

American Reinvestment and Recovery Act (ARRA) ABC Coding Guidance Table of Contents

ABC Template for ARRA Construction.....	2
ABC Template for ARRA Deferred Maintenance	4
ABC Template for ARRA Energy Retrofits.....	6
ABC Template for ARRA Habitat Restoration (& Youth) - FWS Lands	7
ABC Template for ARRA Habitat Restoration – Off-Service Lands	9
ABC Template for ARRA Environmental Review Capacity	11
ABC Template for ARRA Administration	13
ABC Template for ARRA Fire Operations	14

These ABC Coding Templates have been developed to assist employees in coding expenses against funding provided by the American Reinvestment and Recovery Act (ARRA). They are designed to help FWS employees code similar work consistently across the Service and give employees an easier way to find their work without always having to refer to the Service’s Activity Dictionary. *These lists of common ABC codes were compiled based on review of the ARRA project list descriptions.* **There are NO new codes; the Service continues to use its existing set of 178 ABC codes.**

General Coding Guidance

How do I choose which codes to use?

- The Coding Templates are designed to help quickly narrow the number of probable codes, but are not an exhaustive list.
- Use the ABC work activity dictionary to choose the best code.
 - Read the titles & description. Select the best code(s) that fits your work/project.
- **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 ultimate outcome.”
Example: If you are managing a contract code “9W: Manage Purchases, Contracts and Acquisitions” not “W2: Restore Wetlands” or “8B: Construct Buildings”.
- **Any employee can code to the “support” codes** if that is the best code for that work.

How many codes should I use?

- Code the major activities you work on.
- It is okay to combine small amounts of time into a larger lump.
- Do not worry about the small amounts of time on little-used work activities.

The Coding Templates are provided as a guide, you may still choose any valid Service ABC work activity code that matches your work/expenses. If the activities here do not describe your work/expenses, consult your supervisor. Visit the online ABC dictionary:

http://www.fws.gov/Planning/ABC/dictionary_online.aspx

You can also request help on selecting activities through the Service’s online ABC helpdesk:

<http://www.fws.gov/Planning/Help/HelpDesk.aspx>

ABC Template for ARRA Construction

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4140 Refuges

4142 Capital Improvement - Refuges

4150 Fisheries

4152 Capital Improvement - Fisheries

105R Construction, Recovery Act

2910 Refuges

2911 Construction - Refuges

2912 Reconstruction and Repair - Refuges

2920 Fisheries

2921 Construction - Fisheries

2922 Reconstruction and Repair - Fisheries

4160 NCTC

4162 Capital Improvement - NCTC

104R Recovery Act Construction Reimbursables

2999 Construction Reimbursables

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Most common ABC work activities:

If you are working on an ARRA "Big C" Construction project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work/expenses, consult your supervisor or manager.

FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8B: Construct Buildings
8C: Construct Roads, Bridges, Tunnels
8F: Construct All Other Structures and Facilities
COMMUNICATE with STAKEHOLDERS, and INFORM and EDUCATE OTHERS
5B: Develop and Provide Information and Educational Materials and Activities <i>(displays, kiosks)</i>

Support and other functions:

Some employees doing this work perform a degree of support functions such as performing financial management operations or COTR duties (manage purchases, contracts and

acquisitions). The activities listed below reflect support activities that may be commonly performed – you should use these codes or similar codes if this is the actual work you perform. Employees who do not spend a material amount of time (> 10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

5A: Conduct External Relations – Media, Congressional, and Other
8P: Inventory DOI Facilities and Assess Facility Condition
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions

ABC Template for ARRA Deferred Maintenance

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4140 Refuges

4141 Deferred Maintenance - Refuges

4150 Fisheries

4151 Deferred Maintenance - Fisheries

105R Construction, Recovery Act

2910 Refuges

2912 Reconstruction and Repair - Refuges

2920 Fisheries

2922 Reconstruction and Repair - Fisheries

4160 NCTC

4161 Deferred Maintenance - NCTC

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Most common ABC work activities:

If you are working on an ARRA Maintenance & "small c" Construction Improvements project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work or project expenses, consult your supervisor or manager.

FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8B: Construct Buildings
8C: Construct Roads, Bridges, Tunnels
8D: Construct Dams and Water Storage Facilities
8E: Construct Water Conveyance Facilities
8F: Construct All Other Structures, Facilities and Grounds
8G: Maintain Buildings
8H: Maintain Roads
8J: Maintain Bridges
8K: Maintain Dams and Water Storage Facilities

8L: Maintain Water Conveyance Facilities
8M: Maintain All Other Structures, Facilities and Grounds
8N: Maintain Equipment
COMMUNICATE with STAKEHOLDERS, and INFORM and EDUCATE OTHERS
5B: Develop and Provide Information and Educational Materials and Activities <i>(displays, kiosks)</i>

Support and other functions:

Some employees doing this work perform a degree of support functions such as performing financial management operations or COTR duties (manage purchases, contracts and acquisitions). The activities listed below reflect support activities that may be commonly performed – you should use these codes or similar codes if this is the actual work you perform. Employees who do not spend a material amount of time (> 10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

5A: Conduct External Relations – Media, Congressional, and Other
8P: Inventory DOI Facilities and Assess Facility Condition
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions

ABC Template for ARRA Energy Retrofits

Most likely related to budget activities/subactivities:

105R Construction, Recovery Act

2910 Refuges

2913 Energy Efficiency Retrofits - Refuges

2920 Fisheries

2923 Energy Efficiency Retrofits - Fisheries

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Most common ABC work activities:

If you are working on an ARRA Renewable Energy and Energy Efficiency project, the codes below should represent most of what you do and the expenses you will charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work or project expenses, consult your supervisor or manager.

FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8G: Maintain Buildings
8L: Maintain Water Conveyance Facilities
8M: Maintain All Other Structures, Facilities and Grounds
8N: Maintain Equipment

Support and other functions:

Some employees doing this work perform a degree of support functions such as performing financial management operations or COTR duties (manage purchases, contracts and acquisitions). The activities listed below reflect support activities that may be commonly performed – you should use these codes or similar codes if this is the actual work you perform. Employees who do not spend a material amount of time (> 10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

5A: Conduct External Relations – Media, Congressional, and Other
8P: Inventory DOI Facilities and Assess Facility Condition
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions

ABC Template for ARRA Habitat Restoration (& Youth) - FWS Lands

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4140 Refuges

4143 Habitat Restoration - Refuges

4144 Habitat Restoration - Youth Programs

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Most common ABC work activities:

If you are working on an ARRA Habitat and Lands Restoration (and Youth) - FWS Lands project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work or project expenses, consult your supervisor or manager.

PROTECT AND MANAGE HABITAT
W2: Restore Wetlands
W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
W5: Restore Marine and Coastal Habitats
U6: Manage Water Quality and Quantity
X4: Clean up Contaminated Service Lands
PROTECT AND MANAGE CANDIDATE, T&E and CITES SPECIES
D2: Implement Recovery Actions for T&E Species
PROTECT AND MANAGE NON T&E SPECIES
J5: Conduct Terrestrial Wildlife Population Management
M2: Survey, Assess and Monitor Non T&E Aquatic Species
M7: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants
N3: Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals

N4: Prevent, Manage and Control Invasive Aquatic Plants
N5: Prevent, Manage and Control Invasive Aquatic Animals
FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8C: Construct Roads, Bridges, Tunnels
8D: Construct Dams and Water Storage Facilities
8E: Construct Water Conveyance Facilities
8F: Construct All Other Structures and Facilities
8M: Maintain All Other Structures and Facilities
8N: Maintain Equipment
MANAGE FIRE OPERATIONS
2C: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)
2D: Reduce Hazardous Fuels - Mechanical (Non-WUI)
2E: Reduce Hazardous Fuels – Other Methods (Non-WUI)

Support and other functions:

Some employees doing this work perform a degree of support functions such as performing financial management operations or COTR duties (manage purchases, contracts and acquisitions). The activities listed below reflect support activities that may be commonly performed – you should use these codes or similar codes if this is the actual work you perform. Employees who do not spend a material amount of time (> 10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

5A: Conduct External Relations – Media, Congressional, and Other
8P: Inventory DOI Facilities and Assess Facility Condition
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions
9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity (youth employment)
9J: Evaluate and Counsel Personnel (youth employment)
92: Develop and Deliver Training (youth employment)

ABC Template for ARRA Habitat Restoration – Off-Service Lands

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4130 Habitat Conservation

4134 Habitat - Partners for Fish and Wildlife

4135 Habitat - Coastal Program

4150 Fisheries

4153 Habitat - Fish Passage

4154 Habitat - National Fish Habitat Action Plan

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Most common ABC work activities:

If you are working on an ARRA Habitat and Lands Restoration – Off- Service Lands project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work or project expenses, consult your supervisor or manager.

PROTECT AND MANAGE HABITAT
W2: Restore Wetlands
W3: Restore Uplands
W4: Restore Riparian/Stream Habitats
W5: Restore Marine and Coastal Habitats
U6: Manage Water Quality and Quantity
PROTECT AND MANAGE CANDIDATE, T&E and CITES SPECIES
D2: Implement Recovery Actions for T&E Species
PROTECT AND MANAGE NON T&E SPECIES
J5: Conduct Terrestrial Wildlife Population Management
N2: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants
N3: Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals
N4: Prevent, Manage and Control Invasive Aquatic Plants

N5: Prevent, Manage and Control Invasive Aquatic Animals
FACILITIES AND EQUIPMENT CONSTRUCTION AND MAINTENANCE
8C: Construct Roads, Bridges, Tunnels
8H: Maintain Roads, Bridges, Tunnels

Support and other functions:

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5A: Conduct External Relations – Media, Congressional, and Other
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions

ABC Template for ARRA Environmental Review Capacity

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4120 Endangered Species

4123 Environmental Review-Consultation

4130 Habitat Conservation

4133 Environmental Review-Conservation Planning
and Asst

119R-Recovery Act Reimbursables

4180 Environmental Compliance

4181 Endangered Species Consultation

4182 Habitat Conservation - Conservation Planning

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Most common ABC work activities:

If you are working on an ARRA Environmental Review Capacity project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work or expenses.** If the activities here do not describe your work or project expenses, consult your supervisor or manager.

PROVIDE ESA (SECTION 7) CONSULTATIONS
E2: Provide ESA Section 7 Consultations for Wildland Fire to Service and Other Federal Agencies
E3: Provide ESA Section 7 Consultations for Water Use to Other Federal Agencies
E4: Provide ESA Section 7 Consultations for Hydropower to Other Federal Agencies
E5: Provide ESA Section 7 Consultations for Forage to Other Federal Agencies
E6: Provide ESA Section 7 Consultations for Forest Resources to Other Federal Agencies
E7: Provide ESA Section 7 Consultations for Non-Energy Minerals to Other Federal Agencies
E8: Provide ESA Section 7 Consultations for Energy to Other Federal Agencies
E9: Provide ESA Section 7 Consultations for Recreation to Other Federal Agencies

EA: Provide All Other ESA Section 7 Consultations to Other Federal Agencies
EB: Provide ESA Section 7 Intra-Service Consultations to Service Programs except Wildland Fire
EC: Provide Litigation Support for Section 7 Consultations to Service and Other Federal Agencies
CONDUCT ENVIRONMENTAL REVIEW FOR CUSTOMERS
Z2: Review and Develop Environmental Provisions for Federal Projects, Plans, and Permits
COMMUNICATE WITH STAKEHOLDERS, and INFORM AND EDUCATE OTHERS
5E: Consult and Coordinate with Native American Tribes

Support and other functions:

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5A: Conduct External Relations – Media, Congressional, and Other
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions

ABC Template for ARRA Administration

Most likely related to budget activities/subactivities:

109R-Resource Management, Recovery Act

4170 Administrative Support and Oversight

4177 Regional Admin Support and Oversight

4178 Headquarters Admin Support and Oversight

4179 DOI-wide Recovery Act Operations

105R Construction, Recovery Act

2930 Administrative Support

2932 Regional Admin Support and Oversight

2933 Headquarters Admin Support and Oversight

2934 DOI-wide Recovery Act Operations

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Most common ABC work activities:

If you are working on Administrative Support of ARRA, consult the guidance provided as to what expenses can be charged to these subactivities. The codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work/expenses.** If the activities here do not describe your work/expenses, consult your supervisor or manager.

5A: Conduct External Relations – Media, Congressional, and Other
5B: Develop and Provide Information and Educational Materials and Activities
X2: Evaluate and Audit Environmental Safety and Compliance
8P: Inventory DOI Facilities and Assess Facility Condition
9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity (hiring new Temporary employees to support ARRA, including temp backfill)
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management (managing performance reporting for ARRA)
9V: Administer Occupational Safety and Health
9W: Manage Purchases, Contracts and Acquisitions
9P: Operate, Maintain and Manage IT Investments (computer support of ARRA)

ABC Template for ARRA Fire Operations

These ABC Coding Templates have been developed to assist employees in coding expenses against funding provided by the American Reinvestment and Recovery Act (ARRA). They are designed to help FWS employees code similar work consistently across the Service and give employees an easier way to find their work without always having to refer to the Service's Activity Dictionary. *Note: The fire funding may have restrictions as to which activities against which it can be expended. A draft project list was NOT available at the time of this writing.* **There are NO new codes; the Service continues to use its existing set of 178 ABC codes.**

Most common ABC work activities:

If you are working on an ARRA Trails project, the codes below should represent most of what you do and the expenses you charge. **This Template is provided only as a guide, as such, you may still choose any valid Service ABC work activity code that matches your work/expenses.** If the activities here do not describe your work/expenses, consult your supervisor or manager.

MANAGE FIRE OPERATIONS
2A: Prepare for Wildland Fires
2B: Prepare Fire Management Plans
2C: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)
2D: Reduce Hazardous Fuels - Mechanical (Non-WUI)
2E: Reduce Hazardous Fuels – Other Methods (Non-WUI)
2F: Reduce Hazardous Fuels - Prescribed Fire (WUI)
2G: Reduce Hazardous Fuels - Mechanical (WUI)
2H: Reduce Hazardous Fuels – Other Methods (WUI)
2J: Suppress Wildland Fires (Non-WUI)
2K: Suppress Wildland Fires (WUI)
2L: Stabilize Burned Areas
2M: Rehabilitate lands Damaged by Wildland Fire
2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Support and other functions:

Some employees doing this work perform a degree of support functions such as performing financial management operations or COTR duties (manage purchases, contracts and acquisitions). The activities listed below reflect support activities that may be commonly performed – you should use these codes or similar codes if this is the actual work you perform. **Employees who do not spend a material amount of time (> 10% in a given pay period) performing these functions are not required to, but are welcome to code this work.**

5A: Conduct External Relations – Media, Congressional, and Other
9R: Perform Financial Management Operations
9W: Manage Purchases, Contracts and Acquisitions