



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

18 February 2016

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

Memorandum

Subject: 2016 Federal Activities Inventory Reform (FAIR) Act Inventory

From: Jennifer Cranford, Manager   
Business Analysis and Strategic Sourcing (BASS) Service Center

To: Agency FAIR Act Inventory Contacts

This memorandum provides guidance for the Agency's submission of the Fiscal Year (FY) 2016 Federal workforce inventory. The Federal Activities Inventory Reform (FAIR) Act of 1998 and Office of Management and Budget (OMB) Circular A-76 requires agencies to prepare an inventory of the commercial and inherently governmental activities performed by their Federal employees by June 30 of each year. The development of workforce inventory can help offices gain a better understanding of how their Federal employee labor is being used to carry out the agency's mission and improve human capital resource distribution.

General Instructions

Headquarters and regional offices will begin submitting their 2016 inventory, due on **May 19, 2016**, through the new EPA web-based data collection tool. The agency has pre-populated the database with offices' official FY 2015 inventory data. Offices will enter and modify their data following the instructions and guidance provided on EPA's Fair Act Inventory Data Collection website at <http://v1676artay006.rtp.epa.gov/user/login?destination=oarm>.

The Deputy Assistant Administrator (DAA) or the Deputy Regional Administrator (DRA) are required to make a final determination that a particular activity is considered as "inherently governmental" based on Section 3 and Section 5-1(a) of OFPP Policy Letter 11-01. Certification of office inventories are required by the Assistant Administrators (AAs), Deputy AAs, Regional Administrator s (RAs), Deputy RAs, or a designee in accordance with the Assistant Administrator for the Office of Administration and Resources Management (OARM) Re-delegation Memorandum, dated March 30, 2004.

Office and regional point of contacts (POCs) are responsible for collecting and validating the data entered into the system while ensuring data consistency across their offices in accordance with OMB and EPA policies. Data entered for the Agency's official inventory must include the system generated Validation Report that indicates approval by the designated approving official.

The Agency's Coordinator, Melanie Gooden is available to work with the POCs to address any questions and to assist them with completing their official inventory submittal.

A kick-off conference call is scheduled for Wednesday, February 24, 2016 at 2:00 p.m. Eastern time. The Agency's Coordinator will discuss the 2016 guidance, instructions, and training. All offices' POCs are encouraged to participate. Ms. Gooden will provide the phone number, access code, and necessary materials in an Outlook invitation. Please contact Melanie at 919-541-1376 or at [gooden.melanie@epa.gov](mailto:gooden.melanie@epa.gov) if you require any additional information.

Cc:

Deputy Assistant Administrators

Deputy Regional Assistant Administrators