

## **Instructions for compiling commercial and inherently governmental FTE inventories**

Agencies may use this spreadsheet to compile their commercial and inherently governmental FTE inventories in accordance with Office of Management and Budget inventory guidance. Once compiled, it must be converted into Extensible Markup Language (XML) format for upload into the Workforce Inventories Tracking System (WITS), available on the OMB MAX Homepage at <https://max.omb.gov/maxportal/>

The OMB-approved XML schema is available at:  
[http://www.whitehouse.gov/omb/procurement/fair/index\\_csts.html](http://www.whitehouse.gov/omb/procurement/fair/index_csts.html)

**Use of this spreadsheet is not required. It is provided as a template for your convenience. Agencies may choose to manually input their inventory data into WITS, or may compile their inventory by another method for conversion into the XML format required for upload into WITS.**

### **1. Instructions**

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

Agencies will complete two of the worksheets, 6. Contact Information, and 7. Inventory. Once agencies have completed and reviewed their inventories, they must convert the data in the spreadsheet to the proper XML schema/format for upload into WITS.

### **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**

Contains United States Postal Service listing of valid US city names. All US cities included on the inventory worksheet must be validated by the agency from this worksheet.

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### **5. Miscellaneous Information**

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 name and contact information for the agency's chief inventory contact (required), Federal Register contact (required), and technical contact. The agency shall also provide the URL to which the inventory will be posted upon notice of public availability in the Federal Register.

### **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/Reason, and (10) first year on inventory. Agencies may also use the Agency Suffix column as they see fit for internal purposes.

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.