

NARA Function Descriptions for OMB Function Codes
(FY 2012 FTE summarized across all locations)

Act Code	Activity	2012 FTE
B400	Employee relations and benefits	10.47
B710	Human resources administration	38.69
B910	EEO and diversity programs administration	2.92
C000	Trust Fund financial support services	6.00
C110	Financial and budget management and control	25.64
C403	Revolving fund administration	23.47
C700	OE financial support services	1.50
C999	Trust Fund management and control	23.77
F310	Procurement administration	28.35
I000	OIG administrative support	4.27
I105	OIG legal services	1.25
I110	OIG management headquarters-audit	1.50
I115	OIG program management	1.25
I430	OIG performance audits	4.00
I440	Security classification programs oversight	30.13
I520	OIG criminal, counter intelligence, and administrative investigative services	7.00
I999	OIG other audit and investigative activities	2.00
L100	Grants management	8.18
R120	Applied Research	5.00
S000	Volunteer services administration	15.79
S100	Facility management	15.46
S210	Facility support services	6.25
S500	Space and security management	29.07
S732	Publication distribution	3.00
S733	Facility operations and repairs	10.00
S742	Materiel management	0.75
S750	Museum shop operations	28.63
S751	Document preservation services	153.36
S752	Exhibits and public programs	96.00
S753	Emergency management and operations program	5.49
S999	Public programs management and oversight	17.91
T101	Records center operations	1,120.00
T130	Storage and warehousing	4.00
T140	Archival records control and description	255.31
T199	Records management inventory services	23.52
T801	Materiel management services	14.62

Act Code	Activity	2012 FTE
T806	Archival electronic records support services	15.00
T820	Personnel support services	0.27
T999	Archival reference operations	316.33
U605	Staff training and professional development oversight	6.73
U699	Staff training and professional development services	0.25
W100	Information technology management	64.56
W399	Web site development and maintenance	9.80
W410	Information technology operations	19.37
W499	Open Government	16.72
Y000	Federal Register	55.75
Y105	Administration and policy-making for NARA programs	52.16
Y210	Administration and policy-making for records programs	97.17
Y215	Internal records management program operations	6.80
Y320	Review and mediation services to FOIA requesters government-wide	6.92
Y405	Legal affairs and representation	12.76
Y415	Legal and regulatory compliance auditing for NARA facilities	1.25
Y501	Communications administration	9.06
Y515	Public affairs and publications	1.00
Y620	Legislative affairs	4.00
Y810	Administrative services management	76.17
Y815	Records accessioning and declassification	171.97
Y830	Records preservation management and oversight	16.10
Y840	Presidential records management and appraisal	52.04
Y840	Federal records management and appraisal	48.38
Y850	Digitizing and microfilm preparation	49.56
Y860	Copier equipment support services	1.00
Y899	Archival reference	53.68

Reason Codes:

Reason Code	Definition
A	The commercial activity is not appropriate for private sector performance pursuant to a written determination by the CSO.
B	The commercial activity is suitable for a streamlined or standard competition. <i>Note: Section 733 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) establishes a statutory moratorium on beginning or announcing a study or public-private competition regarding the conversion of contract performance of any function performed by federal employees.</i>
C	The commercial activity is the subject of an in-progress streamlined or standard competition. <i>Note: Section 733 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) establishes a statutory moratorium on beginning or announcing a study or public-private competition regarding the conversion of contract performance of any function performed by federal employees.</i>
D	The commercial activity is performed by government personnel as the result of a standard or streamlined competition (or a cost comparison, streamlined cost comparison, or direct conversion) within the past five years.
E	The commercial activity is pending an agency approved restructuring decision (e.g., closure, realignment).
F	The commercial activity is performed by government personnel due to a statutory prohibition against private sector performance.
I - Inherently Governmental	Inherently Governmental