

Instructions for compiling commercial and inherently governmental FTE inventories

Agencies will use this spreadsheet to compile their commercial and inherently governmental FTE inventories in accordance with Office of Management and Budget (OMB) Memorandum M-06-08.

1. Instructions

These instructions describe the contents of each of the seven worksheets in this spreadsheet\ workbook.

Agencies must complete two of the worksheets, 6. Contact Information, and 7. Inventory. Once agencies have completed and reviewed their inventories, they must send the completed spreadsheet to OMB in accordance with OMB Memorandum M-06-08. Agencies shall NOT alter the format of this spreadsheet/workbook.

2. Agency/bureau FTE codes

This worksheet is provided for your information, cannot be updated by you, and contains agency and bureau codes, current-year direct, reimbursable and total FTEs by agency and/or bureau, and other descriptive information. The FTE levels were provided by the agencies and published in the President's Budget.

3. Function Codes

This worksheet is provided for your information, cannot be updated by you, and contains a complete list of activity function codes and titles.

4. Cities

This worksheet is provided for your information, is based on information provided by the US Postal Service, can and should be updated by you if necessary, and contains a list of city names.

You may add new city name to the list, provided it has a valid USPS zipcode. If a city is not listed, such as a foreign city name, a warning message will display when you enter a city name on tab 7. However, you can enter the city name as appropriate. If you cannot see all the city names in the drop-down, it may be due to the limitation of 32,767 maximum number of entries in a drop-down list. See tab 4 for a complete list of city names.

5. Miscellaneous Information

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This worksheet is provided for your information, cannot be updated by you, and contains lists of agency\bureau codes used in executive branch agencies, name prefixes (e.g., Mr., Mrs.), and suffixes (e.g., Jr., Sr.). These values are used in drop-down lists for tab 7.

6. Contact Information

This worksheet is provided for you to enter the agency URL where inventory will be posted, contact information to be published on the Federal Register Notice, and technical contact information for for each bureau. You must provide at least one contact for each bureau. You should also provide additional contacts in the event that the primary contact cannot be reached.

You must provide the following information for each agency\bureau: (1) Agency\bureau code, (2) Organizational unit name or abbreviation, (3) Last Name, (4) First Name, (5) Email address, and (6) Phone (phone numbers must include area code and, when possible, should be formatted as ###-###-####). Prefix and Suffix are optional.

Agencies must NOT alter the format of this worksheet. For example, you may NOT add new columns or change the order of columns. For convenient, you may remove the drop-down lists, but please note that the values you enter must agree with the content of these drop-down lists. Contacts containing invalid values will be returned to the agency for correction.

7. Inventory

This worksheet is provided for you to enter inventory information.

You must provide the following information (1) a unique sequence number, (2) Agency\bureau code, (3) Organizational unit name or abbreviation, (4) State, (5) City, (6) Country, (7) FTEs, (8) Activity function code, (9) Status, (10) Reason, and (11) first year on inventory.

Agencies must provide a unique sequence number for each row in the worksheet. For your convenience, numbers have been entered for the first 100 rows. If you provide fewer than 100 rows, please delete the sequence number for blank rows. If you provide more than 100 rows, please make sure that each new row has a unique sequence number.

The purpose of the sequence number is to help departments, large agencies and OMB discuss specific entries in the inventory. For example, we believe it will be easier to ask a question regarding an entry by referring to a single, unique sequence number rather than by specifying the values in 10 columns.

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Agencies must compute, by agency\bureau, the total numbers of FTEs in this worksheet. Agencies must compare these totals to the comparable control total in the 2.AgBu_FTE worksheet. Differences of more than 5 percent must be explained to OMB in a written justification submitted with the inventory.