

## FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I

	<u>Product Service Code (PSC)</u>	<u>Recommended PSC Definition</u>	<u>FAIR Function Codes and Definitions</u>
1	<b>B510</b> Study/Environmental Assessments	<ul style="list-style-type: none"> <li>- Organized, analytical assessments/evaluations in support of policy development, decision-making, management, administration, or studies in support of R&amp;D activities including acquisitions of models, methodologies, and related software supporting studies, analysis, or evaluations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>R140B - Technical Assistance</b> includes technical support to the Agency’s scientific programs through research and development, health and safety, and other miscellaneous activities.</li> <li>- <b>E600A - NEPA</b> involves the interpretation of NEPA and the Coastal Zone Management Act to direct Federal decision-making in federally funded projects, the development, interpretation, and implementation of national and international strategies, plans, resource allocations, and guidelines related to NEPA.</li> <li>- <b>E600B - Emergency Response</b> involves representing the Agency during large incidents such as natural disasters and terrorist attacks.</li> </ul>
2	<b>C211</b> Architectural Engineering Services including landscaping interior	<ul style="list-style-type: none"> <li>- Professional services of an architectural, landscape architectural, engineering, environmental, or land surveying performed in connection with project development and permit processing in order to comply with federal and state environmental laws, including the processing and awarding of claims.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>S210B – Operations, an <i>Administrative Critical Function</i></b> that involves planning and funding for minor construction, maintenance, and repair of government buildings and associated grounds, building space management, procurement, and allocation of furnishings for occupied space, and moving and handling of office furniture and equipment, and the oversight of facility safety and environmental services ensuring employee safety and OSHA compliance.</li> <li>- <b>T804A - Oversight</b> involves the research, planning, development, conceptual designs, construction, alteration, repair, or project management oversight of major Agency building constructions and space utilization projects; and determining requirements for the Agency.</li> <li>- <b>T804B – Technical Assistance</b> involves studies, investigations, surveying and mapping, tests, evaluations, consultations, plans and specifications, construction phase services, drawing reviews, preparation of operating and maintenance manuals, and other related services.</li> </ul>
3	<b>C214</b> Architectural Engineering Management Engineering Services	<ul style="list-style-type: none"> <li>- Planning, coordinating, and directing activities in architecture and engineering, including research and development.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>T833A – Oversight, a <i>Critical Function</i></b> that involves verifying technical information submitted by other entities that support regulatory actions or decisions adhere to federal guidelines.</li> </ul>
4	<b>D302</b> IT and Telecom-Systems Development	<ul style="list-style-type: none"> <li>- Modeling, constructing, integrating, deploying, managing, operating and evolving software in IT/telecommunications systems; providing clear guidelines, methodologies and tools for the application of model driven architecture (MDA) principles in IT/telecommunications information management and IT/telecommunication component based software construction.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>C316 - Financial Systems Development and Planning</b> involves the design, development, integration, and deployment of the Agency’s financial systems.</li> <li>- <b>C302 - Travel Processing, an <i>Administrative Critical Function</i></b> that involves commitments and obligations of travel authorizations, payments on travel vouchers, and other travel transactions for the Agency’s programs.</li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

<p><b>D302</b> IT and Telecom-Systems Development <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Modeling, constructing, integrating, deploying, managing, operating and evolving software in IT/telecommunications systems; providing clear guidelines, methodologies and tools for the application of model driven architecture (MDA) principles in IT/telecommunications information management and IT/telecommunication component based software construction.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>C304 - Accounts Receivable</b> involves financial transaction processing, preparation of reports, and analysis related to the establishment and maintenance of accounts receivables, collections processing and deposits, cost recovery collections, and the coordination of debt management and collections services with DOJ and Treasury.</li> <li>- <b>W100B – Management, an Administrative Critical Function</b> that involves managing, monitoring, and controlling information management systems as well as reviewing, analyzing, and evaluating systems.</li> <li>- <b>W210 - Telephone Systems</b> involves managing and overseeing the operations of various Agency phone network resources and phone services.</li> <li>- <b>W310A - Network Administration, a Critical Function</b> that involves designing, developing, testing, and quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (Local Area Networks, Wireless Area Networks, Metropolitan Area Networks, and internet/intranet systems), and maintaining physical network architecture and infrastructure. A function that involves configuring and optimizing network servers, analyzing network workloads, monitoring network performance, diagnosing problems, ensuring proper load balancing, developing backup and recovery procedures, installing, testing, maintaining, and upgrading network operating systems software. A function that involves installing new or modified hardware/software, managing accounts, network rights, and access to systems and equipment, monitoring the performance, capacity, serviceability, and recoverability of installed systems, implementing security procedures and tools, resolving hardware/software interface and interoperability problems, and maintaining systems configuration and inventory.</li> <li>- <b>W601 - Information Technology Management, an Administrative Critical Function</b> that involves developing Agency information technology (IT) policy and establishing internal IT procedures and protocols, excluding final approval and issuance.</li> <li>- <b>W826A - Software/Application Development, a Critical Function</b> that involves analyzing system requirements, writing code, tests and debugs applications, assuring software quality and functionality, writing and maintaining program documentation, developing compilers, assemblers, utility programs, and operating systems, evaluating new software applications, new systems, and programming technologies, and developing implementation plans pertaining to system-wide commercial off the shelf (COTS) software.</li> </ul>
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**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

	<p><b>D302</b> IT and Telecom-Systems Development <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Modeling, constructing, integrating, deploying, managing, operating and evolving software in IT/telecommunications systems; providing clear guidelines, methodologies and tools for the application of model driven architecture (MDA) principles in IT/telecommunications information management and IT/telecommunication component based software construction.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>W826B - Systems Analysis, a Critical Function</b> that involves conducting needs for analyses to define opportunities for new or improved applications, identifying requirements, conducting feasibility studies and trade-off analyses. A function that involves defining systems scope and objectives, developing overall functional and technical requirements and specifications, evaluating and recommending sources for systems components, and, ensuring the integration and implementation of applications, databases, networks, and related systems.</li> </ul>
5	<p><b>D308</b> Program Services</p>	<ul style="list-style-type: none"> <li>- Identifying, defining, and designing government activities necessary to fulfill an agency’s mission as it applies to regulatory and environmental services.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>D100 - Regulatory Activities Support, a Critical Function</b> that involves drafting and developing legally binding rules, proposed rules, directives and notices, including statistical and economic analysis, excluding final approval and issuance.</li> <li>- <b>D702 - Program Planning and Support, a Critical Function</b> that critical function involves the development of strategic plans, performance goals, performance indicators, performance plans, program performance reports, strategies, and justifications in support of the Agency’s mission, excluding final approval and issuance.</li> <li>- <b>W100A – Advisory</b> involves advising senior Agency officials on the management and program activities which involves the design, development, and implementation of information systems requirements, applications, and policies. For example, support to the Quality Information Committee.</li> <li>- <b>Y000 – Administrative Support</b></li> <li>- <b>Y105A – Policy, a Critical Function</b> that involves the planning, formulation, regulatory guidance, direction, and policy integration performed at the highest levels of the Agency to include the Administrator, Assistant Administrators, Deputy Assistant Administrators, Regional Administrators, Assistant Regional Administrators, Deputy Regional Administrators. <i>*Note: When applicable, it is in support of and recommendations to the highest levels of management, excluding final approval and issuance.</i></li> <li>- <b>Y105B - Budget Formulation, a Critical Function</b> that involves developing and directing the Agency’s budget, financial management, and strategic and annual planning processes, performance measures and accountability functions while determining the Agency’s mission and program priorities. <i>*Note: When applicable, it is in support of and recommendations to the highest levels of management, excluding final approval and issuance.</i></li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

	<p><b>D308</b> Program Services <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Identifying, defining, and designing government activities necessary to fulfill an agency’s mission as it applies to regulatory and environmental services.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Y210 - Management Headquarters/Regions Operation Planning and Control, a Critical Function</b> that involves the leadership, oversight, control, and direction over the Agency’s strategic plan, program priorities, goals, and objectives as it relates to the Agency’s mission including the implementation of policy, human resources, and budget requests and allocations. This function is applicable to Office Directors, Associate Directors, Deputy Office Directors, and Division Directors. <i>*Note: When applicable, it is in support of and recommendations to the highest levels of management, excluding final approval and issuance.</i></li> </ul>
6	<p><b>D314</b> IT and Telecom - System Acquisition Support</p>	<ul style="list-style-type: none"> <li>- Independent technical assessments; software risk evaluations, process appraisals; request for proposal preparation and reviews; source-selection reviews; measurement-plan evaluations; system and software requirements architecture reviews; and quality assessments of system architectures and their requirements (QUASAR). Testing-approach evaluation; sustainment-readiness review; document reviews; planning, policy, training and education services; program management and oversight of high-tech systems development; assist with initiating, assembling, executing, and managing acquisition programs; interpret and synchronize requirements with system architectures and integrated master plans; and provide recommendations on acquisition policy as it relates to software systems.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>F200A – Contracting (Placement), an Administrative Critical Function</b> that involves reviewing requirements, preparing solicitations, analyzing proposals, negotiating, and awarding contracts.</li> <li>- <b>W299 - Other Communication Systems</b> that involves managing and overseeing the operations of various Agency communication services such as teleconference services, cellular services, video conference services, and any services other than telephone systems.</li> <li>- <b>W410A - Security Plans, a Critical Function</b> that involves the development and implementation of Agency information security plans, policies, and procedures, excluding final approval and issuance.</li> <li>- <b>W410C – Security Operations, a Critical Function</b> that involves maintaining security integrity for computer technology and help desk operations, intranet services, and telecom networks as well as reporting security incidents to the Agency central information office and serving as local-level Information Security Officers.</li> <li>- <b>W826A - Software/Application Development, a Critical Function</b> that involves analyzing system requirements, writing code, tests and debugs applications, assuring software quality and functionality, writing and maintaining program documentation, developing compilers, assemblers, utility programs, and operating systems, evaluating new software applications, new systems, and programming technologies, and developing implementation plans pertaining to system-wide commercial off the shelf (COTS) software.</li> <li>- <b>W826B - Systems Analysis, a Critical Function</b> that involves conducting need analyses to define opportunities for new or improved applications. A function that involves identifying requirements, conducting feasibility studies and trade-off analyses, defining systems scope and objectives, developing overall functional and technical requirements and specifications, evaluating and recommending sources for systems components, and ensuring the integration and implementation of applications, databases, networks, and related systems.</li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

7	<b>D399</b> Other ADP & Telecommunications Services	<ul style="list-style-type: none"> <li>- ADP and telecommunication services offered to the federal community for a fee that is directly available, regardless of the facilities used. It is the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received, and a series of operations on data by a computer in order to retrieve, or transform or classify information. For example, telephone, internet, payroll processing, and data communications access services.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>W210 - Telephone Systems</b> involves managing and overseeing the operations of various Agency phone network resources and phone services.</li> <li>- <b>W824 - Data Processing Services</b> involves data processing services in support of Agency enforcement and investigation requirements.</li> </ul>
8	<b>F999</b> Other Environmental Services, Studies, Support	<ul style="list-style-type: none"> <li>- (New) Environmental services critical to the Agency's mission, but excluding policy, regulatory, decision-making, and administrative support.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>E101A - Environmental Restoration</b> involves facilitating the reuse and redevelopment of contaminated properties and areas, as well as the oversight, control, and accountability of Environmental Restoration program operations.</li> <li>- <b>E103B - Site Assessment Coordination, a Critical Function</b> that involves the coordination of site assessments with other federal, state, and local agencies, and the assessment of chemical contaminants for risk to ecological receptors.</li> <li>- <b>E103C - Risk Assessment, a Critical Function</b> that involves scientific expertise and technical oversight of TSCA related documents, determining the basis for risk assessments, and communicating with community groups and other stakeholders regarding the scientific information.</li> <li>- <b>E300B - Technical Assistance, a Critical Function</b> that involves providing technical assistance while representing the Agency's positions, decisions, and technical approaches to the public, private, and international entities, state, local, and foreign governments, and other federal agencies.</li> <li>- <b>E401B - Emergency Support, a Critical Function</b> that involves developing and implementing policies and procedures to safeguard our nation's air resources during emergencies and from terrorist activities, excluding final approval and issuance.</li> <li>- <b>E501B - Emergency Support, a Critical Function</b> that involves developing and implementing policies and procedures to safeguard our nation's water resources during emergencies and from terrorist activities, excluding final approval and issuance.</li> <li>- <b>E502C - State/Local Review, a Critical Function</b> that involves reviewing, approving, or disapproving state and local regulations controlling water pollution from commercial and industrial sources.</li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

	<p><b>F999</b> Other Environmental Services, Studies, Support <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- <i>(New)</i> Environmental services critical to the Agency’s mission, but excluding policy, regulatory, decision-making, and administrative support.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>E801A - Technical Assistance, a Critical Function</b> that involves providing technical expert assistance to the tribes on various environmental programs, including the identification of environmental priorities, the creation of environmental and training programs, reports on tribal environmental needs and concerns, consulting services, and conflict mediation between program offices and the tribes.</li> <li>- <b>E801B - Planning, a Critical Function</b> that involves coordinating annual strategic planning process between the Agency and tribes, scheduling, and organizing tribal conferences.</li> </ul>
<p>9</p>	<p><b>R408</b> Program Management/Support Services</p>	<ul style="list-style-type: none"> <li>- Providing professional services to support or improve organizational policy development; decision-making; management and administration; program and/or project management and administration; or R&amp;D activities, as well professional advice or assistance to improve the effectiveness of Federal management processes or procedures including those of an engineering and technical nature. Outputs of these services may include information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>D200 - Data Collection and Analysis, a Critical Function</b> that involves the collection of data for the development of program reviews and assessments. Examples include, but are not limited to, risk assessment, and environmental quality assessments.</li> <li>- <b>D400A - Compliance Surveys and Inspections, a Critical Function</b> that involves conducting surveys and inspections to monitor compliance with environmental laws and other activities as they pertain to enforcement casework.</li> <li>- <b>D701 - Program Marketing and Outreach, a Critical Function</b> that involves the development of information products and outreach in support of Agency’s program.</li> <li>- <b>D702 - Program Planning and Support, a Critical Function</b> that involves the development of strategic plans, performance goals, performance indicators, performance plans, program performance reports, strategies, and justifications in support of the Agency’s mission, excluding final approval and issuance.</li> <li>- <b>D704 - Program Monitoring and Evaluation, a Critical Function</b> that involves program monitoring and evaluation of activities, including recommendations for program adjustments.</li> <li>- <b>E101B - Technical Assistance, a Critical Function</b> that involves providing technical assistance and support for environmental cleanups, recommendations, and decisions.</li> <li>- <b>E102B - Operations, a Critical Function</b> that involves the development of environmental cleanup recommendations, reviews, and risk assessments as they relate to FIFRA/FDCA.</li> <li>- <b>E104A - Laboratory Audits, a Critical Function</b> that involves conducting laboratory audits, internal quality assessments, and preparing responses to audit reports.</li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

	<p><b>R408</b> Program Management/Support Services <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Providing professional services to support or improve organizational policy development; decision-making; management and administration; program and/or project management and administration; or R&amp;D activities, as well professional advice or assistance to improve the effectiveness of Federal management processes or procedures including those of an engineering and technical nature. Outputs of these services may include information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>E104B - Federal Facilities Support, a Critical Function</b> that involves providing technical assistance and oversight to other federal agencies.</li> <li>- <b>E250A - Policy/Oversight, a Critical Function</b> that involves implementing the national contingency plan, evaluating incident responses of agencies and contractors, and overseeing state and tribal programs.</li> <li>- <b>Y820 - Administrative Management and Correspondence Services</b> involves interpreting external correspondence and determining the applicable Agency policies, regulations, and directives needed to respond to assignments.</li> <li>- <b>Y840 - Directives and Records Management, an Administrative Critical Function</b> that involves providing records management services and technical assistance to managers and staff, including making determinations regarding the retention, archiving and disposal of Agency manual and electronic records with contain confidential and restricted Agency information. This function involves developing and distributing guidance related to records management policies and procedures that are specific to Agency programs, including training Agency staff on the rules and regulations related to records management.</li> </ul>
10	<p><b>R421</b> Technical Assistance <i>*Note: This service is not data processing.</i></p>	<ul style="list-style-type: none"> <li>- Providing advice, assistance, and training pertaining to installation, operation, and maintenance of equipment or electronic devices, as well as non- IT services such as providing an interpretation of regulations and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>T813B - Geographic Information Systems</b> involves scientific and technical evaluation, risk assessments, and risk analysis of environmental projects and Geographic Information Systems (GIS).</li> </ul>
11	<p><b>R425</b> Engineering and Technical Services</p>	<ul style="list-style-type: none"> <li>- Providing systems engineering and technical direction to ensure the effective operation and maintenance of environmental program systems or direct support of environmental program systems that is essential to research, development, production, operation or maintenance of these systems.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>T600B - Construction</b> involves overseeing construction requirements in contracts/leases including reviewing construction documents and leases to determine the appropriateness of construction methods and products proposed.</li> <li>- <b>T804A - Oversight</b> involves the research, planning, development, conceptual designs, construction, alteration, repair, or project management oversight of major Agency building constructions and space utilization projects, and determining requirements for the Agency.</li> <li>- <b>T804B - Technical Assistance</b> involves studies, investigations, surveying and mapping, tests, evaluations, consultations, plans and specifications, construction phase services, drawing reviews, preparation of operating and maintenance manuals, and other related services.</li> </ul>

**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

	<p><b>R425</b> Engineering and Technical Services (<i>continued</i>)</p>	<ul style="list-style-type: none"> <li>- Providing systems engineering and technical direction to ensure the effective operation and maintenance of environmental program systems or direct support of environmental program systems that is essential to research, development, production, operation or maintenance of these systems.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>T804C - Compliance</b> involves architectural engineering services that support environmental compliance in accordance with federal and state regulations.</li> <li>- <b>T813A - Verification, a Critical Function</b> that involves verifying technical information submitted by other entities that support regulatory actions or decisions adhere to federal guidelines.</li> <li>- <b>T833A - Oversight, a Critical Function</b> that involves civil engineering services, risk assessment and analysis, and project management oversight for major Agency construction and environmental projects.</li> <li>- <b>T833B - Compliance, a Critical Function</b> that involves civil engineering services that support environmental compliance and enforcement programs.</li> </ul>
12	<p><b>R499</b> Other Professional Services</p>	<ul style="list-style-type: none"> <li>- Providing professional services in support of environmental programs, including program studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>C409 - Property Oversight</b> involves the implementation of policies and procedures regarding property, the support of property management contracts, and the financial oversight for acquisitions, financial accounting for property transactions, and ultimate control over the disposition of property, inventory analysis management, as well as shipping and receiving.</li> <li>- <b>D000 - Administrative Support</b></li> <li>- <b>D100 - Regulatory Activities, a Critical Function</b> that involves drafting and developing legally binding rules, proposed rules, directives and notices, including statistical and economic analysis, excluding final approval and issuance.</li> <li>- <b>S731 - Supply Operations</b> involves ordering, inventory, storage, distribution, and utilization of supplies, equipment, or materials for consumption or disposal, including the maintenance of records for this function.</li> </ul>
13	<p><b>R799</b> Other Management Support Services</p>	<ul style="list-style-type: none"> <li>- Providing assistance, advice or training for the efficient and effective management and operation of an organization including administrative and program management activities such as data systems, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>C307 - General Accounting</b> involves the reconciliation, oversight, and reporting of cash. This function involves the review and oversight of the Agency’s general ledger accounts, related financial statements, and accounting systems, the verification of the accuracy of financial data, the development and presentation of recommendations for improvement, and the implementation of closeout procedures for the Agency.</li> <li>- <b>C313A - Policy</b> involves the development of guidance, policy, and instructions for the usage of the financial management system, and other systems, excluding approval and issuance.</li> </ul>



**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

<p><b>R799</b> Other Management Support Services <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Providing assistance, advice or training for the efficient and effective management and operation of an organization including administrative and program management activities such as data systems, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>C313B - Oversight, an <i>Administrative Critical Function</i></b> that involves the oversight and maintenance of automated financial systems, including ensuring Agency compliance with Government regulations pertaining to existing Financial Systems operation and maintenance.</li> <li>- <b>C314 - Financial Management and Program Planning</b> involves support for mid-range and long-range planning and programming, development of policies and guidance, program performance review, analysis, and evaluation, and recommendations for the allocation and distribution of resources for decision at a higher level.</li> <li>- <b>C400B - Formulation/Planning</b> involves developing and defending the Agency’s budget, strategic and annual plan, goals, objectives, priorities and performance measures, and reviewing plans and programming actions related to information management systems in support of the Agency’s mission and program priorities.</li> <li>- <b>C400C - Monitoring, an <i>Administrative Critical Function</i></b> that involves tracking budget commitments, reporting the status of funds, and analyzing budget data.</li> <li>- <b>C409 - Property Oversight</b> that involves the implementation of policies and procedures regarding property, the support of property management contracts, shipping and receiving, the financial oversight of acquisition, and ultimate control over the disposition of property, inventory analysis management, and financial accounting for property transactions.</li> <li>- <b>F200B - Contracting (Management)</b> involves monitoring contract performance and costs for post award activities and closeout activities.</li> <li>- <b>F320 - Contract Administration and Operations, an <i>Administrative Critical Function</i></b> that involves Contracting Officer Representative monitoring and documenting of contractor performance, quality assurance, and the use of property and inspections in the acceptance of goods/services. <i>*Note: This function is associated with Contracting Officer Representative (COR)/Project Officer (PO), excluding Contracting Officers and Contract Specialists.</i></li> <li>- <b>I440 - Management Evaluations/Audits a <i>Critical Function</i></b> that involves reviewing processes, analyzing and evaluating audit recommendations, and preparing audit responses including corrective actions plans, as well as tracking audit reviews and congressional inquiries.</li> <li>- <b>S740 - Transportation Management Services</b> involves the management of transportation operations for the Transit Subsidy program.</li> </ul>
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**FAIR Act Inventory Functions and Service Contract Inventory Product Service Codes Crosswalk – Attachment I**

<p><b>R799</b> Other Management Support Services <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- Providing assistance, advice or training for the efficient and effective management and operation of an organization including administrative and program management activities such as data systems, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>T806 - Printing and Reproduction</b> involves supporting printing and reproduction services including negotiating and interacting with the Government Printing Office (GPO) for the purchase of printing services and print-related items.</li> <li>- <b>Y510 - Budget and Financial Program Management, a Critical Function</b> that involves managing the Agency’s financial management activities and programs, such as developing policies, assigning budget resources to program priorities, and overseeing the development, formulation, execution, and allocation of resources, including extramural funds and FTEs related to the Agency’s mission. <i>*Note: This function is applicable to senior management such as Office Directors, Associate Directors, Deputy Office Directors, Division Directors, and Deputy Division Directors.</i></li> <li>- <b>Y815 - Administrative Support Program Management</b> that involves the oversight, direction, and control of administrative support programs and offices which coordinate and track correspondence and documents through the issuance of policies and performance criteria.</li> <li>- <b>Y820 - Administrative Management and Correspondence Services</b> involves interpreting external correspondence and determining the applicable Agency policies, regulations, and directives needed to respond to assignments</li> </ul>
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