy and guidance documents

Notes:

- This activity includes revisions and corrections to critical habitat packages.

Exclusions:

- Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code costs here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Definitions:

- The law provides for **designation of "critical habitat"** for listed species when judged to be "prudent and determinable". Critical habitat includes geographic areas on which are found those physical or biological features essential to the conservation of the species and which may require special management considerations or protection. Critical habitats may include areas not occupied by the species at the time of listing but that are essential to the conservation of the species. Critical habitat designations affect only federal agency actions or federally funded or permitted activities.

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost; The costs associated with this activity make up a significant portion of one CSF.	**Unit of Measure:**
Inputs: National Environmental Policy Act	**Cost Drivers:**

Process 1: Protect and Manage Species

B5: Provide Litigation Support for Listing of US/Domestic Species

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Notes:

- Includes work conducted regarding critical habitat

Exclusions:

- Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code costs here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

B6: Prepare and Process Foreign Listings

Work Activity Description: for foreign species, prepare 90-day and 12-month findings; conduct status reviews; compile relevant information; write, review, and brief proposed and final listing/delisting/uplisting/downlisting rule and accompanying rulemaking documents; submit rulemaking documents to Office of the Solicitor for review; publish 90-day and 12-month findings, proposed and final rules in Federal Register; hold public hearings and take, assemble and respond to public comments; obtain and conduct peer reviews; coordinate with Office of the Solicitor; prepare outreach materials and conduct outreach.

Notes:

Exclusions:

Definitions:

Constraints: Unique Activity	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Develop Recovery Plans or Special Rules for Endangered Species

C2: Develop Recovery Plans for T&E Species

Work Activity Description: develop and review draft and final recovery outline; submit outline to Regional Office and major sub-regional office for review and concurrence; approve final outline at Washington Office; compile information for plans; consult species experts/stakeholders, as appropriate; establish a recovery team of non-Service and/or Service staff and hold team meetings, as appropriate; develop, award and administer contracts for writing a draft or final plan; develop/write, review, and brief Service staff on draft and final recovery plans; revise recovery plans, as needed; conduct peer review; submit plans to Regional Office and Major Sub-Regional Office for review and approval; submit draft plan to Washington Office for review; print and distribute recovery plans; post plans on regional office and Washington Office websites; publish Notice of Availability in Federal Register for both draft and final plans; hold public informational meetings; respond to public comments; involve stakeholders; compile, analyze, and report digital spatial and other data, as needed.

Notes:

- The recovery outline is prepared concurrent with, or immediately following, the listing of a species, and guides recovery efforts until a recovery plan is prepared.
- This activity includes development of initial draft and final recovery outlines, initial draft and final recovery plans, draft and final revised recovery plans, and recovery plan updates. It includes tasks associated with development of plans in house, through establishment of a recovery team, or under contract.
- Staff in the **field office** with lead responsibility for the species should charge to this code when developing (as described above) a draft or final recovery outline or plan.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in writing, reviewing, or processing, a draft or final outline or plan.
- Staff in the **Washington Office** should charge to this code when reviewing the draft recovery outline or plan and assisting with posting the plan on the WO website.
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a specific draft or final recovery outline or plan.

Exclusions:

- When conducting actions described in a final recovery plan, charge time to the activity: D2: Implement Recovery Actions for T&E Species.

Definitions:

- The **recovery outline** identifies urgent recovery actions and describes the process to be used to develop a recovery plan.
- The **recovery plan** establishes measurable and objective criteria against which downlisting and or delisting a species would be appropriate. The plan guides the Service and our partners in what is needed to recover the species to the point that the protections of the ESA are no longer needed.

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost; The costs associated with this activity make up a significant portion of one CSF; required under ESA Section 4(f)	**Unit of Measure:**
Inputs: Endangered Species Act Section 4(f)	**Cost Drivers:**

Process 1: Protect and Manage Species

C3: Prepare, Process and Implement Special 4d, Experimental Population and Other Rules for T&E Species

Work Activity Description: prepare (compile information, write and review) proposed and final 4(d) special rules, 10(j) experimental population rules, and 4(d) rules that accompany 10(j) rules and other rules pertaining to T&E species; submit rules to Regional Office and Major Sub-Regional Office for review; submit to Office of the Solicitor for review; transmit rules to Washington Office for review, concurrence and processing; publish rules in Federal Register; conduct briefings; obtain and conduct peer reviews; hold public informational meetings; take, assemble and respond to public comments; compile information; consult species experts, States, and partners, as appropriate; ensure National Environmental Policy Act and other regulatory determinations compliance; and implement actions for foreign T&E species covered under a special 4(d) or other rules, such as captive-bred wildlife

Notes:

- This activity includes preparing and processing stand-alone initial 4(d) rules, revisions to existing 4(d) rules, 4(d) rules associated with 10(j) experimental population rules, 10(j) experimental population rules, and other rules pertaining to T&E species, such as captive-bred wildlife.
- Staff in the **field office** with lead responsibility for the species should charge to this code when developing (as described above) a draft or final 4(d) or 10(j) rule.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in writing, reviewing, or processing, a draft or final 4(d) or 10(j) rule.
- Staff in the **Washington Office** should charge to this code when reviewing and processing the 4(d) or 10(j) draft and final rules.
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a specific 4(d) or 10(j) rule.
- For foreign species, charge to this code for any activity related to the administration and implementation of a special 4(d) rule or other rules. ESA section 10(j) rules do not apply to foreign species.

Exclusions:

- When developing 4(d) rules in conjunction with a listing rule charge time to the activity B3: Prepare and Process Listing Rules for US/Domestic Species.

Definitions:

- **Special 4(d) rules** establish the section 9 prohibitions for threatened species enabling the Service to tailor Endangered Species Act protections to the conservation needs of the species.
- **10(j) rules** establish essential or non-essential experimental populations that further the conservation of the species

Constraints: Unique Activity	**Unit of Measure:**
Inputs: ESA Section 4d, 5ØCFR17 subpart E, H and J, and all required determinations; ESA section 10(j)	**Cost Drivers:**

Process 1: Protect and Manage Species

C4: Conduct 5-Year Reviews

Work Activity Description: develop process; prioritize species reviews; prepare and publish notice of initiating review in Federal Register; collect, analyze and review information; develop, review and brief Service and Departmental staff on classification recommendation; document process and determinations; develop, award, and administer contracts, if appropriate; obtain peer review

Notes:

- This activity includes conducting stand-alone 5-year reviews, as well as 5-year reviews conducted concurrently with a 12-month status review as part of the downlisting or delisting petition process.
- Staff in the **field office** with lead responsibility for the species should charge to this code when initiating and conducting (as described above) a 5-year review.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in conducting the 5-year review, reviewing and concurring with the recommendation, or processing the 5-year review Notice of Availability.
- Staff in the **Washington Office** should charge to this code when assisting the field or Regional office with their 5-year review workload (includes technical assistance on matters of policy, prioritizing 5-year reviews not yet initiated, reviewing draft recommendations if requested by the field or Region, and assisting with briefings).
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a 5-year review.

Exclusions:

- Use this code only when conducting work associated with a 5-year status review under the ESA.

Definitions:

- The **5-year review** is a review of a listed species required under section 4(c) (2) (A) of the ESA to determine whether the current species' classification is correct. The review may result in a recommendation that the species be uplisted from threatened to endangered, downlisted from endangered to threatened, or delisted. However, a separate rulemaking procedure is required to implement those recommendations and the appropriate code should be used for the separate rulemaking.

Constraints: PART requirement; The costs associated with this activity make up a significant portion of one CSF; required under ESA section 4(c)(2)(A)	**Unit of Measure:**
Inputs: Endangered Species Act Section 4(c)2(A)	**Cost Drivers:**

Process 1: Protect and Manage Species

C5: Prepare and Process Delisting/Downlisting Petitions

Work Activity Description: for US/domestic species, prepare 3Ø-day response letter to petitioner(s), 9Ø-day finding, and 12-month findings for downlisting or delisting petitions; conduct status reviews; compile relevant information; write, review, and brief Service staff on findings, and accompanying rulemaking documents (if appropriate); coordinate with Office of the Solicitor; publish notice in the Federal Register.

Notes:

- The Service must make finding within 9Ø days (if at all possible) of receiving a petition as to whether or not there is "substantial information" indicating that the petitioned downlisting or delisting action may be warranted. 9Ø-day findings that are substantial require a status review of the species, and within 9 months of issuing the 90-day finding, complete a 12-month finding that determines whether the petitioned action is warranted, not warranted, or warranted but precluded by higher-priority workload. 12-month findings could result in further rulemaking to downlist or delist a species.
- Staff in the **field office** with lead responsibility for the species should charge to this code when writing or processing (as described above) a 90-day or 12-month downlisting or delisting petition.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in writing, reviewing, processing a 90-day or 12-month finding for a downlisting or delisting petition.
- Staff in the **Washington Office** should charge to this code when reviewing and processing a 90-day or 12-month finding for a downlisting or delisting petition.
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a specific 90-day or 12-month finding for a downlisting or delisting petition.

Exclusions:

- When preparing and processing downlisting and delisting draft and final rules charge time to activity C6: Prepare and Process Delisting/Downlisting Rules.

Definitions:

- **Petition:** section 4(b)(3)(A) of the ESA allows any “interested person” to request (petition) the Service to add or remove a species from the List of Threatened and Endangered Species.
- The **9Ø-day finding** is the Service's determination as to whether a petition provides "substantial information" indicating that the petitioned action may be warranted. The Service is required to make this determination, to the maximum extent practicable, within 9Ø days of receipt of the petition.
- A **12-month finding** is the Service's determination as to whether the petitioned action is warranted. That finding is based on an assessment of the available information on the species, as detailed in the species' status review. There are three possible outcomes of the finding: that the petitioned action is warranted, not warranted, or warranted but precluded by other higher-priority activities involving other species. The Service must make the 12-month finding within 9 months of a 9Ø-day finding that there is "substantial information" indicating that the petitioned action may be warranted.

Constraints: Required under ESA section 4(b)(3)(A)	**Unit of Measure:**
Inputs: Endangered Species Act Section 4(b)(3)(A), 5ØCFR424	**Cost Drivers:**

Process 1: Protect and Manage Species

C6: Prepare and Process Delisting/Downlisting Rules

Work Activity Description: compile information; write, review, and brief Service and Departmental staff on proposed and final delisting/downlisting rule and accompanying rulemaking documents; prepare proposed downlisting (reclassification) or delisting rule; submit rules to Regional Office and Major Sub-Regional Office for review and concurrence; submit rules to Office of the Solicitor for review; transmit rules to Washington Office for review and processing; publish rules in Federal Register; hold public hearings; take, assemble and respond to public comment; obtain and conduct peer reviews; finalize rules; start to develop plan for post-delisting monitoring if species is to be delisted due to recovery; prepare outreach materials and conduct outreach; prepare and process 4(d) rule that accompanies a downlisting rule, if appropriate; ensure National Environmental Policy Act and other regulatory determination compliance if preparing a 4(d) rule.

Notes:

- This activity includes preparing and processing both draft and final delisting and downlisting rules. Delisting a species removes the species from the Federal Lists of Threatened and Endangered Wildlife and Plants, and removes the protections provided to listed species under the Endangered Species Act.
- Staff in the **field office** with lead responsibility for the species should charge to this code when writing or processing (as described above) a draft or final downlisting or delisting rule.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in writing, reviewing, or processing a draft or final downlisting or delisting rule.
- Staff in the **Washington Office** should charge to this code when reviewing and processing a draft or final downlisting or delisting rule.
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a specific proposed or downlisting or delisting rule.

Exclusions:

- When preparing and processing delisiting and downlisting petitions charge time to activity C5: Prepare and Process Delisting/Downlisting Petitions.

Definitions:

- A species may be **delisted** due to extinction, recovery, or original data for classification in error (includes new information, discovery of new populations, changes in taxonomy, etc.).
- **Downlisting** changes the classification of a species from endangered to threatened.

Constraints: Unique Activity	**Unit of Measure:**
Inputs: Endangered Species Act Section 4(2)(B), 5ØCFR17.11-12, 5ØCFR424.11	**Cost Drivers:**

Process 1: Protect and Manage Species

Conduct Recovery Actions

D2: Implement Recovery Actions for T&E Species

Work Activity Description: carry out any recovery action that may or may not be listed in approved recovery plans, such as working with partners to plan, organize, and coordinate implementation of recovery plans; produce endangered fish in support of restoration and recovery programs; hold public informational meetings; prepare, award, and administer contracts; conduct environmental National Environmental Policy Act and Section 7 compliance reviews; obtain required Federal, State, and local permits; prepare outreach materials; conduct outreach; provide technical assistance; develop Safe Harbor and cooperative agreements; prepare and publish required Federal Register notices.

Notes:

- Recovery actions are wide-ranging and can include controlled propagation, habitat protection and restoration, research, education, and monitoring. This would include all costs associated with operations and management of refuge and hatchery activities supporting threatened and endangered species.
- This code should be used when the primary purpose of the action and/or the majority of the work to be accomplished is directly related to the recovery of threatened or endangered species.
- Includes recovery actions for T&E aquatic species, including those actions conducted by Fishery Resource Offices and Fish Technology Centers

Exclusions:

- When the primary purpose of the action is for a purpose other than endangered or threatened species conservation, then time should be charged to the code that most appropriately describes the action. For instance, if a wetland restoration program may benefit a listed species, but the primary purpose of the action is wetland restoration or habitat restoration, then the time should be charged to the appropriate habitat or wetland restoration activity.

Definitions:

- **Recovery Action:** implementation of an action in a conservation strategy, recovery outline, or draft or final recovery plan that is needed to help recover listed species

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost.	**Unit of Measure:**
Inputs: Endangered Species Act Section 4(f)	**Cost Drivers:**

Process 1: Protect and Manage Species

D3: Plan and Implement Post-Delisting Monitoring

Work Activity Description: compile information; consult species experts, states, partners, and others, as appropriate; write, review, and brief Service staff on draft and final post-delisting monitoring plan; prepare and publish a Federal Register Notice of Availability for draft and final plan; obtain peer review on draft plan; assemble and prepare responses to public and peer review comments and incorporate into final plan; develop, award, and administer contracts; print and distribute post-delisting monitoring plan; compile and evaluate monitoring results

Notes:

- Staff in the **field office** with lead responsibility for the species should charge to this code when writing or implementing (as described above) a draft or final post delisting monitoring plan (PDM) for species delisted due to recovery.
- Staff in the **Regional Office** should charge to this code when assisting the lead field office in writing, reviewing, processing, or implementing a draft or final PDM.
- Staff in the **Washington Office** should charge to this code when reviewing the draft or final PDM plan.
- **Others** should charge to this code only when assisting or coordinating with the lead field office on a specific draft or final PDM plan.

Exclusions:

- Do not charge to this code unless working on a specific PDM plan, as described above under the Work Activity Description and Notes sections.

Definition:

- **Post-delisting monitoring** verifies that species delisted due to recovery remain secure after removal of Endangered Species Act protections and do not require re-listing as threatened or endangered. Such species must be monitored for at least five years after delisting. Post-delisting monitoring is carried out in cooperation with the states.

Constraints: PDM required under ESA, section 4(g)	**Unit of Measure:**
Inputs: ESA of 1973, as amended	**Cost Drivers:**

Process 1: Protect and Manage Species

D4: Provide Litigation Support for Recovery Actions

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Notes:

- Litigation support for recovery actions includes NOIs or suits on delisting/downlisting petitions, delisting or downlisting rules, 5-year reviews, special rules, experimental population rules and recovery plan development and/or implementation.

Exclusions:

- Litigation support on 4(d) rules accompanying listing rules should be coded to B5: Provide Litigation Support for Listing of US/Domestic Species.

Definitions:

- **Section 11(g)(1)(C)** of the ESA provides for citizen suits against "the Secretary where there is alleged a failure of the Secretary to perform any act or duty under section 4 which is not discretionary with the Secretary."

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: ESA section 11(g)(1)(C)	**Cost Drivers:**

Process 1: Protect and Manage Species

Provide ESA (Section 7) Consultations

E2: Provide ESA Section 7 Consultations for Wildland Fire to Service and Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process, including emergency consultations as appropriate, for projects related to the National Fire Plan that suppress wildfires or reduce the risk of wildfires with other Federal agencies;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence.

Notes:

- Examples of activities that would be appropriately coded to this activity include:
  1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
  2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
  3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
  4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.
- When performing Section 7 consultations for programs **within the Service on Wildland Fire**, charge time to this activity. This is an exception to the general rule. All other types of consultations within the Service should be charged to EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.

Exclusions:

- Excludes controlled burns conducted for purposes other than control of wildfires. Charge controlled burns (e.g. for habitat restoration purposes) to EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E3: Provide ESA Section 7 Consultations for Water Use to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that involve construction, operation, and maintenance of water supply facilities and the delivery of water and water contracts for agricultural, industrial, or municipal use, consistent with applicable State and Federal law;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence.

Notes:

- Examples of activities that would be appropriately coded to this activity include:
  1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
  2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
  3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
  4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- Consultations with EPA or Army Corps of Engineers (COE) on Clean Water Act section 402 and 404 permits should be typically coded to EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Water Resource** projects involve construction, operation, and maintenance of water supply facilities and the delivery of water and water contracts for agricultural, industrial, or municipal use
- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E4: Provide ESA Section 7 Consultations for Hydropower to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for Federal projects that generate hydropower, consistent with applicable State and Federal law; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation;
- Assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E5: Provide ESA Section 7 Consultations for Forage to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of forage resources;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Forage:** grazing
- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E6: Provide ESA Section 7 Consultations for Forest Resources to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of forest resources;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- This charge code applies to Federal forest lands, as well as state and private forest lands when the primary activity triggering the need for consultation is management of forest resources.
- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E7: Provide ESA Section 7 Consultations for Non-Energy Minerals to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of non-energy mineral resources;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E8: Provide ESA Section 7 Consultations for Energy to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of energy resources;
- Meet and communicating with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- **Excludes hydropower -** When performing Section 7 consultations for hydropower energy actions, charge time to the activity E4: Provide ESA Section 7 Consultations for Hydropower to Other Federal Agencies.
- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

E9: Provide ESA Section 7 Consultations for Recreation to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that manage or influence recreational use of resources to enhance public benefit, promote responsible use, and ensure optimal value of recreational resources;
- Meet and otherwise communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruct or modify designated critical habitat, where appropriate; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions (or letter of concurrence); develop program policy and guidance, outreach, and education, and the management and oversight of the program.

Notes:

- Includes all tasks related to completing the section 7 consultation process for projects that provide for a quality recreation experience, including access, and enjoyment of natural and cultural resources on DOI managed and partnered lands and waters.
- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- When providing Section 7 consultations for programs within the Service, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- When providing technical assistance to a non-Federal entity for actions unrelated to a section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies

Work Activity Description:

- Complete the Section 7 consultation process for projects that provide for resource protection, including projects that improve the health of watersheds, landscapes, and marine resources that are managed or influenced by Department of Interior, as well as projects that sustain desired biological communities on Department of Interior managed and influenced lands and waters;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Charge this activity ONLY if it concerns another action not covered by one of the more specific activity codes for: Wildland Fire, Water Delivery, Hydropower, Forage, Forest, Non-Energy Minerals, Energy, and Recreation.
- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- Excludes those Section 7 Consultations that are **primarily attributable to one of the more specific Consultation activities** for: Wildland Fire, Water Delivery, Hydropower, Forage, Forest, Non-Energy Minerals, Energy, and Recreation. Charge to the more specific activity if the task is mostly associated with one specific resource.
- When providing Section 7 consultations for programs **within the Service**, charge time to the activity EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.
- If providing Section 7 consultations for programs **within the Service on Wildland Fire**, charge time to the activity: E2: Provide ESA Section 7 Consultations for Wildland Fire to Service and Other Federal Agencies.
- When providing technical assistance to a non-Federal entity for actions unrelated to a Section 7 consultation, charge time to the activity F2: Evaluate Need for, Process and Monitor HCP Permit Applications.

Process 1: Protect and Manage Species

Definitions:

- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate.

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire

Work Activity Description:

- Complete the Section 7 consultation process for Service program actions that provide for resource protection or resource use, including projects that improve the health of watersheds, landscapes, and marine resources that are managed or influenced by Department of Interior, as well as projects that sustain desired biological communities on Department of Interior managed and influenced lands and waters;
- Meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Notes:

- Examples of activities that would be appropriately coded to this activity include:
    1) preparing or reviewing biological opinions, incidental take statements, or letters of concurrence;
    2) assisting Federal agencies (including applicants or designated non-Federal representatives) in determining how listed species/critical habitat may be affected;
    3) providing technical assistance to Federal agencies or their representatives regarding the conservation needs of threatened or endangered species;
    4) providing technical assistance to Federal agencies or their representatives regarding the presence (or absence) of threatened or endangered species in the vicinity of a proposed project.

Exclusions:

- If your **internal Service program** represents the "action agency" in the intra-Service Section 7 Consultation – **do not charge any costs here –** only the persons actually conducting the Consultation charge costs to this activity. The recipient of the Section 7 consultation should charge costs to the to the activity code best representing the activity subject to consultation.
- Excludes the preparation of an Intra-Service Section 7 Consultation Form or equivalent biological assessment or other materials necessary to conduct an intra-Service section 7 consultation (e.g., consultation on a Refuge habitat restoration plan). Charge instead to the activity that is the subject of the intra-Service consultation.
- If providing Section 7 consultations for programs **within the Service on Wildland Fire**, charge time to the activity: E2: Provide ESA Section 7 Consultations for Wildland Fire to Service and Other Federal Agencies. (This is an exception to the general rule.)

Definitions:

- **Action agency:** in this instance, the Service program authorizing, funding, or carrying out the action that may affect listed species or critical habitats.
- **Section 7 Consultation:** The various section 7 processes, including both consultation and conference if proposed species are involved, whereby Federal agencies consult with the Service to ensure their activities do not jeopardize the continued existence of listed or proposed species and do not destroy or adversely modify designated and proposed critical habitat and receive exemption from the section 9 prohibitions of take, as appropriate

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

EC: Provide Litigation Support for Section 7 Consultations to Service and Other Federal Agencies

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Notes:

- Includes litigation support for both Service programs and other Federal agencies.

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Evaluate Need for, Process and Monitor Permits, Agreements and Assurances for T&E Species

F2: Evaluate Need for, Process and Monitor HCP Permit Applications

Work Activity Description: review non-Federal actions to determine need for a Habitat Conservation Plan (HCP); issue or deny permit; work with applicant; conduct site visits; conduct archeological reviews; develop and negotiate Habitat Conservation Plans, Implementation Agreements and associated legal documents; provide technical assistance; prepare and review National Environmental Policy Act documents; prepare and clear Federal Register notices and permit decision documents, such as findings, biological opinion, environmental action statement or finding of no significant impact or record of decision, and permit terms and conditions; reconsider permits; appeal requests; conduct Office of the Solicitor reviews; manage database; monitor for implementation and compliance; handle minor and major amendments and permit transfers; process permit violations and revocations; update and maintain spatial database

Notes:

Exclusions:

- Do not charge to this code if you are conducting intra-Service Section 7 consultation on the issuance of an Endangered Species Act section 10 permit. Charge time for that activity to EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.

Definitions:

- A **Habitat Conservation Plan (HCP)** is a "conservation plan" that specifies, among other things, the impacts that are likely to result from the taking of a threatened or endangered species and the measures the permit applicant will undertake to minimize and mitigate such impacts. HCPs can also include conservation measures for candidate species, proposed species, and other species not listed under the ESA at the time an HCP is developed or a permit application is submitted. The purpose of the habitat conservation planning process and subsequent issuance of incidental take permits is to authorize the incidental take of threatened or endangered species, not to authorize the underlying activities that result in take. This process ensures that the effects of the authorized incidental take will be adequately minimized and mitigated to the maximum extent practicable.

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Section 7, Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, Privacy Act	**Cost Drivers:**

Process 1: Protect and Manage Species

F3: Process and Monitor Safe Harbor Permit Applications

Work Activity Description: develop partnerships with non-federal landowners; serve as point of contact for landowner questions regarding species biology or Endangered Species Act regulation; establish species baseline or concur with baseline determination; conduct archeological reviews; negotiate terms of safe harbor agreement; develop agreement and coordinate review by Service and all partners; develop and publish Federal Register documents; respond to public input; develop outreach package; complete compliance for National Environmental Policy Act and intra-Service Section 7; draft set of findings document; process permit violations and revocations; monitor for implementation and compliance; handle minor and major amendments and permit transfers; develop terms and conditions for 1Ø(a)(1)(A) permit; implement actions on the ground

Notes:

Exclusions:

- Do not charge to this code if you are conducting intra-Service Section 7 consultation on the issuance of an Endangered Species Act section 10 permit. Charge time for that activity to EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.

Definitions:

- **Safe Harbor Agreements** provide incentives for private and other non-federal landowners to implement conservation measure for listed species

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Laws and regulations include: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, Privacy Act	**Cost Drivers:**

Process 1: Protect and Manage Species

F4: Process and Monitor Candidate Conservation Agreements with Assurances

Work Activity Description: provide technical assistance; perform site visits; conduct archeological reviews; develop and negotiate agreements; process permit applications; prepare Federal Register notices; prepare permit application decision documents; monitor compliance; handle minor and major amendments and permit transfers; handle permit denials and requests for reconsideration and/or appeal; process permit violations and revocations; conduct yearly reviews; implement actions on the ground

Notes:

Exclusions:

- If processing a candidate conservation agreement without assurances, allocate time to work activity A2: Plan and Implement Candidate Conservation Actions

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, and Privacy Act	**Cost Drivers:**

Process 1: Protect and Manage Species

F5: Process and Monitor Recovery Permits for T&E Species

Work Activity Description: review applications and qualifications; develop terms and conditions; coordinate efforts; ensure compliance with National Environmental Policy Act, intra-Service Section 7; issue or deny permits; publish Federal Register notice for endangered species permits; review annual reports; update Service Permits Information Tracking System database; handle minor and major amendments and permit transfers; work with Office of the Solicitor; conduct law enforcement reviews; process permit violations and revocations; update and maintain spatial database

Notes:

Exclusions:

- Do not charge to this code if you are conducting intra-Service Section 7 consultation on the issuance of an Endangered Species Act section 10 permit. Charge time for that activity to EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except for Wildland Fire.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Historic Preservation Act, 5ØCFR4Ø2, and Privacy Act	**Cost Drivers:**

Process 1: Protect and Manage Species

F6: Provide Litigation Support for Permitting Actions of T&E Species

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative record; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Conduct Law Enforcement for T&E and CITES Listed Species

G2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species

Work Activity Description: collect and analyze information; identify endangered species violations or compliance; conduct interviews; conduct surveillance; develop and utilize informants and sources of information; query data systems; prepare affidavits; execute administrative and search warrants; execute arrests; collect, store and maintain seized items; execute Civil Asset Forfeiture Reform Act mandates; prepare reports and prosecution briefs; provide testimony; provide technical assistance on investigations; act as expert witness; support office of the Solicitor and Department of Justice; conduct field investigations; gather evidence, discovery, declarations and depositions; perform grand jury work; participate in settlement negotiations; perform case management; be custodians for evidence; manage special funds accounts; coordinate with foreign government and support endangered species recovery plans; collect, analyze, and query digital spatial data

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23	**Cost Drivers:**

Process 1: Protect and Manage Species

G3: Conduct Import/Export Inspections for T&E and CITES Listed Species

Work Activity Description: query E-Doc subsystem; review hardcopy declarations and/or verbal declarations for individuals arriving or departing the United States, determine required documents; examine and review document packages; conduct preliminary inquiries; schedule inspections; perform physical inspections; identify specimens; clear, detain or refuse movement of goods; execute Civil Asset Forfeiture Reform Act mandates; identify violations or compliance; collect and process fees; collect, store and maintain seized items; prepare reports; enter data; provide court testimony; respond to request for assistance from other federal inspection agencies, such as Customs, United States Department of Agriculture and Immigration and Naturalization Service

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23	**Cost Drivers:**

Process 1: Protect and Manage Species

Protect and Manage Non T&E Species

H2: Process Non-T&E Litigation for Resource Protection

Work Activity Description: This activity covers any and all work associated with administrative or judicial litigation related to Non-T&E Litigations for Resource Protection, including litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals.

Work activities include the following when done in the context of litigation: reviewing case files and pleadings; factual investigations and legal research; preparing legal documents, testimony, and exhibits; responding to discovery requests; participating in direct negotiations or other ADR; participating in or conducting hearings (including related travel and court reporting costs); and preparing or reviewing judicial orders and decisions.

Notes:

- Include litigation involving wildfire management (non-WUI)* and natural resource damage assessments. Excluded is personnel-related litigation.
- For cases where the bureau or office is responding to litigation filed by others, time should be charged to this activity once a complaint, notice of appeal, or other initiating document has been filed with the administrative or judicial tribunal.
- For cases where the bureau or office is initiating litigation against others, time should be charged to this activity once any preliminary review has been completed and a decision has been made by government attorneys (Solicitor's Office or Department of Justice) to initiate litigation.

Exclusions:

Definition:

- **Litigation** is the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Reintroduce or Enhance Non T&E Species

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

Work Activity Description: propagate, culture, and distribute fish and other aquatic species. Feed fish; manage non-captive and captive brood stock; produce fertilized eggs; produce juvenile fish; rear other aquatic species; treat fry/fish disease; remove mortalities; monitor and inventory; treat eggs for disease; pick eggs; spawn adults; collect brood stock; collect eggs; fertilize eggs; treat for disease; sort and monitor brood stock; spawn non-captive brood stock; participate in and assist with genetic characterization of brood stock; drive trucks; load fish; release fish; acclimate; obtain transfer permits for other aquatic species and fish; manage, monitor and manipulate water quantity and quality; collect and analyze data and produce reports; evaluate fish production programs to determine if management plan objectives are being met;

Notes:

- paddlefish, lake trout, sauger, and cutthroat trout

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

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

Work Activity Description: develop and conduct aquatic studies and applied research for aquatic species production. Provide efficiency improvements; develop food and feeding techniques for fish and other aquatic species, design and implement NATURES rearing systems; develop, design, and evaluate culture and distribution methods; set up culture systems; disassemble culture systems used seasonally; study density; control quality of fish food; review proposals; submit and review studies to peer reviewed publications; develop technical publications; develop proposals; secure partners, funding and permits; regional research coordination; conduct literature reviews;

Notes:

- PCR technology, PIT tag technology, DNA technology, cryopreservation, and acoustic sampling techniques

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

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

Work Activity Description: monitor and diagnose causes of disease outbreaks; collect and dispose of diseased fish and wildlife; treat; collect fish and wildlife for disease and pathogen diagnosis; diagnose diseases and pathogens in wild fish; conduct analysis and report findings; perform disease control; collect, analyze, and query digital spatial data; review proposals; submit and review studies to peer reviewed publications; develop technical publications; develop proposals; secure partners, funding and permits; regional research coordination; conduct literature reviews;

Notes:

- Chronic Wasting Disease, Brucellosis, Avian Cholera, Avian Botulism, and Furunculosis

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

J5: Conduct Terrestrial Wildlife Population Management

Work Activity Description:

- This includes wildlife population management activities for non-T/E species.
- Activities include conduct predator control, other population control for over abundant species, use lethal removal methods, such as shooting and trapping;
- Building and erecting artificial nest platforms and nest boxes; install predator guards and enclosures to enhance productivity, where and if needed, to increase reproductive success;
- Employ techniques such as decoys and recorded sounds or songs to lure potential breeding stock to suitable but unoccupied habitats; capture wild stock for transport and release into suitable but depleted habitats;
- For selected species, develop captive breeding facilities for the eventual restoration of populations by means such as cross-fostering eggs into nests of wild birds, hacking of young, or release of adults.
- Ensure environmentally benign use; ensure Section 7 and National Environmental Policy Act compliance within the Service;
- provide Integrated Pest Management technical assistance

Notes:

- May include: white-tailed deer, prairie dogs, gallinaceous birds, etc.
- All pests can be controlled using integrated pest management including physical/mechanical, biological, and/or chemical means.

Exclusions:

- Excludes aquatic species.
- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Plan Resources for Non T&E Species

K2: Develop Species Management Plans for Non T&E Species

Work Activity Description: develop plans – includes both Species Management Plans and Wildlife Inventory and Monitoring Plans; Planning includes the work leading to the development and implementation of goals, objectives, operational strategies, and progress evaluation.

Notes:

- species-specific management plans, harvest plans, captive propagation management plans, fishery management plans, restoration plans for depleted native species, and marine mammal conservation plans
- This activity also includes tasks related to developing a Wildlife Inventory and Monitoring Plan for a unit of the National Wildlife Refuge System, which is usually a step-down management plan of the refuge's CCP and is the overarching document for wildlife inventory and monitoring activities on a refuge. These plans provide an integrated analysis of all applicable aspects of wildlife inventory and monitoring programs on a refuge.

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity C2: Develop Recovery Plans for T&E Species.
- This activity does not apply to migratory bird management plans. These plans are covered under K3: Develop Bird Conservation Plans for Non T&E Species.

Definitions:

- **Management Plan** is a broadly-used term to describe a planning document for the manipulation of natural resources in order to achieve societal goals. A plan generally describes the historic and current resource characteristics or functions and outlines goals and objectives to establish or maintain those characteristics or functions at a desired condition. The plan may further describe specific actions and timetables by the participants to achieve those goals and a format to report progress towards this accomplishment.

Constraints:	**Unit of Measure:**
Inputs: Marine Mammal Protection Act	**Cost Drivers:**

Process 1: Protect and Manage Species

K3: Develop Bird Conservation Plans for Non T&E Species

Work Activity Description: develop, coordinate, and integrate the North American Waterfowl Management Plan, Flyway game bird management plans, Partners in Flight North American Landbird Conservation Plan, U.S. Shorebird Conservation Plan, North American Waterbird Conservation Plan, Migratory Bird Focal Species Management Plans. Includes all-bird conservation efforts such as the North American Bird Conservation Initiative and Bird Conservation Region all-bird planning.

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity C2: Develop Recovery Plans for T&E Species.
- Implementation of specific activities called for in the plans should be assigned to ABC codes appropriate to the activity (e.g., a research task called for in a management plan to determine survival rates of a species should be assigned to M6: Conduct Migratory Bird Research

Definitions:

Constraints:	Unit of Measure:
Inputs: National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, Fish and Wildlife Coordination Act, 5ØCFR1Ø, 5ØCFR21, 5ØCFR22 North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, Alaska National Interest Lands Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

Manage Harvest and Take for Non T&E Species

L2: Develop Bird Regulations

Work Activity Description:

- Tasks and expenditures related to the development and publication of migratory bird regulations, and related outreach
- Develop refuge-specific regulations for the harvest of birds, including resident game;

Notes:

- Includes activities associated with participation in and attendance at Service Regulations Committee meetings.

Exclusions:

- Excludes participation in the Alaska Migratory Bird Co-Management Council – allocate hours for this task to L6: Manage Alaska Subsistence Harvest Other Than Marine Mammals
- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

L3: Manage Migratory Bird Populations

Work Activity Description: tasks and expenditures related to factors and activities that affect bird population parameters (either locally or rangewide), or that are intended to effect a change in avian status (at the management population scale) or population size (at the local scale) to achieve a desired outcome. This includes manipulative activities like trap-and-transplant, hacking, pen-rearing, etc., as well as addressing non-habitat limiting factors such as mortality from towers, wind power, powerlines, buildings, bycatch, predation, parasitism, and disease. Because of its focus on improved management of migratory bird populations, Executive Order #13186 MOU work should also be captured under this ABC code. Depredation-related activities (except issuance of permits), such as those taken under the double-crested cormorant depredation orders, should be captured here even though most are not intended to effect widespread changes in population status.

Notes:

- Because of the focus on improved management of migratory birds, Executive Order #13186 MOU work should be placed in this category.

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.
- Population management done through harvest regulations should be captured under L2: Develop Bird Regulations.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

L4: Manage Harvest for Fisheries

Work Activity Description: provide technical assistance to states, tribes, and regulatory agencies on harvest management; develop refuge-specific regulations for the harvest of fish

Notes:

Exclusions:

- This excludes Manage Alaska Subsistence Harvest Other Than Marine Mammals
- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

L5: Manage Marine Mammal Harvest and Take

Work Activity Description:

- For Harvest – work with Alaska Native Commissions to address subsistence harvest issues through Cooperative agreements under Section 119 of the Marine Mammal Protection Act and through implementation of the Service's Marking and Tagging program.
- For Take - prepare proposed and final rules; submit rules to Regional Office and Major Sub-Regional Office; submit to Office of the Solicitor for review; transmit rules to Washington Office; provide briefings as needed for review and concurrence; publish rules in Federal Register; respond to public comments; conduct peer reviews; hold public hearings; develop and implement final rules; provide litigation support

Notes:

- This activity **is not** limited to work with Alaska Native Commissions and includes other marine mammals, e.g., the management of sea otters in Washington State

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Marine Mammal Protection Act	**Cost Drivers:**

Process 1: Protect and Manage Species

L6: Manage Alaska Subsistence Harvest Other Than Marine Mammals

Work Activity Description: harvest native fish, wildlife and plants; exclude marine mammals; manage subsistence harvest and monitor fish and wildlife; participate in the Alaska Migratory Bird Co-Management Council

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF;The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Alaska National Interests Lands Conservation Act, Alaska National Interests Lands Conservation Act and Federal Advisory Committee Act	**Cost Drivers:**

Process 1: Protect and Manage Species

Monitor Status of Non T&E Species

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

Work Activity Description: monitor aquatic species, including resident/interjurisdictional aquatic species, native aquatic species, and non-native aquatic species; mark and tag aquatic species; perform aquatic species population surveys; monitor harvest; conduct genetic monitoring; assess aquatic species survival; analyze ecological interactions; plan and design fisheries assessments; evaluate fish distribution programs and tagging studies to determine if management plan objectives are being met; study proposals; read peer review publications related to formulation of specific survey design, implementation, data analysis, etc.; develop technical publications; develop proposals; secure partners, funding and permits; conduct field work and analyses; regional research coordination; conduct literature reviews; respond to marine mammal and fish strandings; create, develop, or collect digital spatial data; compile, analyze, and report digital spatial data; update and maintain spatial database.

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions;

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

M3: Conduct Migratory Bird Harvest Surveys

Work Activity Description: Tasks associated with estimation of harvest rates or other harvest statistics

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

M4: Conduct Migratory Bird Surveys and Monitoring

Work Activity Description: Tasks focused on collecting original population or demographic data used to evaluate a management decision, or to better understand a species' status.

Notes:

- Includes bird banding activities

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.
- This activity does not include the analysis of bird banding data. This analysis is covered in M5: Assess Migratory Bird Populations.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

M5: Assess Migratory Bird Populations

Work Activity Description: Tasks and expenditures related to assembling, analyzing, and assessing existing scientific data, including literature reviews, to assess species/population status or to develop management strategies. Tasks associated with writing species/population conservation/management plans should be captured under this category, as well as applications of GIS, modeling, and other spatial assessment tools focusing on assessment of species and populations.

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.
- Tasks associated with writing species/population conservation/management plans should be captured under the K3: Develop Bird Conservation Plans for Non T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

M6: Conduct Migratory Bird Research

Work Activity Description: Tasks and expenditures related to obtaining original, new information to help address a specific management question, usually following a rigorous study design. This includes identification of research needs, development of Science Support proposals, interacting with USGS and others on research needs, and time spent developing proposals or otherwise obtaining funding for research projects

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

M7: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species

Work Activity Description:

- monitor terrestrial resident wildlife species, including ungulates, carnivores, other mammals of management interest, gallinaceous birds, and other species that are not aquatic, T&E, or migratory birds.
- mark and tag species; perform population surveys; monitor harvest; analyze ecological interactions; plan and design assessments;
- determine if management plan objectives are being met; study proposals; read peer review publications; develop technical publications; develop proposals;
- secure partners, funding and permits;
- conduct field work and analyses;
- design, collect, analyze, and disseminate digital spatial data; report

Notes:

Exclusions:

- This activity code is used for survey, assess, and monitoring only for species other than migratory birds, aquatic species, or T&E species.
- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Prevent, Manage and Control Invasive Species

N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and implementing prevention, control and management projects to minimize the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching, evaluating, and managing pathways and vectors for international and trans-regional movement of invasive species; (3) developing and implementing treatment and control technologies and screening methodologies; (4) evaluating and regulating potentially injurious species,; (5) performing rapid response work to eradicate or contain both new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning and implementing projects through partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as implementing control and monitoring actions to address the new infestation and monitoring the success of the rapid response efforts; (6) implementing early detection and monitoring projects with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration; (7) implementing control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (a) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (b) building partnerships, (c) developing strategic and program plans, (d) conducting internal and external program reviews, (e) assessing science and information needs and priorities, (f) coordinating crosscutting regional, national and international science planning efforts; (8) preparing and evaluating proposals for pesticide by (a) preparing and evaluating pesticide use on service lands, (b) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (c) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy	**Cost Drivers:**

Process 1: Protect and Manage Species

N3: Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and implementing prevention, control and management projects to minimize the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching, evaluating, and managing pathways and vectors for international and trans-regional movement of invasive species; (3) developing and implementing treatment and control technologies and screening methodologies; (4) evaluating and regulating potentially injurious species,; (5) performing rapid response work to eradicate or contain both new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning and implementing projects through partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as implementing control and monitoring actions to address the new infestation and monitoring the success of the rapid response efforts; (6) implementing early detection and monitoring projects with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration; (7) implementing control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (a) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (b) building partnerships, (c) developing strategic and program plans, (d) conducting internal and external program reviews, (e) assessing science and information needs and priorities, (f) coordinating crosscutting regional, national and international science planning efforts; (8) preparing and evaluating proposals for pesticide by (a) preparing and evaluating pesticide use on service lands, (b) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (c) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy, Lacey Act (18 U.S. C. 42),	**Cost Drivers:**

Process 1: Protect and Manage Species

N4: Prevent, Manage and Control Invasive Aquatic Plants

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and implementing prevention, control and management projects to minimize the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching, evaluating, and managing pathways and vectors for international and trans-regional movement of invasive species; (3) developing and implementing treatment and control technologies and screening methodologies; (4) evaluating and regulating potentially injurious species,; (5) performing rapid response work to eradicate or contain both new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning and implementing projects through partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as implementing control and monitoring actions to address the new infestation and monitoring the success of the rapid response efforts; (6) implementing early detection and monitoring projects with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration; (7) implementing control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (a) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (b) building partnerships, (c) developing strategic and program plans, (d) conducting internal and external program reviews, (e) assessing science and information needs and priorities, (f) coordinating crosscutting regional, national and international science planning efforts; (8) preparing and evaluating proposals for pesticide by (a) preparing and evaluating pesticide use on service lands, (b) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (c) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy; Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (16 U.S.C. 4701 *et seq.*)	**Cost Drivers:**

Process 1: Protect and Manage Species

N5: Prevent, Manage and Control Invasive Aquatic Animals

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and implementing prevention, control and management projects to minimize the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching, evaluating, and managing pathways and vectors for international and trans-regional movement of invasive species; (3) developing and implementing treatment and control technologies and screening methodologies; (4) evaluating and regulating potentially injurious species,; (5) performing rapid response work to eradicate or contain both new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning and implementing projects through partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as implementing control and monitoring actions to address the new infestation and monitoring the success of the rapid response efforts; (6) implementing early detection and monitoring projects with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration; (7) implementing control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (a) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (b) building partnerships, (c) developing strategic and program plans, (d) conducting internal and external program reviews, (e) assessing science and information needs and priorities, (f) coordinating crosscutting regional, national and international science planning efforts; (8) preparing and evaluating proposals for pesticide by (a) preparing and evaluating pesticide use on service lands, (b) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (c) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy, Lacey Act (18 U.S. C. 42), Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (16 U.S.C. 4701 *et seq.*)	**Cost Drivers:**

Process 1: Protect and Manage Species

Process Permits

P2: Process Migratory Bird Permits

Work Activity Description: tasks and expenditures related to issuing migratory bird permits, developing permit policies, educating the public about permits, and providing permit-related technical assistance.

Notes:

Exclusions:

- Development of permit regulations should be captured under L2: Develop Bird Regulations.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Coordination Act, Fish and Wildlife Conservation Act	**Cost Drivers:**

Process 1: Protect and Manage Species

P3: Process Permits for Rights of Way

Work Activity Description: review application, conduct compatibility determination and National Environmental Policy Act compliance; appraise value; issue grants; enforce permit

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: 5ØCFR29.21-22, Alaska Native Interest Lands Conservation Act, Fish and Wildlife Coordination Act	**Cost Drivers:**

Process 1: Protect and Manage Species

P4: Process Refuge Special Use Permits

Work Activity Description: review applications for appropriateness; determine compatibility; develop associated National Environmental Policy Act documents with environmental reviews, including the total review processes for requested uses on refuges and easements; review proposed action for impacts on subsistence users and resources

Notes:

- Applications for use of Mineral Material from Refuge lands require an appraisal and appraisal review of the market value of the material to be sold authorized by Special Use Permit. Notes of materials are sand, gravel, timber and other refuge products.

Exclusions:

- When performing Special Use Permit work related to oil and gas activities, code to Z6: Manage Oil and Gas Activities.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Refuge Administration Act, Refuge Recreation Act, National Wildlife Refuge Improvement Act of 1997, Alaska National Interest Lands Conservation Act, Section 81Ø	**Cost Drivers:**

Process 1: Protect and Manage Species

P5: Process International Trade Permits, Domestic Permits and Special Use Permits

Work Activity Description: review permit applications and qualifications of applicants; coordinate review of applications with appropriate experts, including publication in the Federal Register as required by Endangered Species Act, Wild Bird Conservation Act, and Marine Mammal Protection Act; make necessary findings as required by law, including intra-Service Section 7 biological opinions and National Environmental Protection Act; develop terms and conditions of the permit; issue or deny permits; administer and update the computer database Service Permits Issuance and Tracking System; consult with other parties and trading partners for Convention on International Trade in Endangered Species; maintain spatial and relational databases; update and maintain spatial database; Letters of Authorization

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Convention on International Trade in Endangered Species of Wild Fauna and Flora, Endangered Species Act, Wild Bird Conservation Act, Marine Mammal Protection Act, Injurious Wildlife Act, Lacey Act	**Cost Drivers:**

Process 1: Protect and Manage Species

P6: Process Import and Export Licenses

Work Activity Description: perform document review of package by question document examination; perform background check; maintain files; issue or deny permit; review permit status based on applicant history for potential revocations (may include due process activities up to and including review by the Director); deny or suspend licenses based on civil or criminal activity; review, process, and approve license applications; collect fees for license; conduct interviews prior to the issuance of the license, such as foreign company requests; log fees in a spreadsheet

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23	**Cost Drivers:**

Process 1: Protect and Manage Species

P7: Process Designated Port Exception Permits

Work Activity Description: review application request as it relates to the regulatory criteria established for the qualifications to receive the exception permit and contrast to available inspection staff; perform background check; maintain files; issue or deny permit; review permit status based on applicant history for potential revocations (may include due process activities up to and including review by the Director); deny or suspend licenses based on criminal or civil activity; review, process, and approve license applications; collect fees for license

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered)	**Cost Drivers:**

Process 1: Protect and Manage Species

Conduct Law Enforcement for Non T&E and Non CITES Listed Species

Q2: Conduct and Assist with Law Enforcement for Non T&E and Non CITES Listed Species

Work Activity Description: collect and analyze information; identify violations or compliance; conduct interviews; conduct surveillance; develop and utilize informants and sources of information; query data systems; prepare affidavits; execute administrative and search warrants; execute arrests; collect, store and maintain seized, forfeited and/or abandoned items; execute Civil Asset Forfeiture Reform Act mandates; prepare reports; prepare prosecution briefs; provide testimony; provide technical assistance to Law Enforcement on investigations; act as expert witness; support Office of the Solicitor and Department of Justice; conduct field investigations; gather evidence; do discovery; assist with declarations and depositions for grand jury work; participate in settlement negotiations; perform case management; act as custodians for evidence; manage special funds accounts; coordinate with state, local, other federal and foreign law enforcement; collect, analyze, and query digital spatial data

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Lacey Act, Eagle Protection Act, Migratory Bird Treaty Act, Marine Mammal Preservation Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Airborne Hunting Act, Archaeological Resource Protection Act , Wild Bird Conservation Act, National Wildlife Refuge Act, Duck Stamp Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR19, 5ØCFR2Ø, 5ØCFR21, 5ØCFR27, 5ØCFR28, 5ØCFR32, 5ØCFR33, 5ØCFR35. Non-Service statutes and regulations from other federal agencies including: Customs, US Department of Agriculture, Bureau of Alcohol, Tobacco and Firearms, Drug Enforcement Administration, Environmental Protection Agency, Immigration and Naturalization Service	**Cost Drivers:**

Process 1: Protect and Manage Species

Q3: Conduct Import/Export Inspections of Non T&E and Non CITES Listed Species

Work Activity Description: query E-Doc subsystem; review hardcopy declarations and or verbal declarations for individuals arriving or departing the United States; determine required documents; examine/review document packages; conduct preliminary inquiries; schedule inspections; perform physical inspections; identify specimens; clear, detain or refuse movement of goods; execute Civil Asset Forfeiture Reform Act mandates; identify violations or compliance; collect and process fees; collect, store and maintain seized items; prepare reports; provide court testimony; respond to request for assistance from other federal inspection agencies, such as Customs, United States Department of Agriculture, Immigration and Naturalization Service

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Lacey Act, Eagle Protection Act, Migratory Bird Treaty Act, Marine Mammal Protection Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Wild Bird Conservation Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR2Ø, 5ØCFR21, Non-Service statutes and regulations from other federal agencies including: Customs, United States Department of Agriculture, Drug Enforcement Administration, Immigration and Naturalization Service	**Cost Drivers:**

Process 1: Protect and Manage Species

Q4: Conduct Refuge Patrol and Enforcement

Work Activity Description: provide public safety on service lands for natural, cultural and historic resource protection; protect facilities on refuges; conduct patrol; issue warnings and citations; provide dispatch; prepare reports and make arrests; testify in court; conduct checkpoints, respond to alarms; collect evidence; monitor hunting, trapping, and fishing activities for compliance, perform surveillance; investigate accidents; control crowds; protect crime scenes; obtain and execute warrants

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process costs	**Unit of Measure:**
Inputs: Lacey Act, Eagle Protection Act, Endangered Species Act, Migratory Bird Treaty Act, Marine Mammal Preservation Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Airborne Hunting Act, Archaeological Resource Protection Act, Wild Bird Conservation Act, National Wildlife Refuge Act, Duck Stamp Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR19, 5ØCFR2Ø, 5ØCFR21, 5ØCFR27, 5ØCFR28, 5ØCFR32, 5ØCFR33, 5ØCFR35. Non-Service statutes and regulations from other federal agencies including: Customs, United States Department of Agriculture, Bureau of Alcohol, Tobacco and Firearms, Drug Enforcement Administration, Environmental Protection Agency, Immigration and Naturalization Service	**Cost Drivers:**

Process 1: Protect and Manage Species

Q5: Provide Forensics Support for Law Enforcement

Work Activity Description: identify the species or subspecies of pieces, parts or products of an animal; determine the cause-of-mortality of an animal; analyze forensic evidence; conduct crime scene investigations; testify as an expert witness in a court of law; write professional, scientific papers; conduct research to develop species identification protocols

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 1: Protect and Manage Species

Protect Foreign Species

R2: Implement Provisions of the Western Hemisphere Convention

Work Activity Description: participate in design and implementation of preventative and protective actions related to threatened extinction of any given species with other countries in the Western Hemisphere and foreign and U.S. wildlife experts and specialists; representing the United States, coordinate with governmental authorities in the Western Hemisphere (focal points) to organize national and regional coordination meetings and workshops to fulfill and meet responsibilities and obligations as required by the agreement; provide liaison with other countries and international partners to provide follow-up actions on intercessional activities, training sessions, technical exchanges and technical assistance; assist with development of biodiversity and habitat conservation programs by addressing specific conservation needs of shared migratory species and their habitats.

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:** Number of species influenced for sustainable conservation through activities promoted by the Western Hemisphere Convention.
Inputs: Convention on Nature Protection and Wildlife Protection in the Western Hemisphere	**Cost Drivers:**

Process 1: Protect and Manage Species

R3: Participate in Activities for the Trilateral Committee

Work Activity Description: participate in partnership coordination, cooperation, and development between wildlife agencies and other non-governmental organizations to facilitate conservation and management of biological diversity and ecosystems of mutual interest; develop agendas for annual meetings that address the interests of the three countries; coordinate cooperative actions among the participating parties; develop Service position papers; represent the United States in international negotiations, consultations, conferences, and workshops; fulfill and meet responsibilities and obligations as required by the agreement; provide liaison with other countries and international partners; provide technical assistance or training on treaty commitments and conservation of interest to the three countries.

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Canada/Mexico/US Trilateral Committee for Wildlife and Ecosystem Conservation and Management	**Cost Drivers:**

Process 1: Protect and Manage Species

R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies

Work Activity Description: coordinate CITES work with other interested agencies, the States and Tribes, and foreign governments; represent the United States or other Parties, including the North American region, at meetings or serve as a committee member or participate in CITES negotiations, consultations, conferences, workshops, or working groups; serve as liaison between other Parties and non-Parties for APHIS and CBP; prepare and give congressional testimony or respond to congressional requests for the Service or Department on CITES; develop and implement CITES-related programs for U.S. native Appendix-II species; develop proposals and Federal Register documents to include native U.S. species in Appendix III; coordinate and develop regulations to implement decisions agreed to by the Parties; develop national export and trade policies for CITES species; carry out activities related to the preparation for and attendance at the Conference of the Parties, as well as the CITES technical committees; communicate, as required and needed, with the CITES Secretariat, other CITES Parties, and non-Parties; compile, complete, and communicate Annual and Biennial reports.

Notes:

- For U.S. and foreign species, prepare listing proposals for submission at CITES Conferences of the Parties; evaluate listing proposals submitted by other countries at the CITES Conferences of the Parties

Exclusions:

- Activities related to the actual review and finalization of CITES permit applications, including, but not limited to, the administrative processing of applications, the preparation and completion of required findings, and communication with applicants, are NOT included in this activity code. Code these permit-related tasks to P5: Process International Trade Permits, Domestic Permits and Special Use Permits

Definitions:

- **CITES:** Convention on International Trade in Endangered Species of Wild Fauna and Flora

Constraints: Unique Activity, DOI Requirement. The cost of this activity makes up 1% or more of the appropriate process costs. The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:** Number of species influenced for sustainable conservation through activities associated with CITES.
Inputs: Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)	**Cost Drivers:**

Process 1: Protect and Manage Species

R5: Implement Provisions of Other Bilateral and Multinational Agreements, Treaties, Accords and Orders

Work Activity Description: participate in international treaty negotiations related to migratory birds; coordinate and develop United States wildlife trade, wetlands, and other treaty-related policy, scientific assessments, and positions in consultation with other government agencies, states, tribes, and stakeholders; represent the United States and the North American region in international negotiations, consultations, conferences, and workshops; fulfill and meet responsibilities and obligations as required by the treaties and agreements and the Wild Bird Conservation Act, and Pelly Amendment; provide expertise and input into departmental trade initiatives, such as free trade agreements and on the World Trade Organization; liaise with other countries and international partners; provide technical assistance and training on treaty commitments and conservation in developing countries; under the Multinational Species Conservation Acts, assist in the conservation and protection of identified species by supporting and providing financial resources for conservation programs in nations within the range of these species and projects of persons with demonstrated expertise in identified species conservation.

Notes:

Exclusions:

- Activities associated with or carried out under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) are NOT included under this activity code. Use code R4: Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies for CITES-related tasks.

Definitions:

Constraints: Unique Activity; DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:** Number of species influenced for sustainable conservation through activities promoted by the various bi-national and multinational agreements, treaties, accords, Free Trade Agreements, or Executive Orders
Inputs: Wild Bird Conservation Act, Ramsar Convention on Wetlands of International Importance, Pelly Amendment to the Fishermen's Protective Act, Multinational Species Conservation Act, Arctic Monitoring and Assessment Program, Agreement between the United States of American and the Government of the Russian Federation on Cooperation in the Field of Protection of the Environment and Natural Resources; Protocol on Cooperation and Exchanges in the Field of Conservation of Nature between the Department of the Interior of the United States of America and the State Forestry Administration of the People's Republic of China (Annex 9) The Polar Bear Treaty (Agreement on the Conservation of Polar Bears (1974), U.S. Russia Polar Bear Agreement (2000); Migratory Bird Treaty with the Soviet Union (U.S. Russia Convention Concerning the Conservation of Migratory Birds and their Environment; Endangered Species Act; Rhinoceros and Tiger Conservation Act.	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Develop Habitat Plans

S2: Develop Land Protection Plans

Work Activity Description: develop preliminary project proposals; determine Land Conservation Plan priorities; conduct pre-planning for Land Conservation Plans; write and publish plans; prepare Land Protection Plans; develop and maintain Land Acquisition Priority System; develop plan and compliance documents, including intra-Service Section 7 and National Environmental Policy Act; develop Land Conservation Plan maps; maintain records of proposed and approved station boundaries; develop protection and conservation plans for Service and non-Service lands; display digital spatial data; compile and analyze digital spatial data.

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

S3: Develop Comprehensive Conservation Plans

Work Activity Description: determine Comprehensive Conservation Plan priorities; conduct pre-planning for Comprehensive Conservation Plans; write and publish document to include developing vision, goals and strategies; write compliance documents such as economic, National Environmental Policy Act and intra-Service Section 7 analyses; develop Comprehensive Conservation Plan maps; maintain planning records; conduct periodic review of Comprehensive Conservation Plans; display digital spatial data; compile, analyze, and report digital spatial data; hold public meetings; publish notices in the Federal Register announcing planning process and availability of draft and final plans; prepare or revise compatibility determinations for all activities and uses covered in the CCP; compile, analyze, and summarize public comments and prepare related revisions as necessary

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Refuge Administration Act, National Environmental Policy Act, Alaska National Interest Lands Conservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

S4: Develop Strategic Landscape Based Plans and Projects

Work Activity Description: participate with federal agencies, national governmental organizations, state, and local agencies on long term strategic conservation and land use planning; provide mapping and Geographic Information System input; compile, analyze, and report digital spatial data; develop numerical models to simulate hydrologic conditions

Notes:

- Examples: Strategic Growth of the National Wildlife Refuge System Plan, and ecosystem landscape planning

Exclusions:

- Work associated with Habitat Management Plans should be coded to activity S5: Develop Habitat Management Plans.

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

S5: Develop Habitat Management Plans

Work Activity Description: develop habitat restoration plans at multiple levels, for example, subbasin, riverbasin, watershed, ecosystem, at regional, state, or national levels; participate in partnership efforts, such as Watershed Councils; review plans; provide technical assistance to watershed groups; compile, analyze, and report digital spatial data; develop habitat management plans for National Wildlife Refuges (620 FW1).

Notes:

- Examples: Aquatic Habitat Management Plans ranging from products of National Estuary programs to Riverine Restoration Plans to restore upstream passage for aquatic biota, Refuge Habitat Management Plan

Exclusions:

Definitions:

- **Planning** includes the work leading to the development and implementation of goals, objectives, operational strategies, and progress evaluation.
- **Management Plan** is a broadly-used term to describe a planning document for the manipulation of natural resources in order to achieve societal goals. A plan generally describes the historic and current resource characteristics or functions and outlines goals and objectives to establish or maintain those characteristics or functions at a desired condition. The plan may further describe specific actions and timetables by the participants to achieve those goals and a format to report progress towards this accomplishment.

Constraints: The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Inventory, Assess, and Monitor Habitats

T2: Inventory, Assess, and Monitor Wetlands

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, wetland locations and habitat classifications; verify wetland plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps, such as National Wetlands Inventory; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in wetland acreage and distribution over time; compile and interpret data; prepare reports

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: National Wildlife Refuge System Improvement Act, Emergency Wetlands Resource Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

T3: Inventory, Assess, and Monitor Uplands

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, upland locations and habitat classifications; verify upland plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in upland acreage and distribution over time; compile and interpret data; prepare reports

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: National Wildlife Refuge System Improvement Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

T4: Inventory, Assess, and Monitor Riparian/Stream Habitats

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, riparian locations and habitat classifications; verify riparian plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in riparian/stream acreage and distribution over time; compile and interpret data; prepare reports

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: National Wildlife Refuge System Improvement Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

T5: Inventory, Assess, and Monitor Marine/Coastal Habitats

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, marine/coastal locations and habitat classifications; verify marine/coastal plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps, such as Coastal Barrier Resources Act; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in marine/coastal acreage and distribution over time; compile and interpret data; prepare reports

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Coastal Barrier Resources Act, National Wildlife Refuge System Improvement Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Manage and Protect Lands and Habitats

U2: Acquire and Manage Real Estate

Work Activity Description: acquire legal interests in fee real estate. Negotiations, land surveys, preacquistion contaminants surveys, title and closings, maps and records notation, relocation assistance, and perform records management; create and maintain easement or refuge boundary digital spatial data; issue just compensation statements, closings; complete cadastral surveys of boundaries; post boundaries; manage oil, gas, and mineral rights; manage submerged land issues; and manage title disputes, create maps, provide program support. Maintain Boundaries: survey, relocate, post, fence, map, enforce, and otherwise maintain station and special area boundaries. Appraisal, record keeping, and payments; create and maintain easement or refuge boundary digital spatial data. Examples include closure areas to protect wildlife, channel marking, special designation areas, external boundaries, and hunting areas; create and maintain easement or refuge boundary digital spatial data. This includes acquisition of less than fee interests (leasing in support of Service activities), appraisal review, RPMIS, property utilization surveys.

Other tasks include:
(1) Ensure that real property accounts are reconciled and inventories are documented;
(2) Maintain all records related to real property, including records of financial transactions related to real property;
(3) Reconcile official real property subsidiary data to the accounting system data at least monthly;
(4) Perform physical inventories. The inventory must be reconciled with financial and property records, and the accuracy of the results must be certified by the accountable officer or designee. These physical inventories must be coordinated with the OIG and other auditors;
(5) Maintain documentation of physical inventories. This documentation must be available for review by auditors; and
(6) Maintain close liaison with Chief Financial Officers and other personnel involved with real property to provide assurance that values reported are accurate. Track policies, procedures and responsibilities governing the receipt of personal property and services; and accountability, record keeping, management and survey of personal property in the Department of the Interior.

Notes:

- Refuges is required to survey the land every five years as part of the revenue sharing statute.

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: CERCLA, RCRA, CWA and Departmental regulations, Refuge Revenue Sharing Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

U3: Acquire Easements

Work Activity Description: develop or write conservation easements, conduct site visits and landowner contacts; prepare documents; create and maintain easement or refuge boundary digital spatial data; conduct landowner negotiations, appraisals, title curative, and negotiations; contaminant surveys, certificate of possession and inspection, closings, issue just compensation statements, and baseline inventories

Notes:

- This activity includes both easements held by FWS and those held by others, such as States and NGOs, but for which FWS expends funds to help develop and establish.

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Refuge Administration Act, Alaska Native Claims Settlement Act, Alaska National Interest Lands Conservation Act, Refuge Systems Improvement Act, Migratory Bird Conservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

U4: Exchange or Dispose of Lands

Work Activity Description: appraisal, preacquistion contaminants surveys, ensure internal NEPA compliance, marketing, and closing. Excludes disposal of facilities where the Service retains the land; create and maintain easement or refuge boundary digital spatial data

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Comprehensive Environmental Response Compensation and Liability Act of 198Ø, Resource Conservation and Recovery Act, Clean Water Act, Departmental regulations, Alaska Native Claims Settlement Act, Alaska National Interest Lands Conservation Act, Refuge Administration Act, Endangered Species Act, Migratory Bird Conservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

U5: Manage Wilderness Areas

Work Activity Description: identify, plan, and manage designated wilderness areas; compile and analyze digital spatial data

Notes:

- Designated wilderness areas

Exclusions:

- All work associated with Comprehensive Conservation Plans, including wilderness reviews, is covered under work activity S3: Develop Comprehensive Conservation Plans.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Wilderness Act, Wild and Scenic Rivers Act, and other Executive Orders	**Cost Drivers:**

Process 2: Protect and Manage Habitats

U6: Manage Water Quality and Quantity

Work Activity Description: includes all compliance work associated with maintaining water quality, as measured by the percent of surface waters that meet State (EPA approved) Water Quality Standards, and surface and ground water quantity in system directly controlled by or influenced by Department of Interior, consistent with applicable federal and state law. This includes regulatory staff activities required to comply with management plans, whether in the field or office, contracted work for the same compliance work, and equipment purchased or leased.

Identify existing water rights; prepare water right maps; conduct water use and water right surveys; prepare and file water right applications and claims; participate in water right hearings; review new water use applications and challenge as needed; develop and implement water monitoring plans; design, install, and maintain water measuring systems; collect and analyze hydrologic data; prepare and submit water use reports; maintain water use records; monitor water rights; document water use; design, develop, collect, compile, analyze, report, and disseminate digital spatial data; provide technical assistance to land managers; develop numerical models to simulate hydrologic and hydro geologic conditions; assert Federal Reserved Water Rights; acquire instream flow water rights under State law; ensure and maintain instream flows.

Review water quality criteria, water standards, total maximum daily load, and Section 4Ø2 permits (National Pollutant Discharge Elimination System); measure, monitor, manage, manipulate and document water quality on facilities; work with other organizations to develop and coordinate water quality standards

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Manage and Protect Habitats

V2: Manage and Protect Wetlands

Work Activity Description: conduct activities that result in a conservation practice being applied to the project site (manage) or conduct activities that result in the long-term prevention of degradation of the project site (protection). Protection activities may be in the form of preparation for conservation easement or fee title acquisition with associated land use restrictions or activities that maintain the biological function of an existing habitat e.g., fencing out feral ungulates from a sensitive plant site. Activities include: manage water levels; manage soil moisture; manipulate soil; manage tidal systems; prepare and maintain habitat maps; plan habitat operations; monitor habitat conditions, report accomplishments; manage submerged lands, marshes, and shorelines on beaches, rivers, and lakes; assist partners and private landowners with habitat improvement and wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); provide funding as cooperative agreements, grants and contracts

Notes:

- This includes artificial and human-made wetlands.

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Clean Water Act Section 4Ø4, Executive Orders 1199Ø and 11988, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Alaska National Interest Lands Conservation Act;181 Mitigation Policy, NPI #89-Ø2 Mitigation Policy, Clean Water Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

V3: Manage and Protect Uplands

Work Activity Description: conduct activities that result in a conservation practice being applied to the project site (manage) or conduct activities that result in the long-term prevention of degradation of the project site (protection). Protection activities may be in the form of preparation for conservation easement or fee title acquisition with associated land use restrictions or activities that maintain the biological function of an existing habitat e.g., fencing out feral ungulates from a sensitive plant site. Activities include: coordinate with partners; develop grants; develop and administer cooperative agreements; negotiate with farmers and other landowners ; conduct farming operations, that is, field preparation, plant, cultivate, and harvest; prepare and maintain habitat maps; plan habitat operations; monitor habitat conditions; report accomplishments; manage cropland activities by planning, preparing, planting, irrigating, harvesting, monitoring and maintaining croplands; develop documents and implement strategies for integrated pest management and pesticide use proposals; improve forest health; cut for regeneration, salvage, thin, or apply non-harvest forest management practices; monitor forests; spray for native forest insect and disease control and chemical tree injection for timber stand improvement; manage green tree reservoirs; assist partners and private landowners with habitat improvement and wildlife issues; oversee mowing and grazing operations; create, develop, or collect digital spatial data; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); provide funding as cooperative agreements, grants and contracts

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

V4: Manage and Protect Riparian/Stream Habitats

Work Activity Description: conduct activities that result in a conservation practice being applied to the project site (manage) or conduct activities that result in the long-term prevention of degradation of the project site (protection). Protection activities may be in the form of preparation for conservation easement or fee title acquisition with associated land use restrictions or activities that maintain the biological function of an existing habitat e.g., fencing out feral ungulates from a sensitive plant site. Activities include: participate, assess data, provide analysis and appropriate flow schedules; participate, assist in, and provide flow studies; partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes; provide flow and spill recommendations; assist partners and private landowners with wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data associated to the management and protection project; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); provide funding as cooperative agreements, grants and contracts

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Alaska National Interest Lands Conservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

V5: Manage and Protect Marine and Coastal Habitats

Work Activity Description: conduct activities that result in a conservation practice being applied to the project site (manage) or conduct activities that result in the long-term prevention of degradation of the project site (protection). Protection activities may be in the form of preparation for conservation easement or fee title acquisition with associated land use restrictions or activities that maintain the biological function of an existing habitat e.g., fencing out feral ungulates from a sensitive plant site. Activities include: tasks to protect the biological integrity, diversity, and environmental health of marine and coastal habitats, including but not limited to: partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes regarding land use planning, habitat protection, zoning, and regulating uses of coastal and marine habitats; providing mapping and Geographic Information System and associated analysis to support resource protection; reducing or eliminating various sources of pollutants; posting areas to identify restricted use zones; controlling erosion, shore nourishment or re-vegetation projects; removing shipwrecks or debris; installing artificial reefs; developing and conducting public outreach for coastal and marine habitat conservation; responding to public inquiries; preparing management plans, data analyses, and accomplishment reporting regarding coastal and marine habitat conservation; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); provide funding as cooperative agreements, grants and contracts

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Coastal Zone Management Act, Fish and Wildlife Act, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Executive Order 13158, Executive Order 13089 on Coral Reefs	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Restore and Enhance Habitats

W2: Restore Wetlands

Work Activity Description: activities that result in the return of biological functions to a degraded or destroyed wetland; implementation of restoration practices and the associated permit and compliance activities that lead up to the actual restoration; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes; assist partners and private landowners with habitat improvement and wildlife issues; provide funding, such as cooperative agreements, landowner agreements, grants and contracts; give management advice, planning and compliance assistance, examples include: water level manipulation, water purchase, nesting structures, fencing, plant and animal control; use prescribed burns to restore to desired habitat conditions; assist partners and private landowners with habitat improvement and wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals; fill drainage ditches; break drainage tiles; alter topography, soils, and existing vegetation; design, develop, collect, compile, analyze, monitor, report, and disseminate digital spatial data associated with restoration projects

Notes:

- This includes forested wetlands such as bottomland forest, mangrove forests, cypress forests restoration.

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: DOI Requirement; PART; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

W3: Restore Uplands

Work Activity Description: activities that result in the return of biological functions to a degraded or destroyed habitat; implementation of restoration practices and the associated permit and compliance activities that lead up to the actual restoration ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes; examples include: prepare seedbed; replant grassland; harvest seeds; prepare restoration plans; monitor restoration actions; use prescribed burns to restore to desired habitat conditions; work with partners and private landowners; provide funding as cooperative agreements, grants and contracts; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data associated with restoration projects

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

W4: Restore Riparian/Stream Habitats

Work Activity Description: activities that result in the return of biological functions to a degraded or destroyed habitat; implementation of restoration practices and the associated permit and compliance activities that lead up to the actual restoration mechanical, physical, qualitative restoration of the stream; includes in-stream habitat; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes; prepare seedbed; replant grassland; harvest seeds; prepare restoration plans; monitor restoration actions; control planting and erosion; work with partners and private landowners; provide funding as cooperative agreements, landowner agreements, grants and contracts; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data; remove fish barriers; offer training in instream riverine restoration techniques; assess the need and appropriate riverine contours to restore channelized streams; recommend changes in the instream benthic environment to improve flow characteristics and fisheries habitat; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data associated with restoration projects

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuges Improvement Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

W5: Restore Marine and Coastal Habitats

Work Activity Description: activities that result in the return of biological functions to a degraded or destroyed coastal habitat; implementation of restoration practices and the associated permit and compliance activities that lead up to the actual restoration; partnering with or advising federal agencies, non-governmental organizations, state and local agencies, private landowners, and tribes; provide funding as cooperative agreements, landowner agreements, grants and contracts; ensure National Environmental Policy Act compliance (e.g., Section 7 consultations, Cultural Resources Consultation, Contaminant Surveys, Clean Water Act Section 404, local and state regulation compliance); plan and conduct compliance; examples include: alter topography, soils, and existing vegetation; replant native species; prepare restoration plans; monitor restoration actions; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data associated with restoration projects

Notes:

Exclusions:

- If the primary purpose of the activity or the majority of work accomplished is directly related to threatened or endangered species recovery, then time and other costs should be charged to the activity D2: Implement Recovery Actions for T&E Species.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: 181 Mitigation Policy, NPI #89-Ø2 Mitigation Policy, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Ensure Environmental Compliance

Ensure Environmental Quality and Safety

X2: Evaluate and Audit Environmental Safety and Compliance

Work Activity Description: review plans; evaluate environmental compliance; document findings; provide technical assistance with resolving compliance issues; track audit finding compliance and abatement through centralized environmental auditing database; test, identify, and abate, where necessary, lead-based paint and asbestos

Notes:

- Spill prevention control, countermeasure plans, field station asbestos survey inventories, and residential lead-based paint inventories

Exclusions:

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

X3: Conduct Contaminant Assessments

Work Activity Description: complete contamination assessment process for National Wildlife Refuge lands; investigate contaminant effects on species and habitats on and off National Wildlife Refuge lands; identify contaminant sources and pathways potentially affecting National Wildlife Refuge; collect and analyze contaminant-related information on and off-refuges; provide Environmental Protection Agency review and assessments for toxics, such as metals and pesticides; compile, analyze, and report digital spatial data; operate National Pollution Discharge Elimination System; conduct Cooperative Agreements Program

Notes:

- Includes the review of all pesticide use proposals

Exclusions:

- Charge time for preacquisition contaminant surveys to work activity M8: Acquire and Manage Real Estate.

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Regulatory Impact Analyses, Clean Water Act, Comprehensive Environmental Response Compensation and Liability Act, Migratory Bird Treaty Act and Endangered Species Act, Resource Conservation and Recovery Act, Fish and Wildlife Coordination Act, Cooperative Agreements Program	**Cost Drivers:**

Process 2: Protect and Manage Habitats

X4: Clean up Contaminated Service Lands

Work Activity Description: plan, review, develop and conduct contaminant cleanups, such as soil remediation, hazardous site identifications, planning, and technical evaluations

Notes:

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation and Liability Act, Clean Water Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

X5: Ensure Air Quality

Work Activity Description: monitor air quality and document impacts; review permitted activities; develop and coordinate standards; monitor air quality in Class 1 wilderness areas; review applications for activities that may impact Class 1 wilderness areas; work with other federal organizations to develop and coordinate quality standards

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Regional Haze Standards and National Environmental Policy Act, Wilderness Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Respond to Hazardous Waste Issues and Spills

Y2: Prepare for and Implement Spill Response Plans

Work Activity Description: develop spill response plans, including spill prevention, control, countermeasures (Spill Prevention Control and Countermeasure Plans), and assistance in the development of Coast Guard and Environmental Protection Agency spill response plans per the Oil Pollution Act Memorandum of Agreement; respond to oil and hazardous materials spills through the Incident Command System; participate in regional response team meetings; prepare cost documentation to submit to the Coast Guard or Estuary Protection Act for reimbursement of funds

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Oil Pollution Act, Clean Water Act and Comprehensive Environmental Response Compensation and Liability Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Y3: Review Hazardous Waste Actions

Work Activity Description: provide technical assistance to states, tribes and other agencies, especially the Environmental Protection Agency, the Department of Defense and the Department of Energy regarding effects to natural resources from hazardous waste; assist in cleanups; participate in Biological Technical Assistance Groups and Engineering Technical Assistance Groups

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, Fish and Wildlife Coordination Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Y4: Conduct Natural Resource Damage Assessments

Work Activity Description: identify and quantify potential injuries and damages to trust resources; attend court in coordination with other governmental agencies, state, and tribal co-trustees; respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database; compile, analyze, and report digital spatial data

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Comprehensive Environmental Response Compensation and Liability Act, Oil Pollution Act and Clean Water Act, Resource Conservation and Recovery Act	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Conduct Environmental Review for Customers

Z2: Review and Develop Environmental Provisions for Federal Projects, Plans, and Permits

Work Activity Description:

- Activities include all technical assistance on energy, transportation (e.g., Federal highways and airport projects), water supply and distribution, restoration (e.g., Everglades, Coastal Wetlands Planning, Protection, and Restoration Act) and other projects and related actions under the Fish and Wildlife Coordination Act (FWCA), Clean Water Act (CWA), National Environmental Policy Act (NEPA), and other Project Planning-related authorities.
- Examples of tasks include: conducting investigations; assessing impacts; participating early and throughout the planning process for Energy-related, Transportation-related, Water Supply-related, Restoration-related, or other projects, plans, and permits; making recommendations; May also include engagement on actions including beach nourishment and other flood protection; navigation; Forest Plans and Integrated Natural Resource Management Plans; non-energy minerals; and grazing.
- Reviewing NEPA documents and proposals for completeness and environmental compliance; preparing FWCA reports and planning aid letters, as well as CWA reviews; and offering other related environmental technical assistance. Managing and overseeing program and staff, and developing program policy and guidance and following-up with Action Agencies to the decision-document stage.

Notes:

- Can include projects, permits, and/or plans related to the Corps of Engineers; tribal governments; Department of Transportation; Bureau of Reclamation; Bureau of Land Management; Department of Defense; Integrated Natural Resource Management Plans; Forest Service;National Oceanic and Atmospheric Administration; Natural Resources Conservation Service; Department of Interior and other Federal organizations, state, and local partners.
- This category **DOES** include reviews related to oil and gas pipelines, mineral leasing, farm bill, wind energy, and other relevant actions.

Exclusions:

- This activity does NOT include actions related to hydropower licensing For project reviews under the Federal Energy Regulatory Commission (FERC) hydropower licensing, relicensing, and exemption processes charge to the appropriate code from among Z3: Review and Develop Environmental Provisions for FERC Hydropower Project – Municipal (MUN) or Z4: Review and Develop Environmental Provisions for FERC Hydropower Project – Non-Municipal (PUB) or Z5: Review and Develop Environmental Provisions for FERC Hydropower Project – Non-Specific (COM).

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process costs.	**Unit of Measure:**
Inputs: Clean Water Act Sections 4Ø4, 312 and 316; Migratory Bird Treaty Act, National Environmental Policy Act, Endangered Species Act, Coastal Barrier Resources Act, Federal Power Act, Wild and Scenic Rivers Act Section 7(a), Rivers and Harbors Act Section 1Ø, Fish and Wildlife Coordination Act	**Cost Drivers:** Number of Project Reviews Received and Completed (HC)

Process 2: Protect and Manage Habitats

Z3: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects – Municipal (MUN)

Work Activity Description:

- Activities include work in the "municipal" Federal Energy Regulatory Commission hydropower licensing and relicensing processes.
- Examples of municipal project owners include Richmond City Power, Seattle City Light, Grant County PUD, Eugene Water and Electric Board, and the Oroville-Wyandotte Irrigation District.
- Work activities related to the review, issuance, and monitoring of section 30(c) exempted projects are countable pursuant to cost recovery guidelines.

Notes:

- Includes time spent by Service staff working on FERC licensings/relicensings even after licensing has been completed to ensure they are being implemented in manners consistent with licensing terms, conditions and timetables.

Exclusions:

Definitions:

- The term "municipal" includes all domestic non-Federal Government entities such as States, cities, counties, public utility districts, irrigation districts, etc. Owners of municipal hydropower projects can claim municipal preference under section 7(a) of the FPA.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Z4: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects – Non-Municipal (PUB)

Work Activity Description:

- Activities include work in the "non-municipal" Federal Energy Regulatory Commission hydropower licensing and relicensing processes. "Non-municipal" projects include independent energy companies not affiliated with cities, towns, counties, or other municipalities. Owners of non-municipal hydropower projects cannot claim municipal preference under section 7(a) of the FPA.
- Examples of non-municipal project owners include Duke Energy, Puget Sound Energy, PacifiCorp, Alaska Power and Light, Idaho Power Company, Alabama Power Company, and Southern California Edison.
- Work activities related to the review, issuance, and monitoring of section 30(c) exempted projects are countable pursuant to cost recovery guidelines.

Notes:

- Includes time spent by Service staff working on FERC licensings/relicensings even after licensing has been completed to ensure they are being implemented in manners consistent with licensing terms, conditions and timetables.

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Z5: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects – Non-Specific (COM)

Work Activity Description:

- Costs (time and non-labor expenses) associated with performing general hydropower program activities that are not specific to municipal or non-municipal projects should be coded in this category.
- Activities in this Federal Energy Regulatory Commission category include meeting attendance, including workshops, conferences, and training, with the Department, FERC, Government Accounting Office, industry, or other entities to discuss hydropower projects and project licensing.

Notes:

- Includes time spent by Service staff working on FERC licensings/relicensings even after licensing has been completed to ensure they are being implemented in manners consistent with licensing terms, conditions and timetables.

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Z6: Manage Oil and Gas Activities

Work Activity Description: manage oil and gas exploration, development, and production activities on units of the National Wildlife Refuge System. Review titles and real estate records, negotiate Special Use Permits and Access Agreements. Develop specific conditions for maximizing resource protection, monitoring oil and gas activities, assess impacts to fish, wildlife, and habitat, coordination with other regulatory agencies, and develop restoration plans.

Notes:

- These oil and gas activities include seismic exploration, drilling, production, pipelines, and plugging wells.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Manage Fire Operations

2A: Prepare for Wildland Fires

Work Activity Description: all work associated with preparing for wildland fires. Preparedness includes: all labor and operational costs of planned and predictable wildland fire management elements (except fuels reduction treatments, suppression, and rehabilitation); first eight (8) hours of regular time up to 4Ø hours per week of all employees coding their regular time to this activity that are assigned to wildland fire duties; recruiting, hiring and training personnel; purchase of and contracting for equipment, supplies, support, planning and coordination; policy development and oversight; interagency coordination and direction; funding of research projects by Universities and other scientific organizations, including administrative and support costs; detection devices; severity (escalated preparedness costs) required due to abnormally high or extreme fire danger, or fire seasons that start earlier than planned in the fire management plan or last longer than planned in the fire management plan.

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2B: Prepare Fire Management Plans

Work Activity Description: a fire management plan is a strategic plan designed to specifically guide the full range of fire management activities in a unit or area. Fire management plans are a subset of broader resource management plans for parks, refuges, reservations, and other public lands managed by Interior. Fire management plans include documentation of resource management objectives and activities such as restoring or maintaining forest or rangeland health, protecting communities and public safety. New plans should be developed and implemented across agency boundaries.

Notes:

- The activity includes all costs associated with the preparation of fire management plans, including, but not limited to:
    - personnel costs for preparation
    - collaboration (outreach, meetings, public meetings, etc.) with other entities and the public
    - consultation with tribes
    - NEPA analysis
    - coordination and cross-walking with other existing implementation plans
    - third party contracting
    - costs associated with document preparation such as printing, collating and distribution
    - training associated with preparing staff to complete the plans
    - research and data searches
    - GIS queries

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2C: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)

Work Activity Description: treatments to reduce the buildup of hazardous fuels outside the wildland urban interface to support land/resource management plan goals and objectives to restore or maintain healthy forests and rangelands using prescribed fire. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and reported to the specific work activity.

Notes:

- Costs for this activity include:
  - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments outside the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross walking with other existing implementation plans, compliance with state (e.g. smoke), other federal, and local laws, third party contracting, burn plans, etc.
  - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, aircraft flight time, and initial construction of fuel breaks designed to protect the WUI
  - training in fuels treatment methods and techniques
  - costs associated with developing fuels treatment methods and techniques
  - costs associated with document preparation such as printing, collating, and distribution,
  - training associated with preparing staff to complete plans, research and data searches and GIS associated activities.
  - training associated with developing and attending NWCG certified prescribed fire curriculum

Exclusions:

- Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2D: Reduce Hazardous Fuels - Mechanical (Non-WUI)

Work Activity Description: treatments to reduce the buildup of hazardous fuels outside the wildland urban interface to support land/resource management plan goals and objectives to restore or maintain forest and rangeland health using manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity.

Notes:

- Costs for this activity include:
  - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments outside the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state, other federal, and local laws, third party contracting, etc.
  - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments outside the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time
  - training in fuels treatment methods and techniques
  - costs associated with developing fuels treatment methods and techniques
  - costs associated with document preparation such as printing, collating, and distribution,
  - training associated with preparing staff to complete plans, research and data searches and GIS associated activities.

Exclusions:

- Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2E: Reduce Hazardous Fuels - Other Methods (Non-WUI)

Work Activity Description: other fuels reduction treatments are specific fuels treatments undertaken using chemical or biological agents with the defined objective of mitigating the risk to a community for wildland fire on federal lands. Each project is undertaken within the guidance outlined in a project specific plan compliant with all applicable Federal, Tribal, State, and local law. Where multiple treatments are necessary to meet fuel treatment objectives, each treatment is counted individually and charged to the specific work activity.

Notes:

- Costs for this activity include:
    - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, chemical prescriptions, compliance with state, other federal, and local laws, third party contracting, etc.
    - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time
    - training in fuels treatment methods and techniques
    - costs associated with developing fuels treatment methods and techniques
    - costs associated with document preparation such as printing, collating, and distribution,
    - training associated with preparing staff to complete plans, research and data searches and GIS associated activities.

Exclusions:

- Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2F: Reduce Hazardous Fuels – Prescribed Fire (WUI)

Work Activity Description: treatments to reduce the buildup of hazardous fuels in the wildland urban interface to provide for firefighter and public safety and support land/resource management plan goals and objectives using prescribed fire. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity.

Notes:

- Costs for this activity include:
    - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state (e.g. smoke), burn plans, other federal, and local laws, third party contracting, etc.
    - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, aircraft flight time, and initial construction of fuel breaks designed to protect the WUI
    - training in prescribed fire fuels treatment methods and techniques
    - costs associated with developing fuels treatment methods and techniques
    - costs associated with document preparation such as printing, collating, and distribution
    - training associated with preparing staff to complete plans, research and data searches and GIS associated activities

Exclusions:

- This activity does not include costs for cultural and historical surveys, T&E species surveys, and archeological surveys.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2G: Reduce Hazardous Fuels - Mechanical (WUI)

Work Activity Description: treatments to reduce the buildup of hazardous fuels in the wildland urban interface to provide for firefighter and public safety and support land/resource management plan goals and objectives using manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity.

Notes:

- Costs for this activity include:
  - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state, other federal, and local laws, third party contracting, etc.
  - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time
  - training in fuels treatment methods and techniques
  - costs associated with developing fuels treatment methods and techniques
  - costs associated with document preparation such as printing, collating, and distribution,
  - training associated with preparing staff to complete plans, research and data searches and GIS associated activities

Exclusions:

- This activity does not include costs for cultural and historical surveys, T&E species surveys, and archeological surveys.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2H: Reduce Hazardous Fuels - Other Methods (WUI)

Work Activity Description: other fuels reduction treatments (WUI) are specific fuels treatments undertaken using chemical or biological agents with the defined objective of mitigating the risk to a community for wildland fire on federal lands. Each project is undertaken within the guidance outlined in a project specific plan compliant with all applicable Federal, Tribal, State, and local law. Where multiple treatments are necessary to meet fuel treatment objectives, each treatment is counted individually and charged to the specific work activity.

Notes:

- Costs for this activity include:
    - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, chemical prescriptions, compliance with state, other federal, and local laws, third party contracting, etc.
    - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time
    - training in fuels treatment methods and techniques
    - costs associated with developing fuels treatment methods and techniques
    - costs associated with document preparation such as printing, collating, and distribution,
    - training associated with preparing staff to complete plans, research and data searches and GIS associated activities

Exclusions:

- This activity does not include costs for cultural and historical surveys, T&E species surveys, and archeological surveys

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2J: Suppress Wildland Fires (Non-WUI)

Work Activity Description: responding to unwanted and unplanned wild fires beyond the wildland urban interface with the intention of controlling them to avoid loss of life and property and natural resources. Suppression responses are consistent with the direction outlined in approved fire management plans. Labor and other costs associated with the suppression of unplanned and unwanted wildland fires include: - salaries and benefits of firefighting and support personnel (excluding the base 8 hours of regular time each day up to 40 hours per week for fire personnel and including base 8 for non-fire personnel who are working on a fire suppression operation) - aircraft operations, logistical and subsistence support costs for all employees assigned to the fire, - supplies and equipment (including replacement of lost or destroyed capitalized and expendable equipment covered by a board of survey action), - contracts for goods and services, rental of equipment and facilities, associated logistical support, and measures taken to correct damages resulting from actions taken to suppress the wildfire. - costs associated with investigation and review activities related to specific wildland fires - costs of returning suppression equipment to a serviceable condition. - costs associated with escalated preparedness (severity) that is required due to abnormally high or extreme fire danger, or fire seasons that start earlier than planned in the fire management plan or last longer than planned in the fire management plan.

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2K: Suppress Wildland Fires (WUI)

Work Activity Description: responding to unwanted and unplanned wild fires in the wildland urban interface (WUI) with the intention of controlling them to avoid loss of life and property, natural resources, and social and economic values. Suppression responses are consistent with the direction outlined in approved fire management plans.

Notes:

- Labor and other costs associated with the suppression of unplanned and unwanted wildland fires include:
- Salaries and benefits of firefighting and support personnel (excluding the base 8 hours of regular time each day up to 40 hours per week for fire personnel and including base 8 for non-fire personnel who are working on a fire suppression operation)
- Aircraft operations, logistical and subsistence support costs for all employees assigned to the fire,
- Supplies and equipment (including replacement of lost or destroyed capitalized and expendable equipment covered by a board of survey action),
- Contracts for goods and services, rental of equipment and facilities, associated logistical support, and measures taken to correct damages resulting from actions taken to suppress the wildfire.
- Costs associated with investigation and review activities related to specific wildland fires
- Costs of returning suppression equipment to a serviceable condition.
- Costs associated with escalated preparedness (severity) that is required due to abnormally high or extreme fire danger, or fire seasons that start earlier than planned in the fire management plan or last longer than planned in the fire management plan.

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2L: Stabilize Burned Areas

Work Activity Description: planned actions within one year of a wildland fire to stabilize and prevent unacceptable degradation of natural and cultural resources, to minimize threats to life or property resulting from the effects of a fire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources.

Notes:

- Costs associated with emergency stabilization of burned areas include:
    - work to prevent land degradation, resource losses, other measures necessary to stabilize erodible soils, structures, or other conditions or damage caused by wildfires
    - planning, collaboration (outreach, meetings, public meetings, etc.) with other entities and the public
    - consultation with tribes
    - NEPA analysis
    - ESA section 7 threatened and endangered species consultation and review
    - coordination and cross-walking with other existing implementation plans
    - third party contracting, cultural clearances, condition class assessments
    - compliance with other Federal, state, and local laws
    - identification of treatment
    - seeding/mulching to prevent erosion
    - seeding to prevent permanent impairment of critical habitat for Federal and state listed, proposed or candidate threatened and endangered species.
    - seeding to prevent establishment of invasive plants
    - direct treatment of invasive plants
    - structural measures to slow soil & water movement
    - stabilize critical heritage resources
    - protective fences or barriers to protect treated or recovering area
    - replacing/repairing (minor) facilities essential to public health and safety
    - conducting assessments of habitat and significant heritage sites in those areas affected by emergency stabilization treatments
    - patrolling, camouflaging, burying significant heritage sites to prevent looting
    - increasing road drainage frequency and/or capacity to handle additional post-fire runoff
    - document preparation such as printing, collating, and distribution - training associated with preparing staff to complete these plans - research and data searches - GIS associated activities

Exclusions:

- Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2M: Rehabilitate Lands Damaged by Wildland Fire

Work Activity Description: includes labor and other costs associated with the rehabilitation of burned areas and damage caused by wildfires. Emergency rehabilitation costs for any one fire shall not exceed three years or two full growing seasons to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire.

Notes:

- Costs associated with rehabilitation include:
    - tree planting to establish burned habitat, reestablish native tree species lost in fire, regenerating Indian trust commercial timberland
    - repair damage to minor facilities (campgrounds, exhibits, fences, guzzlers, etc.)
    - habitat restoration
    - invasive plant treatment
    - road/trail maintenance
    - heritage site restoration
    - fence replacement
    - work to prevent land degradation or resource losses
    - fencing of areas to prevent animals or humans from entering sensitive areas
    - felling damaged trees posing threats to human safety
    - costs to plan, survey, design emergency measures to ensure rehabilitation of lands damaged by wildfire
    - all costs associated with the preparation of activity plans
    - staff time for prep, collaboration (outreach, meetings, etc.) with other entities and the public
    - cultural clearances
    - consultation with tribes
    - NEPA analysis
    - condition class assessments
    - Section 7 ESA threatened and endangered species consultation and review
    - coordination and cross-walking with other existing implementation plans
    - third party contracting
    - compliance with other federal, state, and local laws
    - document preparation such as printing, collating, and distribution
    - training associated with preparing staff to complete these plans
    - research and data searches and GIS associated activities
    - all costs of preparing post-burn supplements to Normal Fire Rehabilitation Plans (NFPR) and the costs of preparing Emergency Fire Rehabilitation Plans where no NFPR exists

Exclusions:

- Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys. Costs of restoring burned areas to full natural or pre-fire productivity are to be funded from the resource programs benefiting activities.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Work Activity Description: 1) Fuels treatments include chemical, mechanical, vegetation seeding or re-vegetation treatments, prescribed fires, wildland fire for resource benefit or a combination of these treatments. Costs for monitoring and evaluating fuels treatments include: labor and other costs associated with monitoring and evaluating the short-term effects of fuels management treatments, monitoring of weed or other vegetation populations and evaluating their response to the fire or treatment are also included.

2) Costs for monitoring and evaluation of emergency stabilization and rehabilitation treatments include; labor and other costs associated with the monitoring and evaluation of rehabilitation projects and actions for up to three growing seasons after fire control. This includes monitoring plot establishment, reading of studies, data analysis and preparation of an evaluation report. Acres monitored are reported each year that studies are read and when the evaluation report is completed. Initial treatment effects monitoring, plot establishment, and first year post-treatment monitoring. Salaries, benefits, travel and supplies for personnel directly involved in monitoring and evaluation for actions taken prior to and during treatment to measure treatment effectiveness and ecological change. Monitoring and evaluation may extend beyond the 3-year period of rehabilitation actions.

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 2: Protect and Manage Habitats

Manage and Preserve Cultural Resources and Museum Items

3A: Manage and Protect Cultural and Heritage Resources

Work Activity Description: write step-down plans, site restoration and maintenance; conduct non-compliance related coordination; prepare memoranda of understanding; conduct surveys; maintain inventories; prepare Geographic Information System analysis and mapping; research and excavate repatriate property, museum property, and national historic sites; identify and mitigate historic properties; manage, compile, analyze, and report digital spatial data

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: National Historic Preservation Act, Archeological Resources Protection Act, Native American Graves Protection and Repatriation Act, Executive Order 13ØØ7	**Cost Drivers:**

Process 2: Protect and Manage Habitats

3B: Manage and Protect Museum Items

Work Activity Description: inventory and curate museum collections; manage museum agreements; manage historical photographs, including museum photographs; acquire, label, catalog, store, maintain, inventory, conserve, and secure collections; maintain records, including catalog and inventory lists, photographs/images, location information, condition information, loan information, monitoring records, records on lost or damaged/destroyed objects, and records on de-accessions; inspect collections

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: National Historic Preservation Act, Archeological Resources Protection Act, Native American Graves Protection and Repatriation Act, Antiquities Act	**Cost Drivers:**

Process 3: Serve People

Provide Opportunities for Recreation and Community Partnerships

4A: Provide and Manage Opportunities for Quality Fish and Wildlife Dependent Recreation

Work Activity Description:

- Provide opportunities for hunting, fishing, environmental education, wildlife observations or photography, and interpretation; plan and develop programs
- Administer refuge fee program, collect and account for fees; issue and administer concessions; operate visitor centers; provide public access; assess and review visitor service programs
- Propagate, culture, and distribute fish. Feed fish; manage noncaptive and captive brood stock; produce fertilized eggs; produce juvenile fish; conduct fry/fish disease treatment; monitor and inventory; treat eggs for disease; pick eggs; collect and spawn brood stock; collect eggs; conduct other disease treatments; sort, monitor and keep records for brood stock; load fish; drive trucks; release fish; acclimate; monitor; keep records; obtain transfer permits for fish; manage, monitor and manipulate water quantity and quality; collect and analyze data and produce reports; evaluate fish production programs to determine if management plan objectives are being met

Notes:

- Includes work on producing fish for recreation

Exclusions:

- Maintenance of visitor center buildings should be coded to 8G: Maintain Buildings

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Fish and Wildlife Act of 1956, Refuge Recreation Act, Refuge Administration Act	**Cost Drivers:**

Process 3: Serve People

4B: Provide and Manage Opportunities for Other Public Uses

Work Activity Description: provide and manage recreational opportunities other than for priority public uses.

Notes:

Exclusions:

- These include other recreational and other uses that are allowed, except those that require a Special Use Permit. Special Use Permits code to P4: Process Refuge Special Use Permits.

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: Refuge Improvement Act of 1997	**Cost Drivers:**

Process 3: Serve People

4C: Develop Visitor Services Plan

Work Activity Description: this includes activities related to developing a Visitor Services Plan (VSP) for a unit of the National Wildlife Refuge System, which is usually a step-down management plan of the refuge's CCP and is the overarching document for providing visitor services in the Refuge System. These plans provide an integrated analysis of all applicable aspects of visitor service programs on a refuge.

Notes:

- When a refuge develops a VSP, we incorporate existing refuge hunting and fishing plans and any other visitor services plans into the VSP. The VSP must provide documentation of the wildlife-dependent recreation allowed on a refuge, including the relationship of wildlife-dependent recreation to refuge purpose(s), goals, objectives, and the Refuge System mission.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

4D: Process Litigation for Recreation

Work Activity Description: this activity covers any and all work associated with administrative or judicial litigation related to the end outcome goals for Recreation, including litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals.

Notes:

- Include litigation involving special recreation permits and recreation use permits. Work activities include the following when done in the context of litigation: reviewing case files and pleadings; factual investigations and legal research; preparing legal documents, testimony, and exhibits; responding to discovery requests; participating in direct negotiations or other ADR; participating in or conducting hearings (including related travel and court reporting costs); and preparing or reviewing judicial orders and decisions.
- For cases where the bureau or office is responding to litigation filed by others, time should be charged to this activity once a complaint, notice of appeal, or other initiating document has been filed with the administrative or judicial tribunal. For cases where the bureau or office is initiating litigation against others, time should be charged to this activity once any preliminary review has been completed and a decision has been made by government attorneys (Solicitor's Office or Department of Justice) to initiate litigation.

Exclusions:

- personnel-related litigation.

Definitions:

- **Litigation** is the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

Communicate with Stakeholders, and Inform and Educate Others

5A: Conduct External Relations – Media, Congressional, and Other

Work Activity Description:

- Distribute news advisories, news releases and other information to the media and other external audiences such as Congressional Offices, local elected officials, and others
- Coordinate and undertake media interviews
- Coordinate and/or participate in briefings for Congressional offices and/or other external entities or individuals
- Coordinate and/or prepare correspondence (including controlled correspondence) for Congressional offices or other external entities or individuals
- Track and evaluate news coverage
- Develop relationships with, and provide background information to the media Congressional offices and other external entities or individuals
- Respond to media, Congressional or other external information requests; provide any relevant proactive background information to media, Congressional offices and other external entities or individuals
- Develop outreach material, such as speeches, news releases, questions and answers, contact matrix, briefing papers, audiovisuals, artwork, photos
- Conduct special events
- Develop graphic displays and exhibits using digital spatial data to provide communication to an external audience
- Coordinate and/or prepare for Congressional or other hearings, including development of testimony and information for the record
- Track and provide to Service management and employees, information and analysis of legislative affairs
- Provide to Service management and employees information and analysis of other external relations activities
- Respond to public inquiries

Notes:

Exclusions:

- Tribal relations should be reported under 5E Consult and Coordinate with Native American Tribes.
- Educational and interpretive information activities should be reported under 5B Develop and Provide Information and Educational Materials and Activities

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

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

Work Activity Description:

- Develop information, educational and interpretive materials and conduct educational and interpretive activities, such as those for Shorebird Sister Schools, Jr. Duck Stamp, International Migratory Bird Day, National Wildlife Refuge Week, Earth Stewards, workshops and seminars, environmental education programming, distance learning and Elderhostel programs
- Plan and provide education programs reflective of Service resource priorities and tailored to local education needs
- Operate the Duck Stamp Office; perform Duck Stamp activities
- Manage, develop and/or coordinate Website activities and Website information and materials; design and maintain website; provide content; maintain Service forms on website
- Develop educational and interpretive graphic displays, audiovisual products,and exhibits including those using digital spatial data to provide communication to a general audience
- Provide interpretive presentations
- Develop publications, exhibits and public displays for on-site and off-site use;
- Provide off-site visitor services
- Manage special projects
- Create newsletters, brochures and other publications
- Oversee digital image and publications libraries
- Provide conservation education programs for national youth groups, including 4-H, Girl Scouts, and Boy Scouts of America
- Plan, design, develop, implement and evaluate educational training courses; National Extension Program
- Promote local and regional conservation awareness
- Communicate and exchange information among communities, institutions and countries

Notes:

Exclusions:

- This excludes targeted communication with media, Congressional offices, and other external entities and individuals which is covered under 5A: External Relations: Media, Congressional, and Other.
- This also excludes tribal relations, covered under 5E: Consult and Coordinate with Native American Tribes

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

5C: Manage Volunteers and Community Partnerships

Work Activity Description: recruit, train, supervise, and manage volunteers and volunteer programs; administer the Youth Conservation Corps; develop community partnerships, particularly through Friends Organizations; administer agreements with cooperating association.

Notes:

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Fish and Wildlife Act of 1956 (16 U.S.C. 742), as amended by the Fish and Wildlife Improvement Act of 1978 (Pub. L. 95616) and the National Wildlife Refuge System Volunteer and Community Partnership Enhancement Act of 1998 (Pub. L. 1Ø5242)	**Cost Drivers:**

Process 3: Serve People

5D: Develop and Manage Partnerships

Work Activity Description:

- Identify partners; build coalitions; provide information exchange and point of contact role; develop partnership tools; provide partnership benefits reports; support cost share funding;
- Coordinate local and international conservation partnerships;
- Organize and conduct conservation forums and other partnership conferences and meetings;
- Develop memoranda of understandings, memorandum of agreements and other agreements;
- Coordinate service support for sport fishing and boating partnership council;
- Manage costs associated with facilitating partnerships using the refuge challenge costs share and cooperative conservation initiative programs;
- Coordinate the acquisition and management of the national wildlife refuge system with state fish and wildlife agencies
- With regard to migratory birds, includes tasks and expenditures related to:
    - (1) coordination and interaction with the Flyway Councils and Dove Management Units (e.g., preparation for and attendance at Flyway Council meetings), including international activities related to other flyways outside North America;
    - (2) expanding knowledge and understanding of migratory birds and Service activities that promote migratory bird conservation (e.g., Federal Duck Stamp and Jr. Duck Stamp Programs, International Migratory Bird Day, etc.);
    - (3) and providing advice and scientific support to FWS offices, outside partners, the media, and the public, usually in an effort to further their effectiveness in accomplishing bird conservation, to include such activities as developing and participating in technical workshops, providing input on State Comprehensive Wildlife Conservation Strategies, National Forest Plans, DOD Natural Resource Plans, and developing or disseminating guidelines on avian monitoring and Best Management Practices.

Notes:

- Includes developing hunting frameworks in cooperation with states, flyways and other countries, such as Canada and Mexico.

Exclusions:

- Excludes tribal relations, covered under 5E: Consult and Coordinate with Native American Tribes

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

5E: Consult and Coordinate with Native American Tribes

Work Activity Description:

- Undertake activities in support of the Service's Native American Policy to help accomplish the Service's mission and to concurrently participate in fulfilling the Federal government's and the Department of the Interior's trust responsibilities to assist Native Americans in protecting, conserving, and utilizing their reserved, treaty guaranteed, or statutorily identified trust assets
- Honor tribal treaty and other rights, interact with tribes on a government-to-government basis, and conduct programs and actions in a manner which protects tribal trust resources, including fish and wildlife resources and their associated habitat
- Provide timely and adequate communication (whenever possible before public comment periods) and cooperation to tribes
- Provide fish and wildlife management expertise, training and assistance to Tribal staff, as needed and requested
- Respect and utilize the traditional knowledge, experience, and perspectives of Native Americans in Service decision making and management of fish and wildlife resources
- Develop and maintain good working relationships and mutual partnerships with Native American governments and staff
- Work closely with our Native American partners to further the well-being of tribes and the long-term health of our shared natural resources
- Consult and coordinate with Native American tribes on cultural issues, place/people names and language issues while designing Service products and publication
- Manage the National Eagle Repository and other programs that provide culturally important animals and animal parts to Tribes

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 3: Serve People

Provide Security and Crime Prevention for Off-Service Lands

6A: Provide Emergency Response and Public Safety Operations

Work Activity Description: conduct emergency security assignments; prepare operational plans; execute operational plans and logistics; assess, prepare, maintain and utilize specialized equipment; prepare reports; gather intelligence; identify threats; make arrests or detain suspects

Notes:

- This activity also captures other emergency response and public safety operational costs that are not normally part of FWS's mission. Such costs might include feeding/housing evacuees and Red Cross volunteers, laundry services, transportation of refugees, search and rescue/recovery, etc.

Exclusions:

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: May require United States Marshals Deputization	**Cost Drivers:**

Process 3: Serve People

6B: Conduct Security Activities

Work Activity Description: provide assistance to other federal, state, local and foreign organizations for off-Service lands; prepare enforcement plans; participate in joint task forces such as HIDA, United States Attorneys Environmental Crimes Task Forces, and Counter Terrorism; execute enforcement plans; identify violations or compliance; collect, store and maintain seized items; prepare reports; send employees on detail to protect Service and other Department of Interior icons, such as Mount Rushmore, dam protection, special events security and other monuments

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: May require United States Marshals Deputization	**Cost Drivers:**

Process 4: Administer Grants

7A: Administer Endangered Species Act Grants

Work Activity Description: process and improve Endangered Species Act grant applications for non-Federal parties; develop new grant programs; develop and execute grant and administration budgets; provide technical assistance for grant proposal preparation; evaluate grant proposals; make funding recommendations for competitive grants; process grant for pre-award; monitor and evaluate pre-award grants both programmatically and for each specific grant; award assistance agreements; maintain Federal Assistance Information Management System for financial management; monitor existing grants both programmatically and financially; close out grants; audit grants; review project reports and provide updates to Regional Office and Washington Office; support review groups; develop cooperative agreements; maintain spatial relational databases; identify Catalog of Federal Domestic Assistance code for each grant; review documents for compliance; track grants, electronically report grants

Notes:

- Cooperative Endangered Species Conservation Fund [Section 6 of Endangered Species Act] Grants, and Private Stewardship Grants

Exclusions:

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 4: Administer Grants

7B: Administer Federal Assistance Grants

Work Activity Description: develop new grant programs; develop and execute grant and grant administration budgets; provide technical assistance for grant proposal preparation; process grant proposals for pre-award review, evaluation, and other pre-award activities (including regulatory compliance); close out grants; develop grant policies and regulations; assure compliance with applicable laws and regulations (post award); make funding recommendations for competitive grants; maintain Federal Assistance Information Management System for financial and program management; maintain spatial and relational databases develop and implement contracts and other procurement actions; provide travel and other administrative support

Notes:

- Includes Wildlife Restoration grants, Multistate grants, Boating Infrastructure grants, Landowner Incentive Program grants to States and Territories (as described in the program legislation), state grants under the State and Tribal Wildlife Program grants, Hunter Education grants, Wildlife Conservation and Restoration Program grants, National Coastal Wetlands Conservation grants, Clean Vessel Act grants, Partnerships for Wildlife grants, and Sport Fish Restoration grants.
- Also includes entering, retrieving, and reporting financial data for grants in FAIMS/FBMS; and entering, retrieving, and reporting on grant status and accomplishments data in FAIMS/FBMS.

Exclusions:

- Excludes the administration of grants that can be charged under activities 7A: Administer Endangered Species Act Grants, 7C: Administer Migratory Bird Grants and 7D: Administer Multinational Species Conservation Fund Grants
- Does not include tasks related to monitoring and evaluating open (awarded) grants both programmatically and for specific grants. These should be coded to activity 7F: Monitor Grant Programs and Projects.
- Does not include tasks related to activities and expenses related to field and desk monitoring efforts associated with State fiscal and administrative procedures. These should be coded to activity 7G: Monitor Grant Fiscal Processes.
- Does not include tasks related to activities and expenses associated with protecting, monitoring and enforcing the Federal regulations associated with assent language or conducting audits of grants and grantees. These should be coded to activity 7H: Protect License Fees.
- Excludes tribal grants under the State and Tribal Wildlife Grant program and the Landownder Incentive Program. Time spent on these activities should be charged to 7E: Administer Other Domestic and International Grants and Co-operative Agreements

Definitions:

Laws and Regulations: Pittman-Robertson Wildlife Restoration Act; Dingell-Johnson Sport Fish Restoration Act; Federal Aid to States in Fish and Wildlife Restoration -Administrative Requirements, 50 CFR Part 80; The Wildlife and Sport Fish Restoration Programs Improvement Act of 2000; Conservation of Endangered and Threatened Species of Fish, Wildlife, and Plants - Cooperation with the States, 50 CFR Part 81; Partnerships for Wildlife Act; Clean Vessel Act and 50 CFR Part 85; Boating Infrastructure Grant Program - Section 7404 of the Sport Fishing and Boating Safety Act of 1998, P.L. 106-553, Title IX; Wildlife Conservation and Restoration

Process 4: Administer Grants

Program; State and Tribal Wildlife Grant Program; Landowner Incentive Program; 43 CFR Part 12; National Environmental Policy Act; Endangered Species Act; Animal Welfare Act; Farmland Protection Policy Act; National Invasive Species Act; National Historic Preservation Act; Americans with Disabilities Act; Civil Rights Act; Coast Guard Authorization Act; Transportation Equity Act for the 21st Century; Wallop-Breaux Act; Coastal Wetlands Planning, Protection, and Restoration Act; P.L 107-63 Title I

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: See Laws and Regulations	**Cost Drivers:**

Process 4: Administer Grants

7C: Administer Migratory Bird Grants

Work Activity Description: tasks related specifically to the administration and coordination of the two major national migratory bird grant programs (NAWCA and NMBCA), including develop and execute budgets: provide technical assistance for proposal preparation, process grants, monitor and evaluate post awards grants, close-outs and audits, develop partner capacity, develop and refine grant policies and regulations, assure compliance, maintain data programmatic, financial, and spatial and relational databases.

Notes:

- Includes North American Wetland Conservation Act and Neotropical Migratory Bird Conservation Act

Exclusions:

- Excludes Joint Venture Grants. Those are coded to 7E: Administer Other Domestic and International Grants and Co-operative Agreements.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 4: Administer Grants

7D: Administer Multinational Species Conservation Fund Grants

Work Activity Description: develop new grant program; provide technical assistance for grant proposal preparation; process grant for pre-award; monitor and evaluate post award grants both programmatically and grant specific; close out grants; audit grants; develop partner capacity; develop grant policies and regulations; assure compliance with applicable laws and regulations; make funding recommendations for competitive grants; evaluate grant proposals including proposed budgets; monitor existing grants; review documents for compliance with legal or regulatory mandates; track grants; electronically report grants status or results; develop grant policies and regulations

Notes:

- Includes only those activities associated with administering Multinational Species Grants.
- CFDA codes: African Elephants - CFDA Code 15.620; Asian Elephants – CFDA Code 15.621; Rhinoceros and Tiger – CFDA Code 25.619; Great Apes – CFDA Code 15.629; Marine Turtles – CFDA Code 15.645.

Exclusions:

- Does not include federal assistance activity funded under the general Resource Management Funds. Does not include Neotropical Migratory Bird Fund grants.

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:** # of species influenced through sustainable conservation projects funded through federal assistance awards
Inputs: African Elephant Conservation Act, Asian Elephant Conservation Act, Rhinoceros and Tiger Conservation Act, Great Ape Conservation Act, Marine Turtle Conservation Act and related reauthorizations	**Cost Drivers:**

Process 4: Administer Grants

7E: Administer Other Domestic and International Grants and Co-operative Agreements

Work Activity Description: develop new grant programs; develop and execute budgets; provide technical assistance for grant proposal preparation; process grant for pre-award; monitor and evaluate post award grants both programmatically and grant specific; close out grants; audit grants; develop partner capacity; develop grant policies and regulations; assure compliance with applicable laws and regulations; evaluate grant proposals; make funding recommendations for competitive grants; monitor existing grants; maintain Federal Aid Information Management System for financial management and to maintain program information; review documents for compliance; track grants; electronically report grants; administer grants, cooperative agreements, grant agreements, interagency agreements, and memorandums of understanding, and research work orders for universities, non-governmental organizations, states, and other Federal agencies

Notes:

- Includes: grants not included in other ABC codes such as Everglades grants for the Office of the Secretary; Challenge Cost Share grants; tribal grants under the State and Tribal Wildlife Grant program and tribal grants under the Landowner Incentive Program; Wildlife Without Borders international grants; cooperative agreements, interagency agreements, and memorandums of understanding for any program using this ABC code; and research work orders for universities, non-governmental organizations, states and other federal agencies. Also includes administration of the Brown Tree Snake grants, National Outreach and Communications Program grants, Fish Screen Program grants,
- CFDA codes: CFDA Code 15.640, Wildlife Without Borders – Mexico; CFDA Code 15.641; CFDA Code 15.628, Multistate Conservation Grants; CFDA Code 15.638, Tribal Landowner Incentive Program; CFDA Code 15.639, Tribal Wildlife Grants; CFDA Code 15.637, Joint Venture Grants

Exclusions:

- Excludes the administration of grants that can be charged under other ABC grants codes: Administer Endangered Species Act Grants, Administer Federal Assistance Grants, Monitor Grant Programs and Projects, Monitor Grant Fiscal Processes, Monitor License Fees, Administer Migratory Bird and Joint Venture Grants, and Administer Multinational Species Conservation Grants

Definitions:

Constraints: The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:** International: # of species influenced through sustainable conservation projects funded through federal assistance awards; Landowner Incentive Program: # of acres of habitat restored, enhanced, and protected under tribal LIP grants for the benefit of wildlife
Inputs: Endangered Species Act (Section 8 applies to international); annual DOI appropriations acts containing authorization and funding for tribal grants under the State and Tribal Wildlife Grant program and the Tribal Landowner Incentive Program; Pittman-Robertson Wildlife Restoration Act, for Multistate Conservation Grants; Dingell-Johnson Sport Fish Restoration Act, for Multistate Grants	**Cost Drivers:**

Process 4: Administer Grants

7F: Monitor Grant Programs and Projects

Work Activity Description: all activities and expenses related to field and desk monitoring efforts associated with States programs and projects. Specific examples include conducting field inspections of States Federal Assistance projects, reviewing reviews of State Hunter Education programs, site inspections, and coordination meetings associated for Federal Assistance projects.

Notes:

- This activity code is intended for use primarily by Division of Federal Assistance staff while conducting field and desk reviews of grantees' programs and projects.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 4: Administer Grants

7G: Monitor Grant Fiscal Processes

Work Activity Description: all activities and expenses related to field and desk monitoring efforts associated with State fiscal and administrative procedures. Specific activities include audit entrance conferences, corrective action plan development and monitoring, license certification, review of State agency fiscal and administrative systems, etc.

Notes:

- This activity code is intended for use primarily by Division of Federal Assistance staff while conducting field and desk reviews of grantees' fiscal requirements.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 4: Administer Grants

7H: Protect License Fees

Work Activity Description: all activities and expenses associated with protecting, monitoring and enforcing the Federal regulations associated with assent language (50 CFR 80.3) and diversion of license fees (50 CFR 80.4).

Notes:

- Specific examples include responding to legislative proposals that have the potential to violate assent legislation or otherwise divert license revenues to other purposes, loss of control of property or revenue acquired or generated with fishing and hunting license revenue
- Expenses charged to this activity code will be used in the determination of the Division of Federal Assistance's efficiency measure of federal expenditures/state fishing and hunting license fees protected
- Activity code is expected to used primarily by Division of Federal Assistance personnel
- Includes auditing grants and grantees, including payments for contract charges for audits conducted by the Inspector General

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8A: Provide Leased Space Operations and Program Management

Work Activity Description: this work activity only includes costs associated with the lease of office and storage space through the General Service Administration (GSA) or limited commercial leases.

Management of the GSA and commercially leased space program including, but not limited to: development of leased space requirements; conducting competitions, evaluation and negotiations; development of occupancy agreements; management of leased space design and construction activities; administration of leases; management of space assignments and coordination of facilities management activities with building landlord; monitoring and processing monthly leased space rental bills; management of the Service's leased space inventory and database; development of annual leased space budgets.

Notes:

- Costs will predominately include rental payments to GSA (including security costs for Department of Homeland Security); guard services at leased space; salaries for staff time associated with direct support of the leased space process which would include: all leased space staff in the Washington Office Contracting and Facilities Management and Regional Contracting and General Services offices; Also included would be costs for leased space management training and travel, leased space design, construction and remodeling; supplies and other operational costs directly associated with supporting the leased space function.

Exclusions:

- This does not include the costs associated with: the leases of land or other real property; utilities, maintenance, construction or renovation, security, and condition assessment costs for Service-owned facilities;
- Lease of equipment or vehicles (including those leased from GSA) are also excluded.

Definitions:

Constraints: DOI Requirement. The cost of this activity makes up 1% or more of the appropriate process costs. The costs associated with this activity makes up a significant portion of one CSF	**Unit of Measure:**
Inputs: Federal Property Management Regulation, General Services Administration Regulations; Department of the Interior Manual.	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8B: Construct Buildings

Work Activity Description:

- This activity entails construction of new or expanded buildings (such as, but not limited to, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort needed to construct buildings.
- These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, and equipment rental**.**

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8C: Construct Roads, Bridges, Tunnels

Work Activity Description:

- This activity entails construction of new or expanded roads, bridges or tunnels that are not included as part of the construction of other facilities and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to construct roads, bridges or tunnels.
- These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8D: Construct Dams and Water Storage Facilities

Work Activity Description:

- This activity entails construction of new or expanded dams and water storage facilities and necessary appurtenances, and the use of a Facilities Maintenance Management Systems (FMMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to construct dams, water storage facilities and necessary appurtenances.
- These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8E: Construct Water Conveyance Facilities

Work Activity Description:

- This activity entails construction of new or expanded facilities (such as, but not limited to, water conveyances, water diversions, rural water projects, etc. and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to construct water conveyance facilities.
- These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8F: Construct All Other Structures, Facilities and Grounds

Work Activity Description:

- This activity entails construction of new or expanded facilities and grounds not already covered under another, separate DOI work activity, as well as landscaping and necessary appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to construct other structures/non-buildings and grounds.
- These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8G: Maintain Buildings

Work Activity Description:

- This activity entails performing maintenance or deferred maintenance on existing buildings (such as, but not limited to, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Maintenance Management Systems (FMMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair buildings.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8H: Maintain Roads

Work Activity Description:

- This activity entails performing maintenance or deferred maintenance on existing roads and associated appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair roads and associated appurtenances.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8J: Maintain Bridges

Work Activity Description:

- This activity entails performing maintenance or deferred maintenance on existing bridges and necessary appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair bridges and necessary appurtenances.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8K: Maintain Dams and Water Storage Facilities

Work Activity Description:

- Includes all costs associated with performing maintenance or deferred maintenance on dams/water storage facilities and necessary appurtenances including associated fish and wildlife facilities, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair dams/water storage facilities and necessary appurtenances.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections and facility reviews, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8L: Maintain Water Conveyance Facilities

Work Activity Description:

- This activity entails performing maintenance or deferred maintenance on existing facilities (such as, but not limited to, water conveyances, water diversions, rural water projects, etc. and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair water conveyance facilities.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits and equipment rental.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8M: Maintain All Other Structures, Facilities and Grounds

Work Activity Description:

- This activity entails performing maintenance or deferred maintenance on existing facilities and grounds not already covered under another, separate DOI work activity, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed.
- This activity includes all types of work and effort to needed to maintain and repair these facilities and grounds.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, and equipment rental. .

Notes:

- Includes costs associated with performing maintenance or deferred maintenance on open areas on lands owned by the Service, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. Examples include, but are not limited to, lawns surrounding visitor centers, playing fields, and driveways.

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8N: Maintain Equipment

Work Activity Description: maintain equipment such as vessels, fleet, refuge fire equipment, pumps/water control devices, tractors, airplanes, heavy equipment, and other equipment; perform maintenance and paperwork.

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 5: Construct and Manage Facilities and Equipment

8P: Inventory DOI Facilities and Assess Facility Condition

Work Activity Description:

- This activity entails performing inspections to determine structural integrity and functionality of facilities, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work to be performed.
- These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, inspections and equipment rental.
- Periodic inspection by qualified personnel to fully determine and document the condition of a facility or item of equipment and identify maintenance needs.
- Includes all costs associated with the inventory of and investigations that evaluate the status and condition (comprehensive condition assessments) of DOI facilities requiring maintenance, through use of maintenance management systems, customer and third party identification of needs.
- This activity includes all costs associated or related to collection, analysis, management, and distribution of data; interpretation, synthesis, transfer of knowledge, decision making, and technical assistance, and preparing national hazard-classified and other safety reports.

Notes:

Exclusions:

- Do not use this code for Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) responsibilities. For activities associated with COR/COTR responsibilities use work activity 9W: Manage Purchases, Contracts and Acquisitions.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Provide Management and Administrative Functions

Provide Management and Policy Oversight

9A: Provide Directorate Leadership and Oversight

Work Activity Description:

- Program leadership and oversight that cannot be attributed to more specific ABC activities.
- This work activity is provided for use only by the Directorate, their Deputies, and their Special Assistants., whose purview over programs is global and may not be specific.

Notes:

Exclusions:

- This work activity is restricted for use only by the Director, the Deputy Directors, their Special Assistants, the Regional Directors, the Assistant Directors, the Deputy Regional Directors, and the Deputy Assistant Directors.
- When the Directorate, Deputies, and their Special Assistants are engaged for a significant period of time (4 hours or more) in an activity that can be attributed to a more specific activity (e.g., V2: Manage and Protect Wetlands) they should code to that activity instead of this one.

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process costs.	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9B: Conduct Policies and Directives Management

Work Activity Description: manage regulatory process for alternative dispute results; internal controls process, such as Management Control Review, patents and inventions, and Federal Advisory Committee Act; review proposed Delegations of Authority; manage Intergovernmental Review Process; review policy proposals for other program areas and agencies; ensure adherence to Federal Accounting Regulations;

serve as liaison with the Interior Department's Office of Regulatory Affairs, the Office of the Federal Register, and the Office of Management and Budget; oversee the Service's regulatory program to ensure compliance with Title 1 of the Code of Federal Regulations and Part 318 of the Departmental Manual; coordinate and reviews rulemaking documents, such as Federal Register notices or records of compliance for adherence to the Administrative Procedure Act, Regulatory Flexibility Act, Small Business and Regulatory Enforcement and Fairness Act, Unfunded Mandates Act, and several Executive Orders governing issuance of regulations; provide training and assistance to program offices with the preparation of regulations

Notes:

- Also includes development, including review and comment on, broad, non-specific regional and national policies, regulations, directives, and other forms of guidance that are very broad in scope and do not fit within the definition of any particular program activities.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

Manage Human Capital

9C: Administer Pay and Benefits

Work Activity Description: provide guidance and assistance to management and employees regarding all work associated with the bi-weekly payroll, such as time and attendance processing, work schedules, premium pay, overtime, comp time, Sunday pay, and night pay; administer pay, leave, benefits, retirement, Employee Express and work/life programs, and workers compensation.

Notes:

- Includes tasks such as advising employees/management on FERS and CSRS retirement; health, life and long term care insurance, leave, pay and compensation, etc.
- Includes preparing policy related to pay and benefits.
- Includes resolving payroll problems and working on pay and benefits actions and issues

Exclusions:

- Excludes the normal bi-weekly, routine entry of T&A data by timekeepers. This task should be coded to 9X: Provide Office Support.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: 5CFR, 29CFR	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9D: Administer Employee and Labor Relations

Work Activity Description: provide guidance and assistance to management and employees regarding all work associated with ER/LR issues including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations; process incentive awards; conduct personnel security; determine employee suitability; manage the employee assistance program, ethics program and performance management system.

Notes:

Exclusions:

Definitions:

- Employee Relations (ER) includes work:
  - involving establishing and maintaining employee/employer relationships that contribute to satisfactory productivity, motivation, morale, and discipline.
  - involving programs and activity concerning awards and other recognition.
  - providing guidance to management officials on processing of grievances and/or appeals
  - involving programs and activity to correct misconduct through discipline, and to correct other problems through non-disciplinary adverse actions.
  - involving identifying employees with drug or alcohol abuse problems and working to solve these problems.
  - involving program and activity to appraise and rate the performance and potential of employees, including new hires, managers, and supervisor probationers.
  - administering an ethics program, reviewing financial disclosure reports and other activities for conflicts of interest.
- Labor Relations (LR) includes work:
  - involving establishing and maintaining effective relationships with labor organizations, negotiating and administering labor agreements, conferring with labor organizations on behalf of management, and providing advice and assistance to management on a variety of labor relations matters.
  - advising management on the processing of grievances under negotiated grievance procedures.
  - developing strategies and proposals for collective bargaining, negotiating agreements, obtaining concurrence of top management on positions to be taken and propriety of proposals. May include actual "at-the-table" negotiating with the team.
  - preparing for sessions before the Federal Mediation and Conciliation Service or Federal Service Impasse Panel, and defends declarations of non-negotiability. Obtains formal approval of contract.
  - providing interpretation of the intent and language of collective bargaining agreements, training management, and ensuring agreement is properly applied.
  - advising management on the full range of labor relations functions or on adverse actions, grievances, discipline, etc., when they are dealt with as an integral part of the labor relations program.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: 5CFR	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9E: Administer External Civil Rights

Work Activity Description: investigate complaints of discrimination filed by public beneficiaries against recipients of Federal assistance; assist the Departmental civil rights office with fact-finding inquiries on complaints filed by the public against Service-conducted programs and activities; facilitate informal resolution of conflicts wherever possible; conduct systematic reviews of State fish and wildlife agencies and other Service recipients; conduct pattern and practice race discrimination analyses of recipient workforce where appropriate; ensure that both Service and recipient programs and activities are provided equally to persons with limited English proficiency; establish and facilitate liaisons and partnerships with minority and other multicultural groups with both the Service and recipients to help carry out civil rights mandates and to ensure that multicultural communities are involved with Federal and State conservation initiatives; ensure that environmental policies and practices of recipients do not adversely impact minority or low income communities; provide training and technical assistance to Service staff, recipient officials, public beneficiaries and other stakeholders.

Notes:

- This work is related to: Title VI of the Civil Rights of 1964 (Title VI); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and Title II of the Americans with Disabilities Act of 1990 (ADA); Section 504 of the Rehabilitation Act; and 43 Code of Federal Regulations, Part 17, Subpart E.
- Executive Order 12898 is related to Environmental Justice.
- Executive Order 13166 is related to improving access to services for persons with limited English proficiency.
- Includes Federally Conducted Program (FCP) activities (ensuring access to Service programs, activities and facilities). FCP activities include conducting complex Federal civil rights mandated accessibility evaluations of Service programs, activities and facilities and developing or updating all field stations and Regional Office Accessibility Transition Plans to ensure compliance with the Section 504 of the Rehabilitation Act of 1973 (as amended) and the American's with Disabilities Act of 1990.
- Includes Environmental Justice (EJ) Program activities mandated by Executive Order 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations." The E.O. mandates that each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations including Native Americans.
- Includes complying and implementing the Environmental Justice Program.

Exclusions:

Definitions:

- **Limited English Proficiency:** Relates to improving access to services for persons with limited English proficiency (LEP).
- **Departmental Civil Rights Office:** Relates to the Department of the Interior, Office for Civil Rights.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Title VI of the Civil Rights of 1964 (Title VI); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and Title II of the Americans with Disabilities Act of 1990 (ADA); Section 504 of the Rehabilitation Act; and 43 Code of Federal Regulations, Part 17, Subpart E. EO 12898; EO 13166	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9F: Administer Internal Civil Rights

Work Activity Description: implement 29 C.F.R. 1614: provide pre-complaint counseling to all EEO pre-complainants, attempt resolution of the issues, conduct a limited inquiry, and create a Report of Counseling. Organize and assist with ADR activities during the pre-complaint stage, and track and monitor all data related to the pre-complaint stage. Provide direction and guidance to all customers regarding the pre-complaint stage, including managers, supervisors, employees, and representatives. At the complaint stage, accept/reject formal complaints for investigation; arrange for and oversee an investigation by a contract investigator; review the Report of Investigation; assist HR and SOL with document requests related to the hearing; track all formal complaints. Provide customer service, direction, and guidance to complainants, their representatives, SOL, HR, OCR, supervisors, and managers throughout the formal complaint process. Organize and assist with ADR activities during the formal complaint stage. Oversee settlement processes during the formal complaint stage. Complete reports and plans related to complaints activities. Develop policy and guidance in area where OCR has not.

Notes:

- This work is related to Title VII of the Civil Rights Act.
- This work is related to: Title VII of the Civil Rights Act of 1964 (Title VII); the Civil Rights Act of 1991; Sections 501 and 505 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967 (ADEA); the Equal Pay Act of 1963 (EPA), and Executive Orders 11478, 12106, and 13087.
- 29 Code of Federal Regulations Part 1614 (29 C.F.R. 1614) is the implementing regulation for Title VII, the ADEA, and the EPA.
- Departmental Manual, 373 DM 7, provides procedures for complaints based on sexual orientation.

Exclusions:

Definitions:

- **29 C.F.R. 1614:** Relates to 29 Code of Federal Regulations Part 1614, the implementing regulation for Title VII, the ADEA, and the EPA.
- **Alternative Dispute Resolution (ADR):** Relates to alternative methods utilized to resolve complaints in both the pre-complaint and formal process.
- **SOL:** Relates to the Solicitor's Office and interface with that office that occurs during the processing of internal civil rights complaints.
- **OCR:** Relates to the Department of the Interior, Office for Civil Rights and interface with the office that occurs during the processing of internal civil rights complaints.

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: Title VII of the Civil Rights Act. Title VII of the Civil Rights Act of 1964 (Title VII); the Civil Rights Act of 1991; Sections 501 and 505 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967 (ADEA); the Equal Pay Act of 1963 (EPA), and Executive Orders 11478, 12106, and 13087. 29 Code of Federal Regulations Part 1614 (29 C.F.R. 1614) is the implementing regulation for Title VII, the ADEA, and the EPA. Departmental Manual, 373 DM 7	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity

Work Activity Description:

- Provide guidance and assistance to management and employees regarding all work associated with the full range of personnel actions from accessions and placements through separations;
- Develop vacancy announcements and evaluation methods; determine job qualifications; prepare and issue certificates;
- Interview candidates; conducting reference checks; make job offers; handle Delegated Examining Unit activities;
- Conduct Federal Personnel/Payroll System and Conservation Applicant Referral and Evaluation System management;
- Maintain employee records, including appointment forms, SF-5Øs, employee performance records, and medical files;
- Conduct reductions in force, including determination of competitive areas/competitive levels; participate on panel selection for employees;
- Increase workforce diversity; identify, target, and assist applicants; interface with universities, colleges and women, minority, and individuals with disabilities organizations; conduct student employment programs (Student Temporary Employment Program, Student Career Experience Program); provide guidance on non-traditional recruitment methods; develop policy and program guidance or direction for employment outreach and recruiting; administer the Federal Equal Opportunity Recruitment Program; develop series-specific targeted recruitment plans; prepare other related reports; manage Affirmative Employment Plans for women, minorities, individuals with disabilities, and disabled veterans; conduct analyses to identify systemic barriers; develop action items to overcome barriers; prepare workforce profiles and statistical reports; conduct special observances; conduct special emphasis educational activities to increase the cultural and historical understanding of women, minorities, individuals with disabilities, and alternative lifestyles;
- Provide guidance and assistance to management and employees regarding all work associated with the following tasks: analyze organization structure; prepare organization charts; develop position descriptions; classify position descriptions; prepare evaluation statements; determine Fair Labor Standards Act status;
- Manage QuickClass; obtaining position coverage under the special retirement provisions for firefighters and law enforcement officers.

Notes:

- This work relates to the Title VII (Section 717), the Rehabilitation Act (Section 501), and Equal Employment Opportunity Commission Management Directive 715.

Exclusions:

Definitions:

- **Affirmative Employment Plans for women, minorities, individuals with disabilities:** Relates to the Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 and provides guidance on the elements contained in Title VII (Section 717) and Rehabilitation Act (Section 501).

Process 6: Manage Budget and Administrative Functions

- **Conduct special emphasis observances and educational activities:** Relates to activities to increase the cultural and historical understanding of women, minorities, and individuals with disabilities in accordance with Executive Orders, Presidential Proclamations, and the Departmental policy and program committees.

- **Staffing includes:**
  - job analysis, development or application of qualifications standards/rating guides, selection of appropriate staffing methods, ranking of candidates, interviewing potential employees, design and operation of merit promotion plans, RIF, transfer of function, setting rates of pay, etc.
  - use of competitive registers, noncompetitive appointments, special appointing authorities, displaced employee lists, candidates from other Federal agencies, and other sources outside of merit promotion procedures.
  - recruiting for veterans, minorities, women, handicapped, etc.
  - development and administration of rating plans, testing, and establishment of registers.
  - operation of the merit promotion program, career fields, RIF, transfer of function, priority placement programs, over seas placement program.

- **Classification includes:**
  - classifying positions according to their common characteristics of kind of work, level of difficulty, degree of responsibility, qualification requirements, and other factors established under Federal position classification plans.
  - advising management on structuring of organizations and positions for maximum use of skills, as well as economy and efficiency of operations.

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: 5CFR	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9H: Conduct Workforce Planning

Work Activity Description: compile information about the existing workforce (measure your current supply), predict future demands on the workforce, identify gaps between the supply and the demand, develop solutions that address the gaps, implement those solutions, and evaluate the impact and adjust accordingly. Coordinates workforce planning work with designated contractors. Reviews career ladders within the Service and describes organizational structures that support career ladders.

Notes:

Exclusions:

- Does not include position management activities as described in the classification section of code 9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs: 5CFR	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9J: Evaluate and Counsel Personnel

Work Activity Description: provide general supervision not related to mission driven work activities; conduct team building; develop employees; counsel, such as Individual Development Plan development; coach; mentor; prepare performance plans; conduct progress reviews and appraisals.

Notes:

- This activity includes tasks such as:
  - advising and providing counsel to employees regarding policies, procedures, and directives of management.
  - explaining performance expectations to employees and provides regular feedback on strengths and weaknesses. Holding employees responsible for satisfactory completion of work assignments. Appraising subordinate workers performance ensuring consistency and equity in rating techniques.
  - recommending awards when appropriate and approves within-grade increases.
  - hearing and resolving employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems.
  - identifying employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance.

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs: 5CFR	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9K: Manage Professional Responsibility (Internal Affairs)

Work Activity Description: manage, conduct or assist with administrative inquiries of alleged mismanagement or misconduct by Service personnel who perform, supervise, or manage law enforcement programs and operations.

Tasks could include: collect and analyze information; identify violations; conduct interviews; query data systems; prepare affidavits; take sworn statements; store and maintain evidence; prepare investigative reports; provide testimony; assist with declarations; perform case management; conduct telephonic interviews; conduct and/or assist in the presentation of integrity training.

Notes:

- This would include identifying and providing assistance to employees who exhibit behavior which, if neglected or overlooked, could lead to diminished performance or necessitate disciplinary action, and promoting economy, efficiency, and effectiveness of Service law enforcement responsibilities.

Exclusions:

- The supporting tasks are separate and apart of those matters associated with the duties of the Service's Personnel Security Officer, or Human Resource personnel relating to background investigations; adjudications; or administrative inquires of non-law enforcement employees.

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Inspector General Act 1978, 5 CFR 2635 ("Standards of Ethical Conduct for Employee of the Executive Branch,") Title 5, United States Code.	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

Manage Information Resources

9L: Plan IT Investments

Work Activity Description: plan IT Investments is to be used when preparing, developing, or acquiring the information used in acquisition or major enhancement of an IT investment. Related costs include the following:

1) needs assessment, mission needs statements project planning, management, and budgeting· coordination with customers, stakeholders and users
2) evaluating user requirements to determine changes
3) planning for data administration including necessary policy, procedures and conducting business process re-engineering
4) determining project feasibility
5) evaluation of hardware and software options and methods
6) determining organizational impacts
7) performing life cycle costs and planning
8) designing the investment
9) assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions establishing realistic cost, schedule, and performance goals before either proceeding to full acquisition of an IT investment or useful segment or terminating the investment or a legacy system.

Planning includes all activities committed to achieving specific goals through an acquisition. Information gathering activities may include market research of available solutions, engineering and design studies, and prototypes. Depending on the nature of an investment, one or more planning segments may be necessary.

Use Plan IT Investments to report dollars for IT investments that support strategic management of IT operations. For example: business process redesign efforts that are not part of an individual investment or initiative; enterprise architecture development; capital planning and investment control processes; procurement management; IT Infrastructure Planning; Architecture compliance planning; Telecommunications planning; Office Automation planning; and IT policy development and implementation.

Notes:

- Costs assigned to this activity will be principally used by IT professionals.

Exclusions:

- IT investment planning costs supporting a specific program/function are recorded against the specific work activity for the program/function supported.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9M: Acquire IT Investments

Work Activity Description: acquire IT Investments is used to report on an IT investment's full acquisition. Related costs include the procurement and implementation of an IT investment or useful segment/module. Reporting for this activity occurs after initial planning activities are complete, bureau and DOI Capital Planning and Investment Control (CPIC) processes select and approve the proposed technical approach, project (investment) plan and establish the baseline cost, schedule and performance goals for this phase of an IT investment. Use Acquire IT Investments for reporting costs associated with:

1) Integrated Project Team (IPT) costs directly related to acquisition, development, and installation of this investment
2) development, modernization, and enhancement (D/M/E) costs as defined by OMB for capital asset planning are reported here, including purchasing of a development platform
3) development and testing of a software application and incremental reviews
4) creating system and user documentation, IT Hardware procurement and installation, and major hardware/software upgrades/enhancements, developing implementation procedures
5) drafting and reviewing user documentation; scheduling training
6) purchasing/acquiring needed equipment and materials
7) developing and testing training procedures
8) producing and distributing copies of all documentation
9) procuring system hardware and software
10) installing hardware and software needed to implement system
11) training new system users
12) data conversion into new systems
13) analyzing applications
14) performing automation studies and assessments when upgrading software/hardware, when performing system or database administration, and when conducting architecture analysis.

Notes:

- Costs assigned to this activity will be principally used by IT professionals.

Exclusions:

- IT investment acquisition costs supporting a specific program/function are recorded against the specific ABC/M work activity for the program/function supported.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9N: Secure IT

Work Activity Description: this activity is to be used when performing work to achieve and maintain compliance with OMB Security policies and NIST guidance, including compliance with the Federal Information Security Management Act. Includes all IT security program costs and costs for security individual IT systems, applications, and infrastructure. Capture all IT security costs associated with planning, acquisition, and operation and maintenance of IT investments.

1) establishment and operation of an IT Security Program and Functions
2) develop, implement, and enforce IT Security Policy and Procedures
3) maintain and operate Certification and Accreditation Program
4) plan of Action and Milestones (POA&M) assessment, monitoring, analysis, evaluation, and Corrective Action Planning and execution
5) security controls and authentication tools
6) IT security monitoring and testing
7) vulnerability assessments and reporting
8) vulnerability mitigation
9) preparing and conducting IT Security Awareness and Training, but not taking IT security training.
10) establishing IT security costs and schedules for security IT systems

Notes:

- Costs assigned to this activity will be principally used by IT professionals.

Exclusions:

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9P: Operate, Maintain and Manage IT Investments

Work Activity Description: operate, Maintain and Manage IT Investments is to be used when an IT investment is operational (steady state). This means the IT investment or useful segment/module of an IT investment has been delivered and is performing the mission. Tasks required to manage an investment are reported under this activity, including monitoring and reporting. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.

Operate, Maintain and Manage IT Investments includes government and contractor personnel costs, supervision and management of these functions for a particular program alternative/IT investment over the time period corresponding to the life of the program, including direct and indirect periodic or continuing costs of operation, maintenance, and management. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 2. Enterprise Architecture and Planning. Should monitoring identify the requirement for a major enhancement, the planning, acquisition, and Operate, Maintain and Manage IT investments cycles take place for the enhancement. Non-major enhancements are included in this activity.

Use Operate, Maintain and Manage IT Investments to report:

1) conducting any functions directly related to operation of the IT investment, including data capture
2) Operations Center functions
3) administrative and technical support personnel, product and service (both federal and contractor) costs that are in direct support of the IT investment
4) planning, coordinating, scheduling, or conducting recurring training for operation and maintenance
5) project management functions that ensure the IT investment is still performing according to established cost/financial and performance metrics including gathering, analysis and reporting of those metrics
6) ongoing costs such as IT security, FOIA, and privacy
7) system support services and maintenance
8) Customer support and services (evaluating change requests, Help Desk or similar support)
9) system backups and database backups
10) determining costs of and prioritizing system change requests· Monitoring systems and tuning for efficiency
11) COTR and contract functions

Notes:

- Costs assigned to this activity will be principally used by IT professionals.
- Also includes managing information and files for:
  - Privacy Act and Privacy Initiatives which includes data analysis for privacy of records and data classification
  - fulfilling FOIA requests and FOIA/Privacy Act Appeals
  - Information Quality Policies
  - Awareness and Training for Privacy Act and FOIA.
- Also includes awareness and training for, and managing information and files for Web Policies including Section 508.

Process 6: Manage Budget and Administrative Functions

Exclusions:

- IT investment operations, maintenance, and management costs supporting a specific program/function are recorded against the specific ABC/M work activity for the program/function supported

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

94: Perform IT Capital Planning and Project Management

Work Activity Description:

- Perform Capital Planning and Project Management is to be used when performing work to achieve and maintain compliance with OMB capital planning and investment control and project management requirements, including all program costs for portfolio management and project management that are not attributable to individual IT projects or investments.
- Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3.
- Includes:
    - Establishment and operation of IT investment management and project management programs and functions
    - Creation and enforcement of policy and procedures
    - Developing and conducting training
    - Determining organizational impacts of capital planning and investment control and project management policy, guidance, implementation and operation
    - Conducting capital planning and investment control and project management program evaluations and quality control
    - Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for the CPIC and project management program
    - Automated Capital Planning or Project Management tools
    - Overseeing development and quality control of capital planning and project management documents
    - Overseeing assessment of the performance of Interior's IT portfolio and projects
    - Overseeing evaluation of steady state systems

Note:

- Includes supervision and management of portfolio and project management functions, and general administrative support staff for the local office performing the previously mentioned functions.

Exclusions:

- This work activity is NOT to be used to report capital planning or project management costs for individual IT investments or projects, which are to be reported under activities Plan IT Investments, Acquire IT Investments, and/or Operate and Maintain IT Investments.

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

95: Manage IT Architecture

Work Activity Description:

- Manage IT Architecture is to be used to report all work for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance for enterprise architecture.
- Tasks required to develop, manage and utilize the architecture are reported under this activity, including monitoring and reporting of business data and processes.
- This activity includes all Interior Enterprise Architecture (IEA) and bureau architecture team work including creation and maintenance of target architectures and modernization blueprints that are not attributable to individual IT projects or investments.
- Manage IT Architecture includes management of the program, including direct and indirect periodic or continuing costs of operation, maintenance, and management of the architecture and all related artifacts and processes.
- Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3. IT Architecture and Planning.

Used for:

- Establishment and operation of IT architecture program functions or offices
- Conducting any functions directly related to operation of architecture tools, e.g. Department Enterprise Architecture Repository (DEAR) and Bureau Enterprise Architecture Repository (BEAR), including data capture and maintenance
- Capture and maintenance of IT architecture artifacts, business information metadata and information on technology used by the business
- Capture, analysis and maintenance of business processes
- Developing, implementing, or providing oversight of policies and procedures for
    - Lifecycle management of data
    - Setting standards for consistency, accuracy, reliability and timeliness of data
    - Storage, scheduling and maintenance of data
    - Database design and performance
- Data modeling, synchronization for all data structure changes, migration, and interoperability
- Planning, coordinating, scheduling, or conducting recurring training for IT architecture
- Creation and maintenance of target architectures and modernization blueprints
- Preparation for, participation in, and operation of architecture teams or other teams when working on IT architecture matters
- Conducting architecture analysis and compliance, including automation studies and assessments when upgrading and installing new software/hardware and its related business processes

Notes:

Exclusions:

- This work activity is NOT to be used to report architecture costs for individual IT investments or projects, which are to be reported under 9L: Plan IT Investments, 9M: Acquire IT Investments, or 9P: Operate and Maintain IT Investments.
- Implementation of modernization blueprints, and development of solution architecture artifacts for individual IT assets are to be captured under 9M: Acquire IT Investments

Definitions:

Constraints: DOI Requirement	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

Manage Budget, Finance and Performance

9Q: Develop and Allocate Budgets

Work Activity Description:

- develop budget needs;
- justify current and out year budget needs to external entities including Washington Office, Department of Interior, Council on Environmental Quality, General Accounting Office, Inspector General, and Office of Management and Budget;
- provide analysis and reports to regional decision makers; develop Service's budget requests, including program submissions and revisions to Office of the Secretary, Office of Management and Budget, and Congress;
- prescribe policies, procedures, and controls for developing the budget, preparing budget justifications, and preparing supplementary budget requests and reprogramming requests;
- participate in and coordinate budgetary determinations and examines budget proposals for compliance with (a) the Administration's budgetary policies, (b) Departmental goals and objectives, and (c) statutory and regulatory requirements;
- review bureau budget justifications and appropriations language for consistency with policy, adequacy, accuracy, and required format;
- review all proposals for supplementary budget requests and reprogramming reports for substance, need, and conformity with Administration and Departmental policies and commitments;
- maintain liaison on all matters dealing with budget formulation and presentation with the Office of Management and Budget, the House and Senate Appropriations Committees, and other Federal agencies;
- prepare statistical analyses, and special reports on budget proposals and related matters for the Secretariat, the Office of Management and Budget, and Congress;
- prepare program capability and effect statements responses to Appropriations staff requests;
- review in-depth selected Departmental functions and programs, examining program objectives, policies, procedures, standards, performance, progress, work operations, costs, and staffing to improve budget review and execution, improve bases for formulating or reformulating budgets and program management;
- develop Exhibit 53 and 3ØØ for Circular A11;
- prepare apportionments, allotments and allocation documents and adjustments to Budget Allocation System; fund target allocations in the core accounting system to field offices; work on Congressional District Reports;

Notes:

Exclusions:

- This does not include routine budget execution and tracking and monitoring office budgets. Code those costs to 9R: Perform Financial Management Operations. (This is a change/clarification for FY 2007.)

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9R: Perform Financial Management Operations

Work Activity Description:

- execute budgets;
- track and monitor office budgets;
- pay bills;
- collect receivables;
- compile and analyze financial data;
- prepare internal reports;
- maintain general ledger;
- plan, develop, implement and account for mixed financial systems;
- report financial results and comply with Chief Financial Officer's Act, Prompt Payment Act and other related statutes;
- perform and support audit activities;
- review and process invoices, charge cards, interagency charges and travel claims;
- administer Permanent Change of Station moves for employees;
- process budgetary transactions;
- review and process reimbursables;
- administer the Budget Tracking System (BTS)

Notes:

- This activity includes all financial activities that support the organization as a whole. This activity may include costs for Permanent Change of Station moves, such as house hunting trips and household good storage and delivery.
- Includes managing internal controls for financial processes. This includes OMB Circular A-123 compliance work.
- This includes routine budget execution and tracking and monitoring office budgets. (This is a change/clarification for FY 2007.)

Exclusions:

Definitions:

Constraints: DOI Requirement; The costs associated with this activity make up a significant portion of one CSF	**Unit of Measure:**
Inputs: Chief Financial Officer Act, Federal Managers Financial Integrity Act	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9S: Conduct Strategic Planning and Performance Management

Work Activity Description: develop and report for Government Performance and Results Act requirements; develop program performance plans, service operational plans, and service strategic plans; develop performance measures; report performance accomplishment; integrate employee performance agreements; process re-engineering assessments

Notes:

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9T: Collect and Analyze Activity Based Costing Information

Work Activity Description: collect and analyze data for Activity Based Costing

Notes:

Exclusions:

- This excludes time and attendance Activity Based Costing reporting.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9U: Conduct Competitive Sourcing Initiatives

Work Activity Description: manage or support Service competitive sourcing program; assist with preparation of the Service's annual FAIR Act Inventory; collect and analyze data in support of a competitive sourcing initiative; analyze best practices for Most Efficient Organization and benchmarking; develop performance work statement and performance measures

Notes:

Exclusions:

Definitions:

Constraints: DOI Requirement.	**Unit of Measure:**
Inputs: Fairness and Accuracy in Reporting Act, OMB Circular A-76	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

Provide Other Support

9V: Administer Occupational Safety and Health

Work Activity Description: develop safety and health programs and policies; conduct safety inspections and evaluations of Field Stations to determine safety program compliance; document and inform Line Management of findings; provide technical support and advice in resolving health and compliance issues; investigate accidents and injuries; respond to emergencies; implement safety program elements; and conduct safety and health training.

Notes:

- Includes public safety evaluations, resolution of complex issues, Occupant Emergency Plan implementation, Occupational Safety and Health Administration (OSHA) regulations, natural disasters, and response to employee complaints/concerns.

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9W: Manage Purchases, Contracts and Acquisitions

Work Activity Description: manage operational procurement procedures to include, but not limited to; purchase wide variety of supplies, equipment and services; conduct market research; develop requirements and statements of work; place orders with purchase card: review and reconcile monthly charge card statements; advertise projects and solicit quotes and proposals; evaluate proposals and conduct negotiations; award purchase/delivery/task orders and contracts; monitor contractor performance and compliance; administer, modify and close-out procurement awards; document files; report procurement information to the Federal Procurement Data System-Next Generation (FPDS-NG); purchase and track motor vehicles through AutoChoice.

Develop and provide acquisition, charge card and procurement guidance; implement and supplement the Federal Acquisition Regulation, Department of the Interior Acquisition Regulation and other polices and guidance; present procurement training; monitor compliance through management control and other reviews and audits; manage the socio-economic program and encourage small business participation; manage contracting officer warrant program. Manage the Contracting Officer Representative program. IDEAS-PD management to include development and issuance of guidance; maintain and update databases including reconciliations; conduct IDEAS-PD training;

Notes:

- This category will predominately include salaries for staff time associated with direct support of the procurement process which would include:
    - all procurement staff in the Washington Office Contracting and Facilities Management and Regional Contracting and General Services offices;
    - field warranted contracting officers,
    - program staff who have purchase card authority and/or oversight of that authority;
    - and staff appointed as Contracting Officer's Representative (COR) during their oversight of contractor performance.
- Also included would be costs for conducting procurement training and travel, supplies and other operational costs directly associated with supporting the acquisition function.

Exclusions:

- Do not use this code for payments to vendors under contract for supplies or services. These costs should be assigned to the mission-related ABC code these costs are supporting.
- Also excluded are staff time associated with concession contracts, leased space, real property acquisitions, and financial assistance (grants and cooperative agreements).

Definitions:

Constraints: DOI Requirement. The cost of this activity makes up 1% or more of the appropriate process costs.	**Unit of Measure:**
Inputs: Federal Acquisition Regulation, Department of Interior Acquisition Regulation, Federal Property Management Regulation, Office of Management and Budget Circulars	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9X: Provide Office Support

Work Activity Description: answer phones; make copies; update supervisors calendars; schedule meetings; travel, conference calls, and conference rooms; handle correspondence; mail letters and packages using Postal Service and FedEx; provide office coverage; support other administrative and secretarial positions; manage special projects, for example, Combined Federal Campaign and savings bonds; track due dates and action items; take meeting notes

Notes:

- Also includes non-secretarial administrative work, such as oversight of controlled and non-controlled property, administrative support of motor pool vehicles, and similar administrative actions
- This activity also includes tasks such as:
    - making travel arrangements, such as scheduling transportation, making reservations, and preparing travel orders and vouchers.
    - preparing, consolidating, submitting, and maintaining time and attendance records
    - requisitioning office supplies, printing support, and related materials and services.
    - preparing, reviewing, and processing a wide variety of recurring and nonrecurring correspondence, reports, materials, publications, regulations, and directives, and other documents.
    - using multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text.
    - establishing, updating, and maintaining office records of various types.
    - providing advice and guidance on clerical and procedural requirements and instructions to other clerical personnel and/or staff members assigned to the organization.
    - reviewing and updating office procedures to ensure effective and efficient operations regarding the clerical, procedural, and administrative work of the unit.

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process costs	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

Work Activity Description: maintain forms and directives and official correspondence file systems; operate central file; archive; provide guidance and quality control records management systems; perform centralized mailroom functions & mail delivery; maintain library and information services (Libraries, Online Research Databases and Geographic Information Services); maintain spatial and relational databases; organize, maintain and upgrade audiovisual libraries.

Notes:

- This activity includes labor and operations costs that support the organization as a whole.
- This activity includes tasks such as:
    - work involving the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures,
    - performing descriptive and copy cataloging.
    - administering the day-to-day operation of the circulation desk.
    - directing library or information center functions to provide information services to the organization and its customers.
    - providing reference and research services and recommending needs of the organization.
    - establishing and maintaining circulation and interlibrary loan services.
    - ordering and processing different types of library materials.

Exclusions:

- Excludes postage activities that can be directly related to mission goals, for example mail services related to royalty receipts.

Definitions:

Constraints: DOI Requirement; The cost of this activity makes up 1% or more of the appropriate process cost	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims

Work Activity Description:

- Draft Freedom of Information Act policy; provide guidance to programs; train personnel in proper handling; coordinate with Office of the Solicitor; track Freedom of Information Act responses; prepare annual reports; provide information on required software and compile information to meet Freedom of Information Act requests;
- Coordinate Privacy Act requests; prepare Privacy Act reports on behalf of the Service; coordinate the establishment of new systems of records and the revisions to existing systems; review Privacy Act systems within the Service;
- Respond to challenges to information disseminated by the Service as required by Office of Management and Budget under the Information Quality Act;
- Process claims, for example tort claims, personal property and third party; review, investigate and process all claims and coordinate with Office of the Solicitor

Notes:

- Includes all costs of researching and responding to FOIA requests, Privacy Act, Information Quality Act, and Liability Requests/Claims

Exclusions:

Definitions:

Constraints:	**Unit of Measure:**
Inputs: Federal Tort Claims Act, Claims Collection Act, Military and Civilian Personal Property Claims Act, Treasury Appropriations Bill for 2ØØ1	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

Manage and Attend Training

92: Develop and Deliver Training

Work Activity Description:

- Conduct training development by analyzing, designing, developing, and evaluating a course or curriculum
- Deliver training by instructing, teaching, or leading the delivery of training to students; deliver training in field and Regional Office locations
- Support training by designing and producing audio/video and other training materials; operate a Learning Management System; support Registrar functions; prepare SF 182s; maintain audio/video equipment; administer training by technical and supervisory activities directly in support of training development and delivery

Notes:

- Includes tasks such as planning and coordinating training and development activities

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process costs	**Unit of Measure:**
Inputs:	**Cost Drivers:**

Process 6: Manage Budget and Administrative Functions

93: Attend Training

Work Activity Description: attend courses that increase your knowledge, skill, ability, proficiency, or qualification in order to accomplish the USFWS Mission.

Training may be delivered in many different ways including traditional classroom training, distance learning via the web, correspondence courses, videotapes, or instructional television. Training may also include workshops, detail assignments, and college courses when these events are part of a structured approach designed to improve employees' ability to accomplish Service missions.

Note:

- This definition has changed from previous years. The intent is to capture all training attended by FWS employees with this one activity. Data from the Service's Learning Management System will be used to distribute the training costs back to specific mission areas.

Exclusions:

Definitions:

Constraints: The cost of this activity makes up 1% or more of the appropriate process costs	**Unit of Measure:**
Inputs:	**Cost Drivers:**

How to Correct Errors on ABC Reporting in FFS

In Reply Refer To:
FWS/ABHR-PES 021227

Memorandum

To: Service Directorate

Signed by Acting Director Benito A. Perez on June 14, 2005
From: Director

Subject: Ensuring the Accuracy of Activity Based Costing (ABC) Coding

In the Department of the Interior's Plan for Citizen-Centered Governance, the Secretary outlined a vision for efficient and effective program management that implements the President's Management Agenda. As such, the Secretary required all bureaus to implement a performance based management system whose cornerstone for integrating cost to performance rests on Activity Based Costing. The foundation for implementing management improvements as well as for making future budgeting decisions will soon be based, in part, on the U.S. Fish and Wildlife Service (FWS) work activities performed by Programs and Regions within FWS. For this reason, ensuring accurate coding of FWS work activities is important.

Effective **July 1, 2005**; the start of the fourth quarter, FFS transactions containing invalid FWS work activity codes will be held in an ABC clearing account for review. An invalid FWS work activity code will be designated in FFS as the ABC code "XX". The Office of Planning and Evaluation recommends that all transactions of more than $500 containing the invalid ABC code (XX) should be corrected. Further, the total dollar amount of the transactions held in the ABC suspense account should not exceed 1 percent (0.083 percent on a monthly basis) of the Regional Program's allocation for each FFS subactivity.

Transactions still held in the ABC clearing account at the end of each quarter will not be driven in the ABC model for reporting purposes. Additionally, valid, but inaccurate ABC codes will be driven into the ABC model for reporting purposes. These two events (missing data and inaccurate data) may have adverse effects on the responsible organization when the data is used for budgeting decisions and management improvements.

To avoid these adverse effects, the responsible organization will be held accountable for correcting the FWS work activity code "XX" in FFS. Valid, but inaccurate codes recognized after submission of labor or non-labor transactions should also be corrected in FFS. Attachment A provides detailed information on coding and correcting invalid or inaccurate codes.

For questions regarding this guidance, please contact Kathy Tynan at 703-358-2088 or Kevin O'Brien at 703-358-2089. For questions on the default ABC codes in FFS, please contact Chris Jensen at 703-358-2047 or Tom Angus at 703-358-2182.

How to Correct Errors on ABC Reporting in FFS

Attachment

cc: FWS/BPHR-PES/Surname
FWS/Directorate Reading File
FWS/BPHR-PES/KTynan:sls:05/18/05:703/358-2091:c:\mydoc\PES Stuff\RDS ABC Coding.wpd

Revised:
cc: FWS/BPHR-PES/Surname
FWS/Directorate Reading File
FWS/BPHR-PES/KO'Brien/BFearn:sls:06/07/05:703/358-2091:c:\mydoc\PES Stuff\ABC Code Memo v8.doc

How to Correct Errors on ABC Reporting in FFS

Correcting **invalid, blank, or inaccurate** FWS work activity codes within the transactions in the Federal Financial System (FFS) is an important step in ensuring that the data is accurate, and complete. An **invalid** FWS work activity code is a code that is not on the current FWS activity dictionary listing. A **blank** FWS work activity code means that no code was entered. An **inaccurate** FWS work activity code means that the code entered is a *valid* code, but the code does not properly represent the work done. **Inaccurate** FWS work activity coding errors occur due to data entry errors and/or the FWS employee miscommunicating his/her work on the T&A worksheet or non-labor expenditure document.

The Reporting Category (RPTG) field within FFS records the Activity Based Cost (ABC) code for each transaction. If the reporting category field is left blank or cannot be read from the interface of a subsidiary system to FFS, FFS will use the default ABC code that has been assigned for that job number in the DVAL table. Service organizations should ensure the ABC codes assigned to their FFS job numbers are accurate for the related work activity. If the FFS job number has multiple work activities, we recommend creating a new FFS job number(s) to isolate one work activity or use the invalid ABC code "XX" as the default. Using the "XX" code will prompt the organization to change the transaction to the correct ABC code. The Division of Financial Management (DFM) will create an exception report on the invalid ABC code "XX" that will be available via BRIO Datamart, FFS InfoPac, and an elective web report. Ideally, the invalid or incorrect ABC codes should be corrected within the same fiscal quarter to maintain consistent reporting.

To change the ABC work activity assigned to the FFS job number, the responsible organization must complete the FFS Project Update Form (http://dfm.fws.gov/forms.html) and provide the form to the Cost Accounting Section, Denver Operations.

ABC Coding for Labor

To ensure accuracy in coding ABC activities for labor costs, employees should code to the activity that most accurately describes the work performed. Timekeepers and certifiers should ensure the proper 13-digit account code structure plus the 2-digit ABC code is in FPPS. If the account structure is formatted incorrectly or uses invalid ABC codes in FPPS, FFS will not recognize the ABC code and use the default ABC code. Detailed procedures for filling out the Time and Attendance Reporting Worksheet are available at http://planning.fws.gov/abc/training/codingprocedures.html.

If an invalid or incorrect Activity-Based Cost (ABC) code has been posted in FFS through the FPPS interface, Service organizations must use the redistribution (RDS) process using the payroll RDS form. This form is available from your Regional Budget and Finance Office or the DFM Forms website.

How to Correct Errors on ABC Reporting in FFS

Payroll

1. Prepare RDS using the payroll RDS form and a copy of a FFS (FFS Report FW 103) or Brio Datamart labor cost report that shows the incorrect or invalid ABC code. This report will be attached as backup documentation to the RDS form.
2. Complete all fields on the form including date and signature.
3. Go to OARC table in FFS and enter payroll RDS.
4. Once a payroll RDS is entered, the pending adjustment can be found in the ADJL table.
5. Send the original payroll RDS sheet and labor detail report to Budget and Finance.

ABC Coding for Non-Labor

All non-labor transactions must be coded with an ABC work activity. This includes all purchase orders, travel vouchers, and contracts. Credit card purchases will remain coded to the default code established by the Regional and/or Program office. To change your default code assigned to your purchase card, contact your Agency/Organization Program Coordinator (A/OPC) for guidance.

Service organizations must ensure that contracts and other obligating documents have an accurate ABC code. The referencing payments to the obligation will use the ABC code entered upon obligation. If the ABC code was incorrectly entered at obligation, Service organizations should modify the obligation and correct the ABC code before any referencing payments are made. Transactions obligated in IDEAS (M$) must be modified in IDEAS, even if the only modification is the ABC code.

If a payment or accrual with an invalid or incorrect ABC code has been posted to FFS, follow the RDS process. Specifically, RDS can be performed on expenditure documents only (Transaction Codes FP, FV, BV, SV, PV, TV, IF, NB, NJ, CP, MP, FL, TS). Use the payroll RDS form for PR and PJ transactions.

Non-Payroll

1. Prepare a RDS data sheet using a copy of a FFS or Brio Datamart report that shows the incorrect or invalid ABC code. This report will be attached as backup documentation to the RDS form.
2. Ensure that the RDS balances to zero.
3. Complete all fields on the form including date, signature, and description.
4. Once the RDE person verifies the form is complete, signed, and appropriate document is attached, the RDE person goes into FFS and creates the FV document.
5. Send original non-payroll RDS sheet and the backup documentation to Budget and Finance.