

FAIR Act Inventory Spreadsheet Guidance Content and Format of Inventories

To improve the consistency of commercial and inherently governmental inventories on a government-wide basis, agencies will submit Year 2003 inventories to OMB using the Excel spreadsheet available on the OMB website at: <http://www.whitehouse.gov/omb/procurement/fair-index.html>. The information required in the 2003 submissions is described below.

Organizational unit		
Agency	Enter 3-Digit Agency Code published in Circular A-11, Appendix C.	3-char limit
Bureau	Enter Bureau Code published in Circular A-11, Appendix C.	2-char limit
Organization Unit abbreviation	Enter Abbreviation that corresponds to the agency and bureau, e.g., FHA could be used for the Federal Highway Administration in the Department of Transportation.	15-char limit
Location		
City	Enter City Name	25-char limit
State	Enter Two letter Abbreviation used by the US Postal Service. Abbreviations are provided: http://www.usps.com/cpim/ftp/pubs/pub201/yourmail.htm#abbr	Blank when the location is <u>not</u> in the United States.
Country	Enter US - United States Spell out all other countries	
Status of Full-Time Equivalent Employees (FTEs)		
FTEs	Enter FTEs for the activity. Round to the nearest whole number.	See Additional Notes below.
Activity Function Code	Enter a Function Code for each applicable Status Code from OMB list of 2003 function codes.	
Status	Enter C - Commercial or I - Inherently governmental	The new data element allows agencies to submit a single Year 2003 Report to OMB.
Reason Code	Enter the Reason Code for Commercial Activity (Status) functions only - reason that it is subject or not subject to cost comparison or direct conversion.	Reason codes appear in 2003 FAIR Act memorandum to agency heads

Additional Information		
Year that activity first appeared on FAIR Act Inventory	Enter year. Initial value was 1999. Applies only to commercial Activities - Required by FAIR Act.	Blank when the status (above) is inherently governmental.
Year of Cost Comparison or Conversion Decision	Applicable to commercial function status only.	Blank when not applicable.
CIV/FTE savings in thousands	Enter FTEs. Round to nearest whole number.	
Estimated annualized cost comparison savings in thousands	Enter dollars.	Zero when not applicable.
Date of Completed Post-MEO Performance Review	Enter year. Applicable to commercial function status only.	Leave blank if not performed.
Contact Information (for Federal employee(s) knowledgeable of program)		
Contact Last Name	Enter name of person responsible for activity or contact person for commercial and inherently governmental status.	20-char limit
Contact First Name		15-char limit
Contact Prefix	Optionally enter Miss, Mr., Ms., Mrs.	5-char limit
Contact Suffix	Optionally enter Jr., Sr., II, III	5-char limit
Contact E-Mail		35-char limit
Contact Phone No.		20-char limit

ADDITIONAL NOTE:

FTEs - As was done for the 2002 inventories, the spreadsheet includes the total number of FTEs published in the current year column of the President's Budget. Agencies must provide a separate written explanation if the FTEs listed on their inventory submission (both commercial and inherently governmental) do not match the current year FTE levels published in the President's Budget (aggregated at agency/bureau level).