

the previous year's data. Also, include the number of studies you expect to complete in the next fiscal year showing total civilian and military FTEs.

[50 FR 40805, Oct. 7, 1985, as amended at 57 FR 29210, July 1, 1992; 60 FR 67329, Dec. 29, 1995]

#### § 169a.22 Responsibilities.

The responsibilities for implementing the policies and procedures of the DoD CA Program are prescribed in DoD Directive 4100.15 (32 CFR part 169) and appropriate paragraphs of this part.

[57 FR 29210, July 1, 1992]

#### APPENDIX A TO PART 169a—CODES AND DEFINITIONS OF FUNCTIONAL AREAS

This list of functional codes and their definitions does not restrict the applicability or scope of the commercial activity Program within DoD. Section B. of DoD Directive 4100.15 defines the applicability and scope of the program. The commercial activity program still applies to CAs not defined in this listing. These codes and definitions are a guide to assist reporting. As new functions are identified, codes will be added or existing definitions will be expanded.

##### *Social Services*

*G001 Care of Remains of Deceased Personnel and/or Funeral Services.* Includes CAs that provide mortuary services, including transportation from aerial port of embarkation (APOE) to mortuary of human remains received from overseas mortuaries, inspection, restoration, provision of uniform and insignia, dressing, flag, placement in casket, and preparation for onward shipment.

*G008 Commissary Store Operation.* Includes CAs that provide all ordering, receipt, storage, stockage, and retailing for commissaries. Excludes procurement of goods for issue or resale.

G008A: Shelf Stocking.

G008B: Check Out.

G008C: Meat Processing.

G008D: Produce Processing.

G008E: Storage and Issue.

G008F: Other.

G008G: Troop Subsistence Issue Point.

*G009 Clothing Sales Store Operation.* Includes commercial activities that provide ordering, receipt, storage, stockage, and retailing of clothing. Stores operated by the Army and Air Force Exchange Services, Navy Exchange Services, and Marine Corps Exchange Services are excluded.

*G010 Recreational Library Services.* Includes operation of libraries maintained primarily for off-duty use by military personnel and their dependents.

*G011 Other Morale, Welfare, and Recreation Services.* Operation of commercial activities maintained primarily for the off-duty use of military personnel and their dependents, including both appropriated and partially non-appropriated fund activities. The operation of clubs and messes, and morale support activities are included in code G011. Examples of activities performing G011 functions are arts and crafts, entertainment, sports and athletics, swimming, bowling, marina and boating, stables, youth activities, centers, and golf. DoD Directive 1015.1<sup>1</sup> contains amplification of the categories reflected below. (NOTE: commercial activities procedures are not mandatory for functions staffed solely by civilian personnel paid by non-appropriated funds.)

G011A: All Category II Nonappropriated Fund Instrumentalities (NAFIs), except Package Beverage Branch.

G011B: Package Beverage Branch.

G011C: All Category IIIa NAFIs.

G011D: All Category IIIb1, except Libraries.

G011E: Category IIIb2 Arts and Crafts.

G011F: Category IIIb2 Music & Theatre.

G011G: Category IIIb2 Outdoor Recreation.

G011H: Category IIIb2 Youth Activities.

G011I: Category IIIb2 Child Development Service.

G011J: Category IIIb2 Sports—Competitive.

G011K: All Category IIIb3 except Armed Forces Recreation Center (AFRC) Golf Bowling, and membership associations converted from Category VI.

G011L: Category IIIb3 AFRC.

G011M: Category IIIb3 Golf.

G011N: Category IIIb3 Bowling.

G011O: Category IIIb3 membership associations converted from Category VI.

G011P: Category III Information Tour and Travel (ITT).

G011Q: All Category IV.

G011R: All Category V.

G011S: All Category VI, except those converted to Category IIIb3.

G011T: All Category VII.

G011U: All Category VIII, except billeting and hotels.

G011V: Category VIII Billeting.

G011W: Category VIII Hotels.

*G012 Community Services.* DoD Directive 1015.1 contains further amplification of the categories.

G012A: Information and Referral.

G012B: Relocation Assistance.

G012C: Exceptional Family Member.

G012D: Family Advocacy (Domestic Violence).

G012E: Foster Care.

G012F: Family Member Employment.

G012G: Installation Volunteer Coordination.

G012H: Outreach.

<sup>1</sup> See footnote 1 to § 169.1(a).

G012I: Volunteer Management.

G012J: Office Management.

G012K: Consumer Affairs/Financial Assistance.

G012L: General and Emergency Family Assistance.

*G900 Chaplain Activities and Support Services.* Includes commercial activities that provide non-military unique support services that supplement the command religious program such as non-pastoral counseling, organists, choir directors, and directions of religious education. The command religious program, which includes chaplains and enlisted support personnel, is a Governmental function and is excluded from this category.

*G901 Berthing BOQ/BEQ.* Includes commercial activities that provide temporary or permanent accommodations for officer or enlisted personnel. Management of the facility, room service, and daily cleaning are included.

*G904 Family Services.* Includes commercial activities that perform various social services for families, such as family counseling, financial counseling and planning, the operation of an abuse center, child care center, or family aid center.

*G999 Other Social Services.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

#### Health Services

*H101 Hospital Care.* Includes commercial activities that provide outpatient and inpatient care and consultative evaluation in the medical specialties, including pediatrics and psychiatry; the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients.

*H102 Surgical Care.* Includes commercial activities that provide outpatient and inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology; the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

*H105 Nutritional Care.* Includes commercial activities that provide hospital food services for inpatients and outpatients, dietetic treatment, counseling of patients, and nutritional education.

*H106 Pathology Services.* Includes commercial activities involved in the operation of laboratories providing comprehensive clinical and anatomical pathology services; DoD military blood program and blood bank activities; and area reference laboratories.

*H107 Radiology Services.* Includes commercial activities that provide diagnostic and therapeutic radiologic service to inpatients and outpatients, including the processing,

examining, interpreting, and storage and retrieval of radiographs, fluorographs, and radiotherapy.

*H108 Pharmacy Services.* Includes commercial activities that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

*H109 Physical Therapy.* Includes commercial activities that provide care and treatment to patients whose ability to function is impaired or threatened by disease or injury; primarily serve patients whose actual impairment is related to neuromusculoskeletal, pulmonary, and cardiovascular systems; evaluate the function and impairment of these systems, and select and apply therapeutic procedures to maintain, improve, or restore these functions.

*H110 Materiel Services.* Includes commercial activities that provide or arrange for the supplies, equipment, and certain services necessary to support the mission of the medical facility; responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting, and reporting actions for designated medical and nonmedical supplies and equipment.

*H111 Orthopedic Services.* Includes commercial activities that construct orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications.

*H112 Ambulance Service.* Includes commercial activities that provide transportation for personnel who are injured, sick, or otherwise require medical treatment, including standby duty in support of military activities and ambulance bus services.

*H113 Dental Care.* Includes commercial activities that provide oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

*H114 Dental Laboratories.* Includes commercial activities that operate dental prosthetic laboratories required to support the provision of comprehensive dental care; services may include preparing casts and models, repairing dentures, fabricating transitional, temporary, or orthodontic appliances, and finishing dentures.

*H115 Clinics and Dispensaries.* Includes commercial activities that operate free-standing clinics and dispensaries that provide health care services. Operations are relatively independent of a medical treatment facility and are separable for in-house or contract performance. Health clinics, occupational health clinics, and occupational health nursing offices.

*H116 Veterinary Services.* Includes commercial activities that provide a complete wholesomeness and quality assurance food inspection program, including sanitation, inspection of food received, surveillance inspections, and laboratory examination and analysis; a complete zoonosis control program; complete medical care for Government-owned animals; veterinary medical support for biomedical research and development; support to other Federal agencies when requested and authorized; assistance in a comprehensive preventive medicine program; and determination of fitness of all foods that may have been contaminated by chemical, bacteriological, or radioactive materials.

*H117 Medical Records Transcription.* Includes commercial activities that transcribe, file, and maintain medical records.

*H118 Nursing Services.* Includes commercial activities that provide care and treatment for inpatients and outpatients not required to be performed by a doctor.

*H119 Preventive Medicine.* Includes commercial activities that operate wellness or holistic clinics (preventive medicine), information centers, and research laboratories.

*H120 Occupational Health.* Includes commercial activities that develop, monitor, and inspect installation safety conditions.

*H121 Drug Rehabilitation.* Includes commercial activities that operate alcohol treatment facilities, urine testing for drug content, and drug/alcohol counseling centers.

*H999 Other Health Services.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

*Intermediate, Direct, or General Repair and Maintenance of Equipment*

*Definition.* Maintenance authorized and performed by designated maintenance commercial activities in support of using activities. Normally, it is limited to replacement and overhaul of unserviceable parts, sub-assemblies, or assemblies. It includes (1) intermediate/direct/general maintenance performed by fixed activities that are not designed for deployment to combat areas and that provide direct support of organizations performing or designed to perform combat missions from bases in the United States, and (2) any testing conducted to check the repair procedure. Commercial activities engaged in intermediate/direct/general maintenance and/or repair of equipment are to be grouped according to the equipment predominantly handled, as follows:

*J501 Aircraft.* Aircraft and associated equipment. Includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft.

*J502 Aircraft Engines.* Aircraft engines that are not repaired while an integral part of the aircraft.

*J503 Missiles.* Missile systems and associated equipment. Includes mechanical, electronics, and communication equipment that is an integral part of missile systems.

*J504 Vessels.* All vessels, including armament, electronics, communications and any other equipment that is an integral part of the vessel.

*J505 Combat Vehicles.* Tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. Includes armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle.

*J506 Noncombat Vehicles.* Automotive equipment, such as tactical, support, and administrative vehicles. Includes electronic and communications equipment that is an integral part of the noncombat vehicle.

*J507 Electronic and Communications Equipment.* Stationary, mobile, portable, and other electronic and communications equipment. Excludes electronic and communications equipment that is an integral part of another weapon/support system. Maintenance of Automatic Data Processing Equipment (ADPE) not an integral part of a communications system shall be reported under functional code W825; maintenance of tactical ADPE shall be reported under function code J999.

*J510 Railway Equipment.* Locomotives of any type or gauge, including steam, compressed air, straight electric, storage battery, diesel electric, gasoline, electric, diesel mechanical locomotives, railway cars, and cabooses. Includes electrical equipment for locomotives and cars, motors, generators, wiring supplies for railway tracks for both propulsion and signal circuits, and on-board communications and control equipment.

*J511 Special Equipment.* Construction equipment, weight lifting, power, and material handling equipment (MHE).

*J512 Armament.* Small arms, artillery and guns, nuclear munitions, chemical, biological, and radiological (CBR) items, conventional ammunition, and all other ordnance items. Excludes armament that is an integral part of another weapon or support system.

*J513 Dining Facility Equipment.* Dining facility kitchen appliances and equipment.

*J514 Medical and Dental Equipment.* Medical and dental equipment.

*J515 Containers, Textiles, Tents, and Tarpaulins.* Containers, tents, tarpaulins, other textiles, and organizational clothing.

*J516 Metal Containers.* Container Express (CONEX) containers, gasoline containers, and other metal containers.

*J517 Training Devices and Audiovisual Equipment.* Training devices and audiovisual equipment. Excludes maintenance of locally

fabricated devices and functions reported under codes T807 and T900.

*J519 Industrial Plant Equipment.* That part of plant equipment with an acquisition cost of \$3,000 or more, used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply processing, assembly, or research and development operations.

*J520 Test, Measurement, and Diagnostic Equipment.* Test, measurement, and diagnostic equipment (TMDE) that has resident in it a programmable computer. Included is equipment referred to as automated test equipment (ATE).

*J521 Other Test, Measurement, and Diagnostic Equipment.* Test, measurement, and diagnostic equipment not classified as ATE or that does not contain a resident programmable computer. Includes such items as electronic meters, armament circuit testers, and other specialized testers.

*J522 Aeronautical Support Equipment.* Aeronautical support equipment excluding TMDE (and ATE). Includes such items as ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. Excludes aeronautical equipment reported under J501.

*J999 Other Intermediate, Direct, or General Repair and Maintenance of Equipment.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

*Depot Repair, Maintenance, Modification, Conversion, or Overhaul of Equipment*

*Definition.* The maintenance performed on materiel that requires major overhaul or a complete rebuild of parts, assemblies, sub-assemblies, and end items, including the manufacture of parts, modifications, testing, and reclamation, as required. Depot maintenance serves to support lower categories of maintenance. Depot maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities. (See DoD Instruction 4151.15<sup>2</sup> for further amplification of the category definitions reflected below.) Depot or indirect maintenance functions are identified by the type of equipment maintained or repaired.

*K531 Aircraft.* Aircraft and associated equipment. Includes armament, electronics and communications equipment, engines, and any other equipment that is an integral part of an aircraft. Aeronautical support equipment not reported separately under code K548.

*K532 Aircraft Engines.* Aircraft engines that are not repaired while an integral part of the aircraft.

*K533 Missiles.* Missile systems and associated equipment. Includes mechanical, electronic, and communications equipment that is an integral part of missile systems.

*K534 Vessels.* All vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel.

*K535 Combat Vehicles.* Tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. Includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle.

*K536 Noncombat Vehicles.* Automotive equipment, such as tactical support and administrative vehicles. Includes electronic and communications equipment that is an integral part of the vehicle.

*K537 Electronic and Communications Equipment.* Stationary, mobile, portable, and other electronics and communications equipment. Excludes electronic and communications equipment that is an integral part of another weapon/support system. Maintenance of ADPE, not an integral part of a communications system, is reported under functional code W825.

*K538 Railway Equipment.* Locomotives of any type or gauge, including steam, compressed air, straight electric, storage battery, diesel electric, gasoline, electric, diesel mechanical locomotives, railway cars, and cabooses. Includes electrical equipments for locomotives and cars, motors, generators, wiring supplies for railway tracks for both propulsion and signal circuits, and on-board communication and control equipment.

*K539 Special Equipment.* Construction equipment, weight lifting, power, and materiel-handling equipment.

*K540 Armament.* Small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. Excludes armament that is an integral part of another weapon or support system.

*K541 Industrial Plant Equipment.* That part of plant equipment with an acquisition cost of \$3,000 or more, used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

*K542 Dining Facility Equipment.* Dining facility kitchen appliances and equipment. This includes field feeding equipment.

*K543 Medical and Dental Equipment.* Medical and dental equipment.

<sup>2</sup>See footnote 1 to §169a.1(a).

*K544 Containers, Textiles, Tents and Tarpaulins.* Containers, tents, tarpaulins, and other textiles.

*K545 Metal Containers.* CONEX containers, gasoline containers, and other metal containers.

*K546 Test Measurement and Diagnostic Equipment.* Test measurement and diagnostic equipment (TMDE) that has resident in it a programmable computer. Included is equipment referred to as automated test equipment (ATE).

*K547 Other Test Measurement and Diagnostic Equipment.* Test measurement and diagnostic equipment not classified as ATE or that does not contain a resident programmable computer. Includes such items as electronic meters, armament circuit testers, and other specialized testers.

*K548 Aeronautical Support Equipment.* Aeronautical support equipment excluding TMDE (and ATE). Includes such items as ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. Excludes aeronautical support equipment reported under code K531.

*K999 Other Depot Repair, Maintenance, Modification, Conversion, or Overhaul of Equipment.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

#### *Base Maintenance/Multifunction Contracts*

*P100 Base Maintenance/Multifunction Contracts.* Includes all umbrella-type contracts where the contractor performs more than one function at one or more installations. (Identify specific functions as nonadd entries.)

#### *Research, Development, Test, and Evaluation (RDT&E) Support*

*R660 RDT&E Support.* Includes all effort not reported elsewhere directed toward support of installation or operations required for research, development, test, and evaluation use. Included are maintenance support of laboratories, operation and maintenance of test ranges, and maintenance of test aircraft and ships.

#### *Installation Services*

*S700 Natural Resource Services.* Includes those commercial activities that provide products or services that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management. Natural resources planning and management is a governmental function and will not be reported.

*S701 Advertising and Public Relations Services.* Includes commercial activities respon-

sible for advertising and public relations in support of public affairs offices, installation newspapers and publications, and information offices.

*S702 Financial and Payroll Services.* Includes commercial activities that prepare payroll, print checks, escrow, or change payroll accounts for personnel. Includes other services normally associated with banking operations.

*S703 Debt Collection.* Includes commercial activities that monitor, record, and collect debts incurred by overdrafts, bad checks, or delinquent accounts.

*S706 Installation Bus Services.* Includes commercial activities that operate local, intrapost, and interpost scheduled bus services. Includes scheduled movement of personnel over regular routes by administrative motor vehicles to include taxi and dependent school bus services.

*S706A Scheduled Bus Services.*

*S706B Unscheduled Bus Services*

*S706C Dependent School Bus Services.*

*S706D Other Bus Services.*

*S708 Laundry and Dry Cleaning Services.* Including commercial activities that operate and maintain laundry and dry cleaning facilities.

*S709 Custodial Services.* Includes commercial activities that provide janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

*S710 Pest Management.* Includes commercial activities that provide control measures directed against fungi, insects, rodents, and other pests.

*S712 Refuse Collection and Disposal Services.* Includes commercial activities that operate incinerators, sanitary fills, and regulated dumps, and perform all other approved refuse collection and disposal services.

*S713 Food Services.* Includes commercial activities engaged in the operation and administration of food preparation and serving facilities. Excludes operation of central bakeries, pastry kitchens, and central meat processing facilities that produce a product and are reported under functional area X934. Excludes hospital food service operations (under code H105).

*S713A: Food Preparation and Administration.*

*S713B: Mess Attendants and Housekeeping Services.*

*S714 Furniture.* Includes commercial activities that repair and refurbish furniture.

*S715 Office Equipment.* Includes commercial activities that maintain and repair typewriters, calculators, and adding machines.

*S716 Motor Vehicle Operation.* Includes commercial activities that operate local administrative motor transportation services. Excludes installation bus services reported in functional area S706.

*S716A: Taxi Service.*

*S716B: Bus Service (unless in S706).*

S716C: Motor Pool Operations.  
 S716D: Crane Operation (includes rigging, excludes those listed in T800G).  
 S716E: Heavy Truck Operation.  
 S716F: Construction Equipment Operation.  
 S716I: Driver/Operator Licensing & Test.  
 S716J: Other Vehicle Operations (Light Truck/Auto).  
 S716K: Fuel Truck Operations.  
 S716M: Tow Truck Operations.  
*S717 Motor Vehicle Maintenance.* Includes commercial activities that perform maintenance on automotive equipment, such as support and administrative vehicles. Includes electronic and communications equipment that are an integral part of the vehicle.  
 S717A: Upholstery Maintenance and Repair.  
 S717B: Glass Replacement and Window Repair.  
 S717C: Body Repair and Painting.  
 S717D: Accessory Overhaul.  
 S717E: General Repairs/Minor Maintenance.  
 S717F: Battery Maintenance and Repair.  
 S717G: Tire Maintenance and Repair.  
 S717H: Major Component Overhaul.  
 S717I: Material Handling Equipment Maintenance.  
 S717J: Crane Maintenance.  
 S717K: Construction Equipment Maintenance.  
 S717L: Frame and Wheel Alignment.  
 S717M: Other Motor Vehicle Maintenance.  
*S718 Fire Prevention and Protection.* Includes commercial activities that operate and maintain fire protection and preventive services. Includes routine maintenance and repair of fire equipment and the installation of fire prevention equipment.  
 S718A: Fire Protection Engineering.  
 S718B: Fire Station Administration.  
 S718C: Fire Prevention.  
 S718D: Fire Station Operations.  
 S718E: Crash and Rescue.  
 S718F: Structural Fire Suppression.  
 S718G: Fire & Crash/Rescue Equipment Major Maintenance.  
 S718H: Other Fire Prevention and Protection.  
*S719: Military Clothing.* Includes commercial activities that order, receive, store, issue, and alter military clothing and repair military shoes. Excludes repair of organizational clothing reported under code J515.  
*S724: Guard Service.* Includes commercial activities engaged in physical security operations that provide for installation security and intransit protection of military property from loss or damage.  
 S724A: Ingress and egress control. Regulation of persons, material, and vehicles entering or exiting a designated area to provide protection of the installation and Government property.

S724B: Physical security patrols and posts. Mobile and static physical security guard activities that provide protection of installation or Government property.  
 S724C: Conventional arms, ammunition, and explosives (CAAE) security. Dedicated security guards for CAAE.  
 S724D: Animal control. Patrolling for, capture of, and response to complaints about uncontrolled, dangerous, and disabled animals on military installations.  
 S724E: Visitor information services. Providing information to installation resident and visitors about street, agency, unit, and activity locations.  
 S724F: Vehicle impoundment. Removal, accountability, security, and processing of vehicles impounded on military installations.  
 S724G: Registration functions. Administration, filing, processing, and retrieval information about privately owned items that must be registered on military installations.  
 S724S: Other guard service.  
*S725 Electrical Plants and Systems.* Includes commercial activities that operate, maintain, and repair Government-owned electrical plants and systems.  
*S726 Heating Plants and Systems.* Includes commercial activities that operate, maintain, and repair Government-owned heating plants and systems over 750,000 British Thermal Unit (BTU) capacity. Codes Z991 or Z992 will be used for systems under 750,000 BTU capacity, as applicable.  
*S727 Water Plants and Systems.* Includes commercial activities that operate, maintain, and repair Government-owned water plants and systems.  
*S728 Sewage and Waste Plants and Systems.* Includes commercial activities that operate, maintain, and repair Government-owned sewage and waste plants and systems.  
*S729 Air Conditioning and Refrigeration Plants.* Includes commercial activities that operate, maintain, and repair Government-owned air conditioning and refrigeration plants over 5-ton capacity. Codes Z991 or Z992 shall be used for plants under 5-ton capacity as applicable.  
*S730 Other Services or Utilities.* Includes commercial activities that operate, maintain, and repair other Government-owned services or utilities.  
*S731 Base Supply Operations.* Includes commercial activities that operate centralized installation supply functions providing supplies and equipment to all assigned or attached units. Performs all basic supply functions to determine requirements for all requisition, receipt, storage, issuance, and accountability for materiel.  
*S732 Warehousing and Distribution of Publications.* Includes commercial activities that receive, store, and distribute publications and blank forms.  
*S740 Installation Transportation Office.* Includes technical, clerical, and administrative

commercial activities that support traffic management services related to the procurement of freight and passenger service from commercial “for hire” transportation companies. Excludes restricted functions that must be performed by Government employees such as the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; and carrier suspension. Excludes installation transportation functions described under codes S706, S716, S717, T810, T811, T812, and T814.

S740A: Installation Transportation Management and Administration.

S740B: Materiel Movements.

S740C: Personnel Movements.

S740D: Personal Property Activities.

S740E: Quality Control and Inspection.

S740F: Unit Movements.

S750 *Museum Operations.*

S760 *Contractor-Operated Parts Stores and Contractor-Operated Civil Engineering Supply Stores.*

S999 *Other Installation Services.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

#### *Other Nonmanufacturing Operations*

T800 *Ocean Terminal Operations.* Includes commercial activities that operate terminals transferring cargo between overland and sea-lift transportation. Includes handling of Government cargo through commercial water terminals.

T800A: Pier Operations. Includes commercial activities that provide stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.

T800B: Cargo Handling Equipment. Includes commercial activities that operate and maintain barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area.

T800C: Port Cargo Operations. Includes commercial activities that load and unload railcars and trucks, pack, repack, crate, warehouse, and store cargo moving through the terminal, and stuff and unstuff containers.

T800D: Vehicle Preparation. Includes commercial activities that prepare Government and privately owned vehicles (POVs) for ocean shipment, inspection, stowage in containers, transportation to pier, processing, and issue of import vehicles to owners.

T800E: Lumber Operations. Includes commercial activities that segregate reclaimable lumber from dunnage removed from ships, railcars, and trucks; remove nails; even lengths; inspect; and return the lumber to

inventory for reuse. Includes receipt, storage, and issue of new lumber.

T800F: Materiel Handling Equipment (MHE) Operations. Includes commercial activities that deliver MHE to user agencies, perform onsite fueling, and operate special purpose and heavy capacity equipment.

T800G: Crane Operations. Includes commercial activities that operate and perform first-echelon maintenance of barge derricks, gantries, and truck-mounted cranes in support of vessels and terminal cargo activities.

T800H: Breakbulk Cargo Operations. Includes commercial activities that provide stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of noncontainerized cargo.

T800I: Other Ocean Terminal Operations.

T801 *Storage and Warehousing.* Includes commercial activities that receive materiel into depots and other storage and warehousing facilities, provide care for supplies, and issue and ship materiel. Excludes installation supply in support of unit and tenet activities described in S731.

T801A: Receipt. Includes commercial activities that receive supplies and related documents and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.

T801B: Packing and Crating of Household Goods. Includes commercial activities performing packing and crating operations described in T801H, incident to the movement or storage of household goods.

T801C: Shipping. Includes commercial activities that deliver stocks withdrawn from storage to shipping. Includes unloading and offloading of stocks from transportation carriers, blocking, bracing, dunnage, checking, tallying, and materiel handling in central shipping area and related documentation and information operations.

T801D: Care, Rewarehousing, and Support of Materiel. Includes commercial activities that provide for actions that must be taken to protect stocks in storage, including physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration; provide for movement of stocks from one storage location to another and related checking, tallying, and handling; and provide for any work being performed within general storage support that cannot be identified clearly as one of the subfunctions described above.

T801E: Preservation and Packaging. Includes commercial activities that preserve, represerve, and pack materiel to be placed in storage or to be shipped. Excludes application of final (exterior) shipping containers.

T801F: Unit and Set Assembly and Disassembly. Includes commercial activities that gather or bring together items of various nomenclature (parts, components, and

basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units.

**T801G: Special Processing of Non Stock Fund-Owned Materiel.** Includes commercial activities performing special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel by technically qualified depot maintenance personnel, using regular or special maintenance tools or equipment. Includes disassembly or reassembly or reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house location such as a port to a commercial or DoD-operated maintenance or storage facility, property disposal or demilitarization activity, including blocking, bracing, cushioning, and packing.

**T801H: Packing and Crating.** Includes commercial activities that place supplies in their final, exterior containers ready for shipment. Includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. Also, includes all physical handling, unloading, and loading of materiel, within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment, including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, overpacking, containerization, and the packing of materiel in transportation containers. Excludes packing of household goods and personnel effects reported under code T801B.

**T801I: Other Storage and Warehousing.**

**T802 Cataloging.** Includes commercial activity that prepare supply catalogs and furnish cataloging data on all items of supply for distribution to all echelons worldwide. Includes catalog files, preparation, and revision of all item identifications for all logistics functions; compilation of Federal catalog sections and allied publication; development of Federal item identification guides, and procurement identification descriptions. Includes printing and publication of Federal supply catalogs and related allied publications.

**T803 Acceptance Testing.** Includes commercial activities that inspect and test supplies and materiel to ensure that products meet minimum requirements of applicable specifications, standards, and similar technical criteria; laboratories and other facilities with inspection and test capabilities; and activities engaged in production acceptance testing of ammunition, aircraft armament,

mobility material, and other military equipment.

**T803A: Inspection and Testing of Oil and Fuel.**

**T803B: Other Acceptance Testing.**

**T804 Architect-Engineering Services.** Includes commercial activities that provide Architect/Engineer (A/E) services. Excludes Engineering Technical Services (ETS) reported in functional area T813, and those required under 40 U.S.C. 541-554.

**T805 Operation of Bulk Liquid Storage.** Includes commercial activities that operate bulk petroleum storage facilities. Includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies (excludes aircraft fueling services); handling of drums within bulk fuel activities. Excludes aircraft fueling services reported under code T814.

**T806 Printing and Reproduction.** Includes commercial activities that print, duplicate, and copy. Excludes user-operated office copying equipment.

**T807 Audiovisual and Visual Information Services.** Includes commercial activities that provide base audiovisual (AV) and visual information (VI) support, production, depositories, technical documentation, and broadcasting.

**T807A: Base VI Support.** Includes commercial activities that provide production activities that provide general support to all installation, base, facility or site, organizations or activities. Typically, they supply motion picture, still photography, television, and audio recording for nonproduction documentary purposes, their laboratory support, graphic arts, VI libraries, and presentation services.

**T807B: AV Production.** Includes commercial activities that provide a self-contained, complete presentation, developed according to a plan or script, combining sound with motion media (film, tape or disc) for the purpose of conveying information to, or communicating with, an audience. (An AV production is distinguished from a VI production by the absence of combined sound and motion media in the latter.)

**T807C: VI Depositories.** Includes commercial activities that are especially designed and constructed for the low-cost and efficient storage and furnishing of reference service on semicurrent records pending their ultimate disposition. Includes records centers.

**T807D: VI Technical Documentation.** Includes commercial activities that provide a technical documentation (TECDOC) which is a continuous visual recording (with or without sound as an integral documentation



component) of an actual event made for purposes of evaluation. Typically, TECDOC contributes to the study of human or mechanical factors, procedures and processes in the context of medicine, science logistics, research, development, test and evaluation, intelligence, investigations and armament delivery.

**T807E: Electronic Media Transmission.** Includes commercial activities that transmit and receive audio and video signals for closed circuit local and long distance multi-station networking and broadcast operations.

**T807F: VI Documentation.** Includes commercial activities that provide motion media (film or tape) still photography and audio recording of technical and nontechnical events, as they occur, usually not controlled by the recording crew. VI documentation (VIDOC) encompasses Operational Documentation (OPDOC) and TECDOC. OPDOC is VI (photographic or electronic) recording of activities, or multiple perspectives of the same activity, to convey information about people, places and things.

**T807G: AV Central Library (Inventory Control Point).** Includes commercial activities that receive, store, issue, and maintain AV products at the central library level. May or may not include records center operations for AV products.

**T807K: AV or VI Design Service.** Includes commercial activities that provide professional consultation services involving the selection, design, and development of AV or VI equipment or facilities.

**T808 Mapping and Charting.** Includes commercial activities that design, compile, print, and disseminate cartographic and geodetic products.

**T809 Administrative Telephone Service.** Includes commercial activities that operate and maintain the common-user, administrative telephone systems at DoD installations and activities. Includes telephone operator services; range communications; emergency action consoles; and the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data, and similar systems that require use of a telephone system.

**T810 Air Transportation Services.** Includes commercial activities that operate and maintain nontactical aircraft that are assigned to commands and installations and used for administrative movement of personnel and supplies.

**T811 Water Transportation Services.** Includes commercial activities that operate and maintain nontactical watercraft that are assigned to commands and installations and are used for administrative movement of personnel and supplies.

**T811A: Water Transportation Services (except tug operations).**

**T811B: Tug Operations.**

**T812 Rail Transportation Services.** Includes commercial activities that operate and maintain nontactical rail equipment assigned to commands and installation and used for administrative movement of personnel and supplies.

**T813 Engineering and Technical Services.** Includes commercial activities that advise, instruct, and train DoD personnel in the installation, operation, and maintenance of DoD weapons, equipment, and systems.

These services include transmitting the technical skill capability to DoD personnel in order for them to install, maintain, and operate such equipment and keep it in a high state of military readiness.

**T813A: Contractor Plant Services.** Includes commercial manufacturers of military equipment contracted to provide technical and engineering services to DoD personnel. Qualified employees of the manufacturer furnish these services in the manufacturer plants and facilities. Through this program, the special skills, knowledge, experience, and technical data of the manufacturer are provided for use in training, training aid programs, and other essential services directly related to the development of the technical capability required to install, operate, maintain, supply, and store such equipment.

**T813B: Contract Field Services (CFS).** Includes commercial activities that provide services of qualified contractor personnel who provide onsite technical and engineering services to DoD personnel.

**T813C: In-house Engineering and Technical Services.** Includes commercial activities that provide technical and engineering services described in codes T813A and T813B above that are provided by Government employees.

**T813D: Other Engineering and Technical Services.**

**T814 Fueling Service (Aircraft).** Includes commercial activities that distribute aviation petroleum/oil/lubricant products. Includes operation of trucks and hydrants.

**T815 Scrap Metal Operation.** Includes commercial activities that bale or shear metal scrap and melt or sweat aluminum scrap.

**T816 Telecommunication Centers.** Includes commercial activities that operate and maintain telecommunication centers, nontactical radios, automatic message distribution systems, technical control facilities, and other systems integral to the communication center. Includes operations and maintenance of air traffic control equipment and facilities.

**T817 Other Communications and Electronics Systems.** Includes commercial activities that operate and maintain communications and electronics systems not included in T809 and T816.

**T818 Systems Engineering and Installation of Communications Systems.** Includes commercial activities that provide engineering and

installation services, including design and drafting services associated with functions specified in T809, T816, and T817.

*T819 Preparation and Disposal of Excess and Surplus Property.* Includes commercial activities that accept, classify, and dispose of surplus Government property, including scrap metal.

*T820 Administrative Support Services.* Includes commercial activities that provide centralized administrative support services not included specifically in another functional category. These activities render services to multiple activities throughout an organization or to multiple organizations; such as, a steno or typing pool rather than a secretary assigned to an individual. Typical activities included are word processing centers, reference and technical libraries, microfilming, messenger service, translation services, publication distribution centers, etc.

T820A: Word Processing Centers.

T820B: Reference and Technical Libraries.

T820C: Microfilming.

T820D: Internal Mail and Messenger Services.

T820E: Translation Services.

T820F: Publication Distribution Centers.

T820G: Field Printing and Publication. Includes those activities that print or reproduce official publications, regulations, and orders. Includes management and operation of the printing facility.

T820H: Compliance Auditing.

T820I: Court Reporting.

*T821 Special Studies and Analyses.* Includes commercial activities that perform research, collect data, conduct time-motion studies, or pursue some other planned methodology in order to analyze a specific issue, system, device, boat, plane, or vehicle for management.

Such activities may be temporary or permanent in nature.

T821A: Cost Benefit Analyses.

T821B: Statistical Analyses.

T821C: Scientific Data Studies.

T821D: Regulatory Studies.

T821E: Defense, Education, Energy Studies.

T821F: Legal/Litigation Studies.

T821G: Management Studies.

*T900 Training Devices and Simulators.* Includes commercial activities that provide training aids, devices, simulator design, fabrication, issue, operation, maintenance, support, and services.

T900A: Training Aids, Devices, and Simulator Support. Includes commercial activities that design, fabricate, stock, store, issue, receive, and account for and maintain training aids, devices, and simulators (does not include audiovisual production and associated services or audiovisual support).

T900B: Training Device and Simulator Operation. Includes commercial activities that operate and maintain training device and simulator systems.

*T999 Other Nonmanufacturing Operations.*

#### *Education and Training*

Includes commercial activities that conduct courses of instruction attended by civilian or military personnel of the Department of Defense. Terminology of categories and subcategories primarily for military personnel (marked by an asterisk) follows the definitions of the statutory *Military Manpower Training Report* submitted annually to the Congress. This series includes only the conduct of courses of instruction; it does not include education and training support functions (that is, Base Operations Functions in the S series and Nonmanufacturing Operations in the T series). A course is any separately identified instructional entity or unit appearing in a formal school or course catalog.

*U100 Recruit Training.\** The instruction of recruits.

*U200 Officer Acquisition Training.\** Programs concerned with officer acquisition training.

*U300 Specialized Skill Training.\** Includes Army One-Station Unit Training, Naval Apprenticeship Training, and health care training.

*U400 Flight Training.\** Includes flight familiarization training.

*U500 Professional Development Education\**

*U510 Professional Military Education.\** Generally, the conduct of instruction at basic, intermediate, and senior Military Service schools and colleges and enlisted leadership training does not satisfy the requirements of the definition of a DoD CA and is excluded from the provision of this Instruction.

*U520 Graduate Education, Fully Funded, Full-Time\**

*U530 Other Full-Time Education Programs\**

*U540 Off-Duty (Voluntary) and On-Duty Education Programs.\** Includes the conduct of Basic Skills Education Program (BSEP), English as a Second Language (ESL), skill development courses, graduate, undergraduate, vocational/technical, and high school completion programs for personnel without a diploma.

*U600 Civilian Education and Training.* Includes the conduct of courses intended primarily for civilian personnel.

*U700 Dependent Education.* Includes the conduct of elementary and secondary school courses of instruction for the dependents of DoD overseas personnel.

*U800 Training Development and Support* (not reported elsewhere)

*U999 Other Training.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

#### *Automatic Data Processing*

*W824 Data Processing Services.* Includes commercial activities that provide ADP

processing services by using Government-owned or -leased ADP equipment; or participating in Government-wide ADP sharing program; or procuring of time-sharing processing services (machine time) from commercial sources. Includes all types of data processing services performed by general purpose ADP and peripheral equipment.

W824A: Operation of ADP Equipment.

W824B: Production Control and Customer Services.

W824C: ADP Magnetic Media Library.

W824D: Data Transcription/Data Entry Services.

W824E: Transmission and Teleprocessing Equipment Services.

W824F: Acceptance Testing and Recovery Systems.

W824G: Punch Card Processing Services.

W824H: Other ADP Operations and Support.

W825 *Maintenance of ADP Equipment*. Includes commercial activities that maintain and repair all Government-owned ADP equipment and peripheral equipment.

W826 *Systems Design, Development, and Programming Services*. Includes commercial activities that provide software services associated with nontactical ADP operation.

W826A: Development and Maintenance of Applications Software.

W826B: Development and Maintenance of Systems Software.

W827 *Software Services for Tactical Computers and Automated Test Equipment*. Includes commercial activities that provide software services associated with tactical computers and TMDE and ATE hardware.

W999 *Other Automatic Data Processing*. This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

*Products Manufactured and Fabricated In-House*

Commercial activities that manufacture and/or fabricate products in-house are grouped according to the products predominantly handled as follows:

X931 *Ordnance Equipment*. Ammunition and related products.

X932 *Products Made from Fabric or Similar Materials*. Including the assembly and manufacture of clothing, accessories, and canvas products.

X933 *Container Products and Related Items*. Including the design, engineering, and manufacture of wooden boxes, crates, and other containers; includes the fabrication of fiberboard boxes, and assembly of paperboard boxes with metal straps. Excludes on-line fabrication of boxes and crates reported in functional area T801.

X934 *Food and Bakery Products*. Including the operation of central meat processing plants, pastry kitchens, and bakery facili-

ties. Excludes food services reported in functional areas S713 and H105.

X935 *Liquid, Gaseous, and Chemical Products*. Including the providing of liquid oxygen and liquid nitrogen.

X936 *Rope, Cordage, and Twine Products; Chains and Metal Cable Products*

X937 *Logging and Lumber Products*. Logging and sawmill operations.

X938 *Communications and Electronic Products*.

X939 *Construction Products*. The operation of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X940 *Rubber and Plastic Products*.

X941 *Optical and Related Products*.

X942 *Sheet Metal Products*.

X943 *Foundry Products*.

X944 *Machined Parts*.

X999 *Other Products Manufactured and Fabricated In-House*. This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

*Maintenance, Repair, Alteration, and Minor Construction of Real Property*

Z991 *Buildings and Structures—Family Housing*. Includes commercial activities that are engaged in exterior and interior painting and glazing; roofing, interior plumbing; interior electric; interior heating equipment, including heat sources under 750,000 BTU capacity; installed food service and related equipment, air conditioning and refrigeration under a 5-ton capacity; elevators; and other equipment affixed as part of the building and not included in other activities. Includes fencing, flagpoles, and other miscellaneous structures associated with family housing.

Z991A: Rehabilitation—Tenant Change.

Z991B: Roofing.

Z991C: Glazing.

Z991D: Tiling.

Z991E: Exterior Painting.

Z991F: Interior Painting

Z991G: Flooring.

Z991H: Screens, Blinds, etc.

Z991I: Appliance Repair.

Z991J: Electrical Repair. Includes elevators, escalators, and moving walks.

Z991K: Plumbing.

Z991L: Heating Maintenance.

Z991M: Air Conditioning Maintenance.

Z991N: Emergency/Service Work.

Z991T: Other Work.

Z992 *Buildings and Structures (Other Than Family Housing)*. Includes commercial activities that are engaged in exterior and interior painting and glazing; roofing, interior plumbing; interior electric; interior heating equipment, including heat sources under 750,000 BTU capacity; installed food service and related equipment; air conditioning and

refrigeration under a 5-ton capacity; elevators; and other equipment affixed as part of the building and not reported under other functional codes. Includes fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z992A: Rehabilitation—Tenant Change.  
 Z992B: Roofing.  
 Z992C: Glazing.  
 Z992D: Tiling.  
 Z992E: Exterior Painting.  
 Z992F: Interior Painting.  
 Z992G: Flooring.  
 Z992H: Screens, Blinds, etc.  
 Z992I: Appliance Repair.  
 Z992J: Electrical Repair. Includes elevators, escalators, and moving walkways.  
 Z992K: Plumbing.  
 Z992L: Heating Maintenance.  
 Z992M: Air Conditioning Maintenance.  
 Z992N: Emergency/Service Work.  
 Z992T: Other Work.

Z993 *Grounds and Surfaced Areas.* Commercial activities that maintain, repair, and alter grounds and surfaced areas defined in codes Z993A, B, and C, below.

Z993A: Grounds (Improved). Includes improved grounds, including lawns, drill fields, parade grounds, athletic and recreational facilities, cemeteries, other ground areas, landscape and windbreak plants, and accessory drainage systems.

Z993B: Grounds (Other than Improved). Small arms ranges, antenna fields, drop zones, and firebreaks. Also grounds such as wildlife conservation areas, maneuver areas, artillery ranges, safety and security zones, desert, swamps, and similar areas.

Z993C: Surfaced Areas. Includes airfield pavement, roads, walks, parking and open storage areas, traffic signs and markings, storm sewers, culverts, ditches, and bridges. Includes sweeping and snow removal from streets and airfields.

Z997 *Railroad Facilities.* Includes commercial activities that maintain, repair, and alter narrow and standard gauge two-rail tracks, including spurs, sidings, yard, turnouts, frogs, switches, ties, ballast, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 *Waterways and Waterfront Facilities.* Includes commercial activities that maintain, repair, and alter approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, etc. Excludes waterways maintained by the Army Corps of Engineers (COE) rivers and harbors programs. Also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 *Other Maintenance, Repair, Alteration, and Minor Construction of Real Property.* This code will only be used for unusual circumstances and will not be used to report organizations or work that can be accommodated under a specifically defined code.

[50 FR 40805, Oct. 7, 1985, as amended at 57 FR 29210, July 1, 1992]

#### APPENDIX B TO PART 169a—COMMERCIAL ACTIVITIES INVENTORY REPORT AND FIVE-YEAR REVIEW SCHEDULE

##### A. General Instructions

1. Forward your inventory report before January 1 to the Director, Installations Management, 400 Army Navy Drive, Room 206, Arlington, VA 22202-2884. Use Report Control Symbol "DD-A&T(A) 1540" as your authority to collect this data.

2. Transmit by use of floppy diskette. Data files must be in American Standard Code Information Interchange text file format on a MicroSoft-Disk Operating System formatted 3.5 inch floppy diskette. Provide submissions in the Defense Utility Energy Reporting System format as specified below.

3. *Data Format: In-House DoD Commercial Activities*

Data element	Tape positions	Field	Type data <sup>1</sup>
Designator .....	1	A	A
Installation .....	.....	A1	
—State, territory, or possession.	2-3	A1a	N
—Place .....	4-9	A1b	A/N
+Function .....	10-14	A2	A/N
In-house civilian workload.	15-20	A3	N
Military workload .....	21-26	A4	N
+Reason for in-house operation.	49	A8	A
+Most recent year in-house operation approved.	50-51	A9	N
+Year DoD CA scheduled for next review.	52-53	A10	N
Installation name .....	76-132	A11	A

<sup>1</sup> A=Alpha; N=Numeric. A and A/N data shall be left justified space filled, N data shall be right justified and zero filled. +Items marked with a cross (+) have been registered in the DoD Data Element Dictionary.

4. When definite coding instructions are not provided, reference must be made to DoD 5000.12-M.<sup>1</sup> Failure to follow the coding instructions contained in this document, or those published in DoD 5000.12-M makes the DoD Component responsible for noncompliance of required concessions in data base communication.

<sup>1</sup> See Footnote 1 to § 169a.1(a).