

## Guidance for Chesapeake Bay – Using the new “CB” GEO Code

The new GEO code will be assigned to all costs that are attributable to the Chesapeake Bay SHC Project so that they can be included in the pilot cost & performance planning tool for the Bay. This new code, “CB”, will be in addition to the regular 2-digit ABC code. Quicktime has been modified to accept the new code and FFS will accept it as well. **This guidance applies to all employees in the Regional Office and those 21 field offices that contribute to the Bay effort.**

This **includes all work within the Chesapeake Bay watershed, and water drainage is the delineator.** If the land where the work occurs drains into the Chesapeake Bay, then it is within the Chesapeake Bay pilot area. So it includes lands as far away as the watershed reaches. If the work effort is in a watershed that DOES NOT drain into the Chesapeake Bay then you DO NOT code it with a “CB” code on time or procurements. This code is to track ONLY Chesapeake Bay watershed efforts, so if you work in watersheds other than the Chesapeake Bay then you code that portion of time or any procurements for that work outside the Chesapeake Bay watershed normally.

For example: if a habitat restoration project occurs on lands that drain into the Chesapeake Bay, the labor and any expenses towards that project should include the “CB” code after the 2-digit ABC code. If all staff members are dedicated to Chesapeake Bay watershed efforts then the “CB” code is used for everyone all the time. If a portion of time is spent on other watersheds then code only that portion of time spent on Chesapeake Bay watershed efforts.

### Labor:

- 1) All labor that can be **attributed directly** to the Bay should be coded in Quicktime with both the “regular” ABC code and also the GEO code, “CB”.
- 2) Labor costs that **cannot be attributed directly** to the Bay should be coded proportionally for the time attributable to support for Bay activities – as determined by the supervisor.
  - Scenario 1: Employees whose duties cannot be explicitly tied to bay activities (examples: Administrative Officers, managers, mechanics, technicians, laborers, etc.) should code their hours **within each quarter of the year** based on the percentage provided by the supervisor. *(The initial percentage to be used should be based on the survey of employees undertaken of their FY 2007 costs, where available.)*
    - Example: If the office provides 40% of its overall efforts toward the bay, the Administrative Officer (or maintenance worker or automotive technician, etc.) will code 40% of his/her time **each quarter of the year** with the “CB” code.

- Scenario 2: Employees whose work spans a geographic area greater than the bay will also use the CB code proportionally across their time spent on the project.
  - Example: The employee works on a regional migratory bird plan or other effort that is larger than the bay. If the Bay is 50% of the geographic area included in that work activity, then the employee would code 50% of his/her time with the “CB” code.

Non-Labor:

- 1) All non-labor expenses that can be **attributed directly** to the Bay should be coded in FFS with both the “regular” ABC code and also the GEO code, “CB”. The “CB” immediately follows the ABC code, Example: A2CB.
  - 2) Non-Labor costs that **cannot be attributed directly** to the Bay should be coded for ABC as normal.
- The quarterly Bay pilot planning model will allocate the appropriate percentage of these non-labor costs to the Bay for these transactions that can not be directly attributed to the bay. The percentage will be based on the supervisor’s determination of the overall percentage contribution of each office to the Bay. *(The initial percentage to be used will be based on the survey of employees undertaken of their FY 2007 costs, where available.)*
    - Examples: utilities bills, general supplies, motor vehicle fuel and maintenance, periodicals, postage, etc.

Org Code	% to Ches Bay per Survey	
<b>Field Offices</b>		
51210 - HARRISON LAKE NATIONAL FISH HATCHERY	<b>Average Percentage</b>	<b>99%</b>
51270 - WHITE SULPHUR SPRINGS NATIONAL FISH HATCHERY	<b>Average Percentage</b>	<b>15%</b>
51310 - GLOUCESTER FISHERY RESOURCES OFFICE	<b>Average Percentage</b>	<b>95%</b>
51320 - MARYLAND FISHERY RESOURCES OFFICE	<b>Average Percentage</b>	<b>70%</b>
51410 - CHESAPEAKE BAY ECOLOGICAL SERVICES FIELD OFFICE	<b>Average Percentage</b>	<b>73%</b>
51411 - VIRGINIA ECOLOGICAL SERVICES FIELD OFFICE	<b>Average Percentage</b>	<b>35%</b>
51412 - WEST VIRGINIA ECOLOGICAL SERVICES FIELD OFFICE	<b>Average Percentage</b>	<b>20%</b>
51530 - CHESAPEAKE MARSHLANDS NATIONAL WILDLIFE REFUGE COMPLEX	<b>Average Percentage</b>	<b>80%</b>
51540 - MARTIN NATIONAL WILDLIFE REFUGE	<b>Average Percentage</b>	<b>10%</b>
51590 - EASTERN NECK NATIONAL WILDLIFE REFUGE	<b>Average Percentage</b>	<b>74%</b>
51600 - POTOMAC RIVER NATIONAL WILDLIFE REFUGE COMPLEX	<b>Average Percentage</b>	<b>83%</b>
51610 - MASON NECK NATIONAL WILDLIFE REFUGE	<b>Average Percentage</b>	<b>100%</b>
51611 - OCCOQUAN BAY NATIONAL WILDLIFE REFUGE	<b>Average Percentage</b>	<b>100%</b>
51620 - EASTERN VIRGINIA RIVERS NATIONAL WILDLIFE REFUGE COMPLEX	<b>Average Percentage</b>	<b>76%</b>
51640 - PATUXENT RESEARCH REFUGE	<b>Average Percentage</b>	<b>12%</b>
52230 - LAMAR NATIONAL FISH HATCHERY AND NORTHEAST FISHERY CENTER	<b>Average Percentage</b>	<b>30%</b>
52232 - MID-ATLANTIC FISHERY RESOURCES OFFICE	<b>Average Percentage</b>	<b>71%</b>
52330 - VIRGINIA FISHERIES COORDINATOR OFFICE	<b>Average Percentage</b>	<b>84%</b>
52333 - LAMAR FISH HEALTH CENTER	<b>Average Percentage</b>	<b>21%</b>
52410 - NEW YORK ECOLOGICAL SERVICES FIELD OFFICE	<b>Average Percentage</b>	<b>10%</b>
52420 - PENNSYLVANIA ECOLOGICAL SERVICES FIELD OFFICE	<b>Average Percentage</b>	<b>49%</b>

Org Code	% to Ches Bay per Survey	
<b>Regional HQ Offices</b>		
50100 - OFFICE OF THE REGIONAL DIRECTOR	<i>Average Percentage</i>	tbd
50105 - CLERICAL AND ADMINISTRATIVE SUPPORT SERVICES	<i>Average Percentage</i>	tbd
50120 - ASSISTANT REGIONAL DIRECTOR- ECOLOGICAL SERVICES	<i>Average Percentage</i>	tbd
50121 - NATURAL RESOURCE DAMAGE ASSESSMENT AND RESTORATION	<i>Average Percentage</i>	tbd
50130 - REGIONAL CHIEF-NATIONAL WILDLIFE REFUGE SYSTEM	<i>Average Percentage</i>	43%
50131 - REFUGES NORTH	<i>Average Percentage</i>	tbd
50132 - OFFICE OF NATIONAL WILDLIFE REFUGE SYSTEM BUDGET	<i>Average Percentage</i>	tbd
50133 - DIVISION OF NATURAL RESOURCES	<i>Average Percentage</i>	tbd
50134 - OFFICE OF REFUGE LAW ENFORCEMENT	<i>Average Percentage</i>	tbd
50135 - DIVISION OF REALTY	<i>Average Percentage</i>	tbd
50136 - DIVISION OF CONSERVATION PLANNING AND POLICY	<i>Average Percentage</i>	tbd
50137 - DEPUTY REGIONAL CHIEF-NATIONAL WILDLIFE REFUGE SYSTEM	<i>Average Percentage</i>	tbd
50138 - DIVISION OF VISITOR SERVICES AND COMMUNICATIONS	<i>Average Percentage</i>	tbd
50139 - REFUGES SOUTH	<i>Average Percentage</i>	tbd
50140 - ASSISTANT REGIONAL DIRECTOR- FISHERIES	<i>Average Percentage</i>	35%
50150 - ASSISTANT REGIONAL DIRECTOR- MIGRATORY BIRDS AND STATE PROGRAMS	<i>Average Percentage</i>	tbd
50152 - DIVISION OF FEDERAL ASSISTANCE	<i>Average Percentage</i>	tbd
50153 - NORTH AMERICAN WATERFOWL MANAGEMENT PLAN COORDINATOR	<i>Average Percentage</i>	tbd
50154 - DIVISION OF MIGRATORY BIRDS	<i>Average Percentage</i>	10%
50160 - ASSISTANT REGIONAL DIRECTOR- EXTERNAL AFFAIRS	<i>Average Percentage</i>	tbd
50180 - ASSISTANT REGIONAL DIRECTOR-BUDGET AND ADMINISTRATION	<i>Average Percentage</i>	tbd
50181 - DIVISION OF CONTRACTING AND GENERAL SERVICES	<i>Average Percentage</i>	tbd
50182 - DIVISION OF HUMAN RESOURCES	<i>Average Percentage</i>	tbd
50184 - DIVISION OF SAFETY AND OCCUPATIONAL HEALTH	<i>Average Percentage</i>	tbd
50185 - DIVISION OF DIVERSITY AND CIVIL RIGHTS	<i>Average Percentage</i>	tbd

Org Code	% to Ches Bay per Survey	
50186 - DIVISION OF INFORMATION TECHNOLOGY MANAGEMENT	<i>Average Percentage</i>	tbd
50188 - DIVISION OF BUDGET AND FINANCE	<i>Average Percentage</i>	tbd
50190 - DIVISION OF ENGINEERING	<i>Average Percentage</i>	tbd