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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.
Z991K: Plumbing.
Z991L: Heating Maintenance.
Z991M: Air Conditioning Maintenance.
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 four 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 fencings, flaspoles, 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.
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.
### Data Element Tape Positions Field Type Data

<table>
<thead>
<tr>
<th>Data element</th>
<th>Tape positions</th>
<th>Field</th>
<th>Type data</th>
</tr>
</thead>
<tbody>
<tr>
<td>+Most recent year in-house operation approved. +Year DoD CA scheduled for next review. Installation name</td>
<td>50–51</td>
<td>A9</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>52–53</td>
<td>A10</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>76–132</td>
<td>A11</td>
<td>A</td>
</tr>
</tbody>
</table>

1. 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. 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.

### B. Entry Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter an A to designate that the data to follow on this record pertains to a particular DoD CA.</td>
</tr>
<tr>
<td>A1a</td>
<td>Enter the two-position numeric code for State (Data element reference ST-GA) or U.S. territory or possession, as shown in attachment 1 to Appendix B of this part.</td>
</tr>
<tr>
<td>A1b</td>
<td>Enter the unique alpha-numeric code established by the DoD Component for military installation, named populated place, or related entity where the CA workload was performed during the fiscal year covered by this submission. A separate look-up listing or file should be provided showing each unique place code and its corresponding place name.</td>
</tr>
<tr>
<td>A2</td>
<td>Enter the function code from Appendix A to this part that best describes the type of CA workload principally performed by the CA covered by this submission. Left justify.</td>
</tr>
<tr>
<td>A3</td>
<td>Enter total (full- and part-time) in-house civilian workyear equivalents applied to the performance of the function during fiscal year. Round off to the nearest whole workyear equivalent. If amount is less than 5, round up. If amount is less than 0.9 should be entered as one. Right justify. Zero fill.</td>
</tr>
<tr>
<td>A4</td>
<td>Enter total military workyear equivalents applied to the performance of the function in the fiscal year. Round off to the nearest whole workyear equivalent. Amounts between zero and one should be entered as one. Right justify. Zero fill.</td>
</tr>
<tr>
<td>A8</td>
<td>Enter the reason for in-house operation of the CA, as shown in attachment 2 to Appendix B of this part.</td>
</tr>
<tr>
<td>A9</td>
<td>Enter the last two digits of the most recent fiscal year corresponding to the reason for in-house operation of the CA, as stated in Field A8.</td>
</tr>
<tr>
<td>A10</td>
<td>Enter the last two digits of the fiscal year the function is scheduled for study or next review. (Data element reference YE-NA.)</td>
</tr>
<tr>
<td>A11</td>
<td>Enter the named populated place, or related entity, where the CA workload was performed.</td>
</tr>
</tbody>
</table>

1. See Footnote 1 to §169a.1(a).
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ATTACHMENT 2 TO APPENDIX B TO PART 169a—Simplified Cost Comparison and Direct Conversion of CAs

A. This appendix provides guidance on procedures to be followed in order to convert a commercial activity employing 45 or fewer DoD civilian employees to contract performance without a full cost comparison. DoD Components may directly convert functions with 10 or fewer civilian employees without conducting a simplified cost comparison. Simplified cost comparisons may only be conducted on activities with 45 or fewer DoD civilian employees.

B. Direct conversions with 10 or fewer DoD civilian employees must meet the following criteria:

1. The activity is currently performed by 10 or fewer civilian employees.

2. The direct conversion makes sense from a management or performance standpoint.

3. The direct conversion is cost effective.

4. The installation commander should attempt to place or retrain displaced DoD civilian employees by
   a. Placing or retraining employees in available permanent vacant positions, or
   b. Assigning displaced employees to valid temporary or over-hire positions in similar activities for gainful employment until permanent vacancies are available. The type of employee appointment (e.g., career, career-conditional, etc., or change from competitive to excepted service or vice versa) must not change, or
   c. Where no vacancies exist or are projected, offer employees retraining opportunities under the Job Training Partnership Act or similar retraining programs for transitioning into the private sector.

5. The function to be directly converted does not include any DoD civilian positions that were as a result of DoD Component streamlining plans and/or were removed with buyout offers that satisfied Section 5 of the Federal Workforce Restructuring Act requirements.

6. The following provides general guidance for completion of a simplified cost comparison:

   1. Estimated contractor costs should be based on either the past history of similar contracts at other installations or on the contracting officer’s best estimate of what would constitute a fair and reasonable price.

   2. For activities small in total size (45 or fewer civilian employees):
      a. Estimated in-house cost generally should not include overhead costs, as it is...