

Changes to the Activity Dictionary for FY 2006

Changes to the List of ABC Activities

There are six primary processes that represent the work of the Fish & Wildlife Service. The ABC codes are still 2-digits but each activity now has a new code. The codes have been organized in a logical order by sub-process. This change was made to respond to the feedback received regarding the difficulties in finding codes that are listed in random order. In order to find the correct FY 2006 codes, use the Activity Dictionary Table of Contents and the FY 2005 to FY 2006 Crosswalk.

There have been 17 new codes added to the list. These codes are identified below.

FY 2006 Activity Code	Activity Name
L2	Develop Bird Regulations
L3	Manage Migratory Bird Populations
M3	Conduct Migratory Bird Harvest Surveys
M4	Conduct Migratory Bird Surveys and Monitoring
M5	Assess Migratory Bird Populations
M6	Conduct Migratory Bird Research
R2	Implement Provisions of the Western Hemisphere Convention
R3	Participate in Activities for the Trilateral Committee
R4	Implement CITES Treaty, Directives, and Related International Obligations and Develop Related Policies
Z6	Manage Oil and Gas Activities
4C	Develop Visitor Services Plan
7F	Monitor Grant Programs and Projects
7G	Monitor Grant Fiscal Processes
7H	Monitor License Fees
9K	Manage Professional Responsibility (Internal Affairs)
9N	Secure IT
9V	Administer Occupational Safety and Health

There were also several activities that were deleted and rolled into another activity. Remember that the definitions for these activities have been rolled into other activities within the FY 2006 Activity Dictionary. A crosswalk has been provided on page 16 showing where the FY 2005 codes that have been deleted appear in the FY 2006 list of activity codes.

Changes to the Activity Dictionary for FY 2006

The list of 27 activities from FY 2005 that were deleted is identified below.

FY 2005 Activity Code	Activity Name
A1	Conduct Intra-Service Consultation on Other FWS Activities
A4	Develop Refuge Harvest Regulations for Species Other than Birds and Fish
D7	Monitor and Report Performance of Projects, Plans and Permits
E1	Prepare and Process Initial List or Uplist Petition Response for US/Domestic Species
E5	Coordinate Congressional Communications
G1	Manage Bird Harvest
G7	Develop and Monitor Conservation Banks
H2	Implement Bird Conservation Plans
H9	Conduct Intra-Service Consultations on FWS Permits
J8	Resolve Bird Resource Conflicts for Non T&E Species
M9	Make Refuge Revenue Sharing Payments
O7	Conduct Intra-Service Consultations on FWS Grants
R2	Analyze Organizational Structures and Classify Positions
T5	Manage Marine Mammal Incidental Take
1X	Assist in the Development and Monitoring of Wetland Mitigation Banks
2B	Control Native Pest Animals and Predators
2N	Manage Unintentional Take for Non T&E Migratory Birds
2Y	Process Special Recreation Use Permits
3C	Conduct Intra-Service Consultations on FWS Enhancement and Restoration Projects
4G	Restore Natural Resources Damaged by Releases of Oil or Hazardous Substances
4L	Conduct Intra-Service Consultation on FWS Construction, Operations, and Maintenance Activities
5H	Prepare 12-Month Finding for Delist or Downlist Species
6D	Control Native Pest Plants
6N	Produce and Reintroduce Fish for Recreation
8G	Implement Recovery Actions for Foreign and CITES Species
9A	Attend Non-Program Specific Meetings
9K	Develop and Manage Co-Op Land Management Agreements

The dictionary has gone thru a major revision by the Deputies Sub-group. They have reviewed the sub-process names, activity names and definitions and have rewritten and/or revised them where necessary. The dictionary has been formatted so that the activities are listed by sub-process in a logical order. There are examples provided for some activities that may have multiple uses based on the program you are working for. Definitions of terms and directions regarding exclusions for an activity are also found with each ABC code.

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.

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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.