

ENCLOSURE 4

Function Codes

1. GENERAL. This list of DoD Function Codes provides the coding structure for Components to use to account for all Departmental activities performed in direct support of military and civil works missions, in fulfillment of defense-related U.S. international commitments, and in permanent service outside the Department at the White House, Congress, and federal and state agencies.

2. FUNCTIONAL TAXONOMY.

2.1. This list groups defense functions into two principal categories: “Infrastructure” and “Forces and Direct Support.”¹ The Infrastructure category includes 13 functional groups and the Forces and Direct Support category includes four functional groups. In addition, there are sub-functions and multiple functions under the 17 functional groups.

2.2. Each function includes an alphanumeric code, title, and definition describing the type of work performed. Functional definitions are intended to be comprehensive and mutually exclusive. Additionally, each definition identifies meaningful exclusions. That is, if the tasks under one function are closely related to a separate set of tasks, but for overriding reasons those tasks are not included in the functional definition, a cross-reference to the function code where such tasks can be found is included in the definition. Also, each functional group includes at least one miscellaneous “other” function that has an alphanumeric code ending in “99” (e.g., “H999 – Other Health Services”). These miscellaneous functions are used to code work that is not identified by other functions on the list.²

3. CODING MANAGEMENT FUNCTIONS.

3.1. Management functions performed at the headquarters level involve work that is significantly different than that performed at operational service centers and offices.³ Separate codes, titles, and definitions were developed for each. For instance, there is a “Management Headquarters – Health Services” function and a “Hospital/Clinic Management” function. The former is concerned with setting policy and overseeing health service programs, and the latter is concerned with establishing procedures and overseeing medical services provided within fixed treatment facilities. In addition, there are services and operations that have management elements (e.g., supervision, oversight, and control). Services and operations are sometimes performed by private sector contractors. In such cases, the

¹ Functions in both categories are performed by DoD military, civilians, and private sector contractors.

² Miscellaneous functions should be used only as a last resort when no other function applies.

³ This refers to operational service centers and offices at locations throughout the DoD (i.e., at all levels to include headquarters, bases, and installations).

administration and oversight of the contract (to include quality assurance and technical review of the services provided) are considered to be an inherent part of the management function.

3.2. Definitions for all “Management Headquarters” functions are derived from Department policy in DoD Directive 5100.73⁴ (DoDD 5100.73) with one important exception. DoD functions conform to DoDD 5100.73 guidance by defining Management Headquarters type work as “overseeing, directing, and controlling subordinate organizations or units through: developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; or, conducting mid- and long-range planning, programming, and budgeting.” (This includes all management studies necessary to support management headquarters type work.) However, “Management Headquarters” functions do not include “all direct support (e.g., professional, technical, administrative or logistical support) *that is provided directly to a Major DoD Headquarters Activity and is essential to its operation*” as required by DoDD 5100.73. Direct support is included as part of a “Management Headquarters” function *only* when the support is an inherent part of, and inextricably tied to, management headquarters type work as defined above. If the support is performed separately, it is coded with the support function code that most closely describes the type of support provided. For example, a civilian personnel operation that directly and exclusively supports a headquarters activity is not coded as a management headquarters function since it does not involve management headquarters type work. All civilian personnel operations are coded using the same code, “B720 Civilian Personnel Operations,” regardless of whether the work supports a headquarters, installation, or base activity. Coding is based on the *type of work performed* (e.g., civilian personnel operations) and not based on where the work is performed (e.g., headquarters, base, or installation).⁵ (Also see the example in section 5.5.1 below.)

4. WORKLOAD ACCOUNTING. Manpower authorizations account for work authorized to be performed by all DoD military (Active and Reserve Component) and civilians (U.S. citizens and foreign nationals)⁶ on DoD’s direct payroll,⁷ as well as foreign nationals hired indirectly through contractual arrangements with

⁴ DoD Directive 5100.73, “Major Department of Defense Headquarters Activities,” May 13, 1999.

⁵ For this reason, manpower coded with DoD management headquarters program element (PE) codes will not always be coded with DoD management headquarters function codes.

⁶ Foreign National employees are non-US citizens employed by the US Armed Forces or by a host government to meet the needs of the US Armed Forces.

⁷ Direct Hire Local National employees are local national employees who are employed directly by the US Armed Forces. The US Armed Forces are responsible for the administration of these employees. In certain cases, third state nationals may also be employed as direct hire employees of the US with pay and allowances as determined by the US Forces.

overseas host nations.⁸ Manpower authorizations are coded to indicate the type of work performed. However, not all manpower authorizations are assigned function codes. Manpower paid through non-appropriated funds (NAF) and manpower reported in the Individuals Account⁹ are not coded. In addition, services obtained through contracts with the private sector¹⁰ or through interservice or intragovernmental support agreements (ISSA)¹¹ are not accounted for through this functional coding structure.

5. CODING RULES FOR THE INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITY (IGCA) INVENTORY.

5.1. When coding for the IGCA Inventory, manpower authorizations are grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles (i.e., civilian job series or military occupational specialties). For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases, a budget analyst may be working in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series or occupational specialty) is coded. (See the examples in sections 5.5.1 and 5.5.2 below.)

5.2. The IGCA Inventory accounts for the type of work authorized to be performed—manpower authorizations—regardless of whether the position is vacant or filled. Authorizations are reported regardless of whether the incumbent of the position is borrowed or diverted to perform other work; is on temporary or extended detail, leave, or training; or has full- or part-time collateral duties. To report hours worked vice manpower authorizations would complicate efforts to reconcile inventory data with manpower reported in the DoD Manpower Requirements Report (DMRR) and the President’s Budget (PB). In addition, because the DoD IGCA Inventory is generally initiated before the end of the Fiscal Year, to provide a full year’s accounting of the actual hours worked would be impossible.

5.3. The IGCA Inventory is based on current processes, procedures, organizational structures, equipment, and workloads. Components may not omit or add manpower authorizations or code manpower based on presumed improvements to

⁸ Indirect Hire Local National employees are employed by host governments to meet the local civilian labor needs of the US Armed Forces in a particular country. Under this arrangement, the host country specifically grants to the US Armed Forces operational control for the day-to-day management of such personnel.

⁹ The Individuals Account is a Defense planning and programming category (DPPC) that includes transients; students and trainees; cadets and midshipmen; and casuals or holdees.

¹⁰ Services obtained through contracts with the private sector are reported as contractor man-year equivalents (CME).

¹¹ Policy governing interservice and intragovernmental support is covered in DoD 4000.19, “Interservice and Intragovernmental Support,” August 9, 1995. Interservice support is obtained from other DoD activities and intragovernmental support is obtained from non-DoD federal activities.

organizational structures, equipment, technologies, work arrangements, processes, or procedures. To do otherwise would skew the manpower data and complicate efforts to reconcile inventory numbers with what is reported in the DMRR and PB.¹²

5.4. The IGCA Inventory reports manpower authorizations, not re-aggregated workload. DoD Components may not re-aggregate workload and report by full-time equivalents (FTEs) for the following reasons:

5.4.1. Manpower accounts for one-year increments of full-time support necessary to accomplish a specific mission or function at a given performance level, using specific skill sets, and based on validated manpower methodologies. Manpower often combines work from more than one function to accomplish a specific mission in an efficient and cost-effective manner. In such cases, re-aggregating the workload and reporting by FTE¹³ could misrepresent the number of manpower required to accomplish the mission. For instance, if ten system operators (each spending approximately ninety percent of their time operating and ten percent maintaining the system) are needed to accomplish a mission involving 24-hour operations, it would be inappropriate to re-aggregate the work and report nine FTEs for operation and one FTE for maintenance. In this example, reporting FTEs instead of manpower would incorrectly imply that nine operators and one maintainer could accomplish the mission when, in fact, one maintainer could not support a mission requiring 24-hour operations. In this case, utilizing ten operators (who also perform maintenance tasks) is the most effective way to accomplish the mission and fully utilize the personnel.

5.4.2. Wartime manpower requirements that are authorized during peacetime are based on wartime vice peacetime availability rates; whereas, FTEs are based on peacetime compensable hours. In such cases, re-aggregating the workload and reporting by FTE could misrepresent the numbers required to accomplish the wartime mission and complicate efforts to reconcile inventory data with what is reported in the DMRR and the PB.

5.5. When a manpower authorization involves two or more functions, it should be coded based on the type of work performed the most. (For instance, in the example above, ten operators would be reported even though they spend part of their time on maintenance tasks.) There are two exceptions.

5.5.1. When the type of work performed is in direct support of a management function and the work is inextricably tied to and cannot be separated from

¹² Manpower authorizations vice personnel positions are reconciled against appropriated funding.

¹³ The term FTE refers “the total number of regular straight-time hours (i.e., not including overtime or holiday hours) worked by employees divided by the number of compensable hours applicable to each fiscal year.” (See section 32.1 of OMB Circular No. A-11.) FTEs can aggregate work-hours across skill sets, mission areas, and performance levels. For example, work performed by two part-time employees each working a 20-hour workweek would equate to one FTE based on a compensable workweek of 40 hours.

the management function, the manpower is coded with the management function code and not the support function code. For example, the development and issuance of personnel policies may have a public affairs aspect that must be considered. To the extent the public affairs consideration is performed by personnel officials who are developing personnel policies, the manpower is coded as a management headquarters personnel function vice public affairs operation. In such a case, the public affairs work is considered to be an inherent part of the management function. To code the public affairs work with a separate function code would inappropriately imply that the work could be performed as a separate activity. In all cases, all of the manpower necessary to perform the management function is coded with the appropriate management function code.

5.5.2. If the type of work in one functional group directly supports and *cannot be separated* from operations in a second functional group, the manpower is coded with the function code from the second functional group. However, if the support work is separately identifiable and severable, it is coded with the appropriate support function code. For example, drafting correspondence dealing with office operations and proof reading correspondence for content are administrative support services that require comprehensive knowledge of the daily operations and responsibilities of the office for their proper execution. In this example, the administrative support services (e.g., drafting and proof reading correspondence) cannot be separated from the functions they support. To code them as administrative support services would inappropriately imply that the work could be performed as a separate activity. Typically, non-severable support includes tasks that require close continual supervision (as distinguished from general oversight), comprehensive knowledge of the daily operations, or in some sense involves a part of the operation supported. In all cases, non-severable support is coded with the function code it supports since it is an inherent part of that function. It is not coded as a separate function based on the type of position.

5.6. The definitions for the acquisition functions in this list are not intended to reflect or align with the Department's definition for the "Acquisition Workforce" as addressed in DoD Instruction 5000.58¹⁴ or various Defense authorization acts dealing with the acquisition workforce.¹⁵ The Department's definition for the "Acquisition Workforce" is based on organizations and occupational series. As explained above, DoD functions are based on the type of work performed regardless of its organization. Those functions are not based on, and do not necessarily relate to, occupational series or military occupational specialties.

5.7. If a Component identifies manpower performing a function that is not on the list, the manpower is coded using the "99-Other" function code within the function group that most closely identifies the type of work being performed. If the manpower numbers are significant (i.e., over 100), the Component should submit

¹⁴ DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992.

¹⁵ See section 922(d) of the Fiscal Year (FY) 2000 National Defense Authorization Act (NDAA) (P.L. 106-65), section 931(d) of the FY 1999 NDAA (P.L. 105-261), and section 912(b) of the FY 1998 NDAA (P.L. 105-85).

a request for a new function code, title, and definition or for modification to a current functional definition to address work omitted from the list. Requests should be sent to the Office of the Deputy Under Secretary of Defense (Program Integration) Requirements Directorate, ODUSD(PI)RQ.

6. AUGMENTATION OF THE LIST OF DOD FUNCTION CODES. DoD Components may augment the list of DoD Function Codes for their internal use by adding sub-functions to the list provided so long as the sub-functions fit within the DoD coding structure by falling under one of the functions already on the list. Components may not create new functional categories or groups or new function codes without prior approval from the OSD. This coding arrangement will allow DoD Components to identify sub-functions for their internal use and still aggregate the manpower data without compromising the DoD coding structure when reporting to the OSD. Requests to change or add codes, titles, or definitions or revise the taxonomy (i.e., functional categories, groups, or functions) shall be submitted to the ODUSD(PI)RQ for approval.

7. DATA ANALYSIS.

7.1. The definition for each function describes the type of work performed. The functional definition does not reflect:

- (1) whether the function is inherently governmental or commercial;
- (2) whether the function is subject to or exempt from competition;
- (3) how functions or activities are packaged for competitive sourcing; or,
- (4) how FAIR Act challenges and appeals are handled.

Management and organizational arrangements, geographic dispersion, span-of-control, and command relationships differ greatly among the DoD Components. Also, the degree to which DoD Components rely on inter- and intragovernmental support and private sector services and support varies. When making DoD-wide comparisons of functions, functional groups, functional categories, or organizational levels (e.g., management headquarters functions) to assess the type of activity or inherently governmental and commercial exemptions, these differences must be addressed to ensure DoD-wide comparability.

Function Code Definition Table of Contents

CATEGORY I - INFRASTRUCTURE			
PAGE			
4-16	GROUP 1-FORCE MANAGEMENT AND GENERAL SUPPORT		
	<i>MANAGEMENT AND OPERATION OF THE DOD</i>		
		Y105	Management Headquarters - Defense Direction and Policy Integration
		Y115	Management Headquarters - Joint Staff Direction of the Armed Forces
		Y199	Other Force Management and General Support Activities
	<i>OPERATION PLANNING AND CONTROL</i>		
		Y210	Management Headquarters - Operation Planning and Control
		Y215	Operation Planning and Control
		Y217	Combat Development Evaluations and Experimentation
		Y220	National Mobilization and Emergency Preparedness Mgmt.
	<i>MANPOWER MANAGEMENT</i>		
		Y240	Management Headquarters - Manpower Management
		Y245	Manpower Management Operations
	<i>SUPPORT EXTERNAL TO DOD</i>		
		Y310	Management Headquarters-Foreign Military Sales and Security Assistance
		Y315	Foreign Military Sales and Security Assistance Program Management
		Y320	Support Provided Outside the DoD
	<i>LEGAL SERVICES</i>		

		Y405	Management Headquarters-Legal Services
		Y415	Legal Services and Support
		<i>PUBLIC AFFAIRS</i>	
		Y501	Management Headquarters-Public Affairs
		Y515	Public Affairs Program Activities and Operations
		<i>PROTOCOL OPERATIONS</i>	
		Y525	Protocol Operations
		Y527	Other Protocol Activities
		<i>VISUAL INFORMATION</i>	
		Y560	Management Headquarters-Visual Information
		Y570	Visual Information Program Activities and Operations
		<i>LEGISLATIVE AFFAIRS</i>	
		Y610	Management Headquarters-Legislative Affairs
		Y620	Legislative Affairs
		<i>HISTORICAL AFFAIRS</i>	
		Y710	Management Headquarters-Historical Affairs
		Y720	Historical or Heraldry Services
		Y730	Museum Operations
		<i>ADMINISTRATIVE SUPPORT</i>	
		Y810	Management Headquarters - Administrative Support
		Y815	Administrative Support Program Management
		Y820	Administrative Management and Correspondence Services
		Y830	Documentation Services
		Y840	Directives and Records Management Services

		Y850	Microfilming and Library Services
		Y860	Printing and Reproduction Services
		Y880	Document Automation and Production Services
		Y899	Other Administrative Support Activities
		<i>AUDITS AND INVESTIGATIONS</i>	
		<i>Audits</i>	
		I110	Management Headquarters-Audit
		I120	Audit Operations
		<i>Investigations</i>	
		I510	Personnel Security Clearances and Background Investigations
		I520	Criminal, Counter Intelligence, and Administrative Investigative Services
		I530	Industrial Security Assessments
		I999	Other Audit and Investigative Activities
		<i>FINANCIAL MANAGEMENT</i>	
		C110	Management Headquarters - Financial Management
		C400	Budget Support
		C700	Finance/Accounting Services
		C999	Other Financial Management Activities
4-28		GROUP 2-COMMUNICATIONS, COMPUTING AND OTHER INFO. SERVICES	
		W100	Management Headquarters - Communications, Computing & Information Services
		<i>COMMUNICATIONS SERVICES</i>	
		W210	Telephone Systems
		W220	Telecommunication Centers

		W299	Other Communications Systems
		COMPUTING SERVICES	
		W310	Computing Services and Data Base Management
		W399	Other Computing Services
		INFORMATION OPERATION SERVICES	
		W410	Information Operations and Information Assurance/Security
		W430	Mapping and Charting
		W440	Meteorological & Geophysical Services
		W499	Other Information Operation Services
4-31		GROUP 3-SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT	
		R110	Management Headquarters - Research and Development
		R120	Science and Technology
		R140	Management and Support to Research and Development
		R999	Other S&T and R&D Management and Support Activities
4-33		GROUP 4-SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING AND CONTRACTING	
		SYSTEMS ACQUISITION	
		F110	Management Headquarters - Systems Acquisition
		F120	Systems Acquisition - Program Management
		F140	Technology Transfer & International Cooperative Program Management
		F150	Systems Acquisition – Demonstration and Development
		F160	Systems Acquisition - Other Program Support
		F199	Other Systems Acquisition Activities
		TEST AND EVALUATION	

		A610	Management Headquarters - Test and Evaluation
		A620	Developmental and Operational Test and Evaluation
		A630	Management and Support to Test and Evaluation
		A699	Other Test and Evaluation Activities
		<i>ENGINEERING</i>	
		F510	Engineering Support at Maintenance Depots
		F520	All Other Engineering Support
		<i>PROCUREMENT AND CONTRACTING</i>	
		F310	Management Headquarters - Procurement and Contracting
		F320	Contract Administration and Operations
		F399	Other Procurement and Contracting Activities
4-37		GROUP 5-LOGISTICS	
		P110	Management Headquarters - Logistics
		P119	Other Logistics Activities
		<i>MAINTENANCE</i>	
		P120	Management Headquarters - Maintenance
		<i>Organizational and Intermediate Repair and Maintenance of Military Equipment</i>	
		J410	Organizational & Intermediate Repair & Maintenance Management
		J501	Aircraft
		J502	Aircraft Engines
		J503	Missiles
		J504	Vessels
		J505	Combat Vehicles

		J506	Non-Combat Vehicles and Equipment
		J507	Electronic and Communications Equipment
		J511	Special Equipment
		J518	Support Equipment
		J519	Industrial Plant Equipment
		J520	Test, Measurement & Diagnostic Equipment (TMDE)
		J550	Software Support for Embedded and Mission Systems
		J555	Tactical Automatic Data Processing Equipment (ADPE)
		J570	Armament and Ordnance
		J575	Munitions
		J600	Metal and Other Containers, Textiles, Tents and Tarpaulins
		J700	Portable Troop Support Equipment
		J750	Portable Field Medical and Dental Equipment
		J999	Organizational and Intermediate Repair & Maintenance of Other Equipment
		<i>Depot Repair and Maintenance of Military Equipment</i>	
		K410	Depot Management
		K531	Aircraft
		K532	Aircraft Engines
		K533	Missiles
		K534	Vessels
		K535	Combat Vehicles
		K536	Non-Combat Vehicles and Equipment
		K537	Electronic and Communications Equipment
		K539	Special Equipment

		K541	Industrial Plant Equipment
		K546	Test, Measurement & Diagnostic Equipment (TMDE)
		K549	Support Equipment
		K550	Software Support for Embedded and Mission Systems
		K555	Tactical Automatic Data Processing Equipment (ADPE)
		K570	Armament and Ordnance
		K575	Munitions
		K600	Metal and Other Containers, Textiles, Tents, and Tarpaulins
		K700	Portable Troop Support Equipment
		K750	Portable Field Medical & Dental Equipment
		K999	Depot Repair and Maintenance of Other Equipment
		<i>SUPPLY OPERATIONS</i>	
		T101	Management Headquarters - Supply
		T110	Retail Supply Operations
		T120	Wholesale/Depot Supply Operations
		T130	Storage and Warehousing
		T140	Supply Cataloging
		T150	Warehousing and Distribution of Publications
		T160	Bulk Liquid Storage
		T165	Distribution of Petroleum Oil and Lubricant Products
		T167	Distribution of Liquid, Gaseous and Chemical Products
		T175	Troop Subsistence
		T177	Food Supply
		T180	Military Clothing

		T190	Preparation, Demilitarization and Disposal of Excess and Surplus Inventory
		T199	Other Supply Activities
		<i>TRANSPORTATION</i>	
		T701	Management Headquarters - Transportation
		T710	Traffic/Transportation Management Services
		T800	Ocean Terminal Operations
		<i>Administrative Transportation Services</i>	
		T810	Air Transportation Services
		T811	Water Transportation Services
		T812	Rail Transportation Services
		T824	Motor Vehicle Transportation Services
		T826	Air Traffic Control
		T899	Other Transportation Services
4-50		GROUP 6-PRODUCTS MANUFACTURED OR FABRICATED	
		X931	Ordnance
		X932	Products Made from Fabric or Similar Materials
		X933	Container Products and Related Items
		X938	Communications and Electronic Products
		X939	Construction Products
		X944	Machined Parts
		X999	Other Products Manufactured and Fabricated
4-51		GROUP 7-INSTALLATION/FACILITY MGMT & PHYSICAL SECURITY	
		<i>INSTALLATION/FACILITY MANAGEMENT</i>	

		S100	Management Headquarters - Installations
		S200	Installation, Base or Facility Management
		S210	Building Management
		S310	Housing Management
		<i>Building and Housing Management Services</i>	
		S410	Custodial Services
		S420	Collection and Disposal of Trash and Other Refuse
		S430	Collection and Disposal of Hazardous Material (HAZMAT)
		S435	Pest Management
		S440	Fire Prevention and Protection
		S450	Laundry and Dry Cleaning Operations
		S499	Other Building and Housing Management Services
		<i>LAW ENFORCEMENT, PHYSICAL SECURITY AND SECURITY GUARD OPERATIONS</i>	
		S500	Management of Law Enforcement, Physical Security and Security Guard Operations
		S510	Law Enforcement, Physical Security and Security Guard Operations
		S520	Support Services to Law Enforcement, Physical Security & Security Guard Operations
		S540	Security of Classified Material
		S560	Special Guard Duties
		<i>Prison and Other Confinement Facility Operations</i>	
		S720	Prison Operations
		S719	Confinement Facility Operations
		S724	Other Law Enforcement, Physical Security and Security Guard Operations

		<i>UTILITY PLANT OPERATION AND MAINTENANCE</i>	
		S730	Incinerator Plant and Sanitary Fill Operations
		S725	Electrical Plant and Distribution Systems Operation and Maintenance
		S726	Heating Plant and Distribution Systems Operation and Maintenance
		S727	Water Plant and Distribution Systems Operation and Maintenance
		S728	Sewage and Waste Plant and Distribution Systems Operation and Maintenance
		S729	A/C & Refrigerator Plant and Distribution Systems Op. and Maintenance
		S799	Other Utility Plant and Distribution Systems Operation and Maintenance
4-56	GROUP 8-ENVIRONMENTAL SECURITY AND NATURAL RESOURCE SERVICES		
		E110	Management Headquarters - Environmental Security
		E120	Environmental and Natural Resources Services
		E220	Safety
		E225	Occupational Health Services
		E230	Explosives Safety
		E250	Response to Hazardous Material Mishaps
		E999	Other Environmental Security Activities
4-58	GROUP 9-REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION		
	<i>REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT</i>		
		Z101	Corps of Engineers Program and Project Management
		Z110	Management of Major Construction of Real Property

		Z120	Real Estate/Real Property Acquisition
		<i>Title, Outgranting, and Disposal of Real Estate/Real Property</i>	
		Z135	Title, Outgranting and Disposal of Real Estate/Real Property-National Projects
		Z138	Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects
		<i>Architect-Engineering Services</i>	
		Z145	Architect-Engineering-National Projects
		Z148	Architect-Engineering-Local Projects
		Z199	Other Real Prop. Program & Project Management Activities
		<i>REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION</i>	
		Z991	Minor Construction, Maintenance & Repair of Family Housing and Structures
		Z992	Minor Constr. M&R of Buildings & Structures Other Than Family Housing
		Z993	Maint. and Repair of Grounds and Surfaced Areas
		Z997	Maint. and Repair of Railroad Facilities
		Z998	Maint. and Repair of Waterways & Waterfront Facilities
		Z999	Maint., Repair, & Minor Construction of Other Real Property
4-62		GROUP 10-CIVIL WORKS	
		Q120	Management Headquarters-Civil Works
		Q220	Water Regulatory Oversight and Management
		Q240	Natural Resources Oversight and Management
		Q260	Civil Works Planning Production and Management
		Q420	Bank Stabilization
		Q440	Maintenance of Open Waterways for Navigation

		Q460	Maintenance of Jetties and Breakwaters
		Q520	Operation and Maintenance of Locks and Bridges
		Q540	Operation and Maintenance of Dams
		Q560	Operation and Maintenance of Hydropower Facilities
		Q580	Operation and Maintenance of the Washington Aqueduct
		Q620	Operation and Maintenance of Recreation Areas
		Q999	Other Civil Works Activities
4-65	GROUP 11-PERSONNEL AND SOCIAL SERVICES		
	<i>MILITARY PERSONNEL SERVICES</i>		
		B810	Management Headquarters - Military Personnel
		B820	Military Recruiting and Examining Operations
		B830	Military Personnel Operations
	<i>CIVILIAN PERSONNEL SERVICES</i>		
		B710	Management Headquarters - Civilian Personnel
		B720	Civilian Personnel Operations
	<i>PERSONNEL SOCIAL ACTION PROGRAMS</i>		
		B910	Management Headquarters - Personnel Social Action Programs
		B920	Personnel Social Action Program Operations
		B999	Other Personnel Activities
	<i>SOCIAL SERVICES</i>		
	<i>Community and Family Services</i>		
		G050	Management Headquarters - Community and Family Services
		G055	Morale, Welfare, and Recreation (MWR) Services
		G060	Family Center Services

		G065	Child Care and Youth Programs
		<i>Commissary and Military Exchange Operations</i>	
		G006	Commissary Management
		G008	Commissary Operations
		G013	Military Exchange Operations
		<i>Other Social Services</i>	
		G080	Homeowners' Assistance Program
		G090	Employee Relocation Assistance Program
		G910	Temporary Lodging Services
		G105	Recreational Library Operations
		G210	Postal Services
		G220	Military Bands
		G900	Chaplain Activities and Support Services
		G902	Casualty and Mortuary Affairs
		G999	Other Social Services
4-74	GROUP 12-EDUCATION AND TRAINING		
	<i>MILITARY EDUCATION AND TRAINING</i>		
		U001	Management Headquarters-Education and Training
		U050	Military Institutional Education and Training Management
		U100	Recruit Training
		U150	Multiple Category Training
		U200	Officer-Acquisition (Pre-Commissioning) Training
		U300	Specialized Skill Training
		U400	Flight Training

			<i>Professional Development Education</i>
		U510	Professional Military Education
		U520	Graduate Education (Fully Funded, Full Time)
		U530	Other Full-Time Education Programs
		U540	Off-Duty and Voluntary Education Programs
		U550	Training Development and Support for Military Education & Training
		U599	Other Military Education and Training Activities
			<i>CIVILIAN EDUCATION AND TRAINING</i>
		U605	Management Headquarters-Civilian Education and Training
		U620	Management of Civilian Institutional Training Education & Development
		U630	Acquisition Training, Education, and Development
		U640	Civil Works Training, Education, and Development
		U650	Intelligence Training, Education, and Development
		U660	Medical Training, Education, and Development
		U699	Other Civilian Training, Education, and Development
			<i>DEPENDENT EDUCATION</i>
		U710	Management Headquarters-Dependent Education
		U720	Dependent Education Field Management
		U760	Dependent Education - Teacher Instruction
		U770	Dependent Education - Substitute Instruction
		U780	Dependent Education - Aides for Instruction
		U799	Other Dependent Education Activities
4-79	GROUP 13-HEALTH SERVICES		

		H010	Management Headquarters-Health Services
		H050	Hospital/Clinic Management
		H100	Medical Care
		H102	Surgical Care
		H106	Pathology Services
		H107	Radiology Services
		H108	Pharmacy Services
		H113	Dental Care
		H116	Veterinary Services
		H119	Preventive Medicine
		H125	Rehabilitation Services
		H127	Alcohol and Drug Rehabilitation
		H203	Ambulatory Care Services
		H250	Medical and Dental Devices Development
		H350	Hospital Food Services and Nutritional Care
		H450	Medical Records and Medical Transcription
		H650	Hospital Supplies and Equipment
		H710	Medical Transportation Services
		H999	Other Health Services

CATEGORY II - FORCES AND DIRECT SUPPORT

4-82	GROUP 14-COMMAND AND INTELLIGENCE		
	<i>OPERATIONAL COMMAND AND CONTROL</i>		
		M120	Combatant Headquarters-Combatant Commander Command Authority
		M145	Combatant Headquarters-Military Department Command Authority

			thority
		M150	Support to the Combatant Commanders – Information Sharing Systems
		M199	Other Operational Command and Control Activities
		<i>INTELLIGENCE</i>	
		M301	Management Headquarters - Intelligence
		M302	Intelligence Policy and Coordination
		M306	Classification Management
		M310	Counterintelligence
		M312	Imagery Intelligence (IMINT)
		M314	Imagery Acquisition
		M316	Geospatial Information Production
		M318	Geospatial Information Acquisition and Processing
		M320	Open Source Intelligence (OSINT) Collection/Processing
		M322	Language Exploitation
		M324	Multidisciplinary Collection and Processing
		M326	Intelligence Communications and Filtering
		M328	All Source Analysis
		M330	Intelligence Production Integration and Analytic Tools
		M334	Intelligence Requirements Management and Tasking
		M399	Other Intelligence Activities
4-85	GROUP 15-EXPEDITIONARY FORCE DEFENSE—OPERATING FORCES		
		M410	Expeditionary Force Operations
4-85	GROUP 16-HOMELAND DEFENSE—OPERATING FORCES		

		M610	Homeland Defense Operations
4-85			GROUP 17-SPACE DEFENSE—OPERATING FORCES
		M810	Military Space Operations

DOD LIST OF FUNCTIONS WITH DEFINITIONS

CATEGORY I—INFRASTRUCTURE

GROUP 1—FORCE MANAGEMENT AND GENERAL SUPPORT

MANAGEMENT AND OPERATION OF THE DOD

Y105 Management Headquarters—Defense Direction and Policy Integration. This function is generally performed at the highest levels of the OSD and Military Departments to include offices of the Secretaries and Deputy Secretaries, and those Under and Assistant Secretaries, or special assistants, and select program policy offices involved in defense direction and policy integration. Operations include planning, policy formulation, policy direction of ongoing military activities, and security affairs (e.g., international security affairs, threat reduction and counter-proliferation policy, international negotiations and regional affairs, U.S. bilateral security relations with foreign countries on political-military policy, and Prisoner Of War /Missing Personnel Affairs). This function includes those elements that provide policy integration and direction for multiple functions listed below (e.g., the Under Secretary of Defense for Acquisition, Technology and Logistics). It also includes those elements that perform activities not specifically addressed by other management headquarters functions and that provide defense direction and policy integration (e.g., Assistant Secretary of Defense for Reserve Affairs). This function excludes operational planning and control coded Y210 and those U.S. international policy activities coded M610.

Y115 Management Headquarters—Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands. This also includes preparing strategic and contingency plans; assessments of critical deficiencies and strengths of the Armed Forces; advice on requirements, programs, and budgets; doctrine for the joint employment of the Armed Forces; policies for joint training, and advice on other matters addressed in Section 153 of Title 10, U.S.C. Combatant headquarters functions are coded M120 and M145.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes.

OPERATION PLANNING AND CONTROL

Y210 Management Headquarters—Operation Planning and Control. This function includes oversight, direction and control of subordinate organizations responsible for the evaluation of military forces (e.g., readiness), war plans, military strategies, development planning, emergency preparedness, and mobilization planning. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and, assessments of those infrastructure operations that directly relate to operational planning and control to include strategic and business planning. This function is typically performed by the OSD, the Joint Staff, the Combatant Headquarters, Military Department management headquarters, and other DoD management headquarters identified in DoDD 5100.73.

Y215 Operation Planning and Control. This function includes operations performed outside the management headquarters that directly support operational planning and control. This includes the development and integration of doctrine; force development planning and organizational concepts; materiel requirements definition and validation; development of strategy plans/policies (e.g., combat maneuver development), war plans, and operations/contingency plans; and support for other combat development programs and projects. This function is typically performed by such organizations as the Command and General Staff College, Service school's combat development activities, Combined Arms Combat Development Activities, the Air Force Doctrine Center, TRADOC Operations Research Activity, Combined Arms Operation Research Activity (CAORA), and TRADOC Research Element Monterey (TREM). This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 Combat Development Evaluations and Experimentation. This function includes the experimentation, testing, and reviews necessary to develop or validate new doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This also includes conducting and managing a range of activities required for maintaining or upgrading operational systems after the initial acquisition process and completion of operational test and evaluation (OT&E) including: Force Development Evaluation (FDE), Tactics Development and Evaluation (TD&E), and Weapons System Evaluation Programs (WSEP). This function excludes test and evaluation operations that support the defense systems acquisition process coded A620.

Y220 National Mobilization and Emergency Preparedness Management.

This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs. This function is performed at military installations, bases, facilities, and other organizations such as the Army Corps of Engineers' district and division offices.

MANPOWER MANAGEMENT

Y240 Management Headquarters—Manpower Management. This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies at all levels within the Department. Manpower operations typically include assessing processes, procedures, and workload distribution; designing organizational structures; business process reengineering; validating workload and determining manpower requirements; and, tracking, reporting, and documenting manpower numbers. It includes determining manpower for existing or new mission requirements, new defense acquisition systems (e.g., major weapon systems and automated information systems), functional or mission realignments and transfers; downsizing and reinvention initiatives; and, process improvements. This function includes manpower support when determining manpower for: combat development; manpower mobilization planning; the defense planning, programming, and budget process; the manpower resource allocation process; the commercial activities program; and, other outsourcing and privatization initiatives. It also includes centralized control of information and data relating to missions, workload, and performance that support reengineering of functional processes and procedures and restructuring organizations.

SUPPORT EXTERNAL TO DOD

Y310 Management Headquarters—Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-

production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This function is typically performed by the OSD, the Joint Staff, Military Department Headquarters down to and including the headquarters of all major commands. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y315 Foreign Military Sales and Security Assistance Program Management.

This function includes managing foreign military sales and security assistance programs to include managing formal contracts and agreements between the U.S. and authorized recipient governments or international organizations. This also includes managing foreign country funds (including the administration of funds placed in U.S. trust fund accounts), and managing and accountability for quality assurance, acquisition, and program management with regard to articles and services provided to the customer. (See the list of Security Assistance Organizations in Enclosure N to CJCSM 1600.01.)¹⁶

Y320 Support Provided Outside the DoD. This function includes support and services provided to the White House, Congress, Department of State, other federal agencies, international organizations, and foreign nations.

- **Support to the White House, Congress, State Department, and Other Federal or State Agencies.** This includes services provided to the White House (e.g., the White House Support Group), Executive Offices of the President, Congress, the Department of State (e.g., U.S. embassies), the Commerce Department, Interior Department, Justice Department, Transportation Department, Environmental Protection Agency, National Science Foundation, and other federal agencies.
- **Support to International Organizations.** This includes support to international organizations, such as NATO. (See Enclosure L to the CJCSM 1600.01 for an explanation of U.S. manpower for NATO military commands and agencies. These headquarters are not part of the Department's internal management or command structure and, therefore, are not categorized as Management Headquarters type functions. See DoDD 5100.73.)
- **Support to Other Nations.** This includes support provided to foreign nations (as outlined in foreign military sales agreements) that is not addressed by one of the other function codes or that is unknown. The DoD is totally reimbursed for this support by the foreign country either directly or indirectly through administrative or accessorial surcharges.

¹⁶ CJCSM 1600.01, "Joint Manpower Program Procedures," April 30, 1998.

LEGAL SERVICES

Y405 Management Headquarters—Legal Services. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. This function is typically performed by major DoD management headquarters activities identified in DoDD 5100.73.

Y415 Legal Services and Support. This function includes the management of, and operations typically performed by, legal offices at all levels within the DoD. Legal operations typically include, but are not limited to, legal advice to commanders, directors, managers, supervisors, and members of their organizations as well as to individual military members, civilian employees, eligible dependents, and retirees. This includes representation of DoD Components and organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation (to include military justice); adjudication of military justice trial and appellate court cases; and, adjudication of claims and security clearance investigations. It also includes court reporting and legal and litigation studies.

PUBLIC AFFAIRS. *Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DoD and its leadership, including the Secretary and Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the heads of DoD Components, and other Departmental leaders, to American citizens and the general public, the news media, the military and civilian audiences internal to the DoD, other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DoD issues by external and internal audiences.*

Y501 Management Headquarters—Public Affairs. This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function

includes providing advice and counsel to respective senior leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function is performed by major DoD headquarters activities identified in DoDD 5100.73. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.

Y515 Public Affairs Program Activities and Operations. This function includes providing program management and operational guidance of public affairs activities and operations to include producing and providing public affairs policies, products, and services. Functional objectives are achieved by the review of policies; development and issuance of policies and operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of public affairs operating activities and their associated policies, products and services. This function may include providing advice and counsel to respective leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function may also include serving as the official spokesperson at the respective organizational level on public issues and interests. This function includes editorial operations; speech writing; newspaper, bulletin, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function excludes liaison support for protocol matters concerning official visitations, ceremonies, and events that are coded Y525. It also excludes legislative liaison activities coded Y620 and advertising support for military and civilian recruiting coded B820 and B720, respectively. The Public Affairs function may be performed by offices at all levels within the DoD. Excluded are those public affairs activities and operations performed exclusively by and within the operating forces as an integral part of military operations which are coded using the appropriate M codes.

PROTOCOL OPERATIONS

Y525 Protocol Operations. This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff, and subordinate protocol offices regarding protocol matters and issues. This function also includes con-

ducting and coordinating required support, and developing and determining the correct policy, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function also does not include legislative liaison activities coded Y620. The protocol function may be performed by offices at all levels within the DoD.

Y527 Other Protocol Activities. This function includes protocol activities not addressed by other function codes.

***VISUAL INFORMATION.** This includes the production, distribution, and life cycle management of products and services that effectively communicate information through visual and/or aural means. This includes still photography, motion picture photography, video or audio recording, graphic arts, visual presentation services, and the associated support processes.*

Y560 Management Headquarters—Visual Information. This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y570 Visual Information Program Activities and Operations. This function includes program management and operational guidance of visual information operations to include producing and providing visual information products and services (either through in-house capabilities or acquired through contract support) other than those that are an integral part of Combat Camera operations. Functional objectives are achieved by the development, issuance, and review of operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of Visual Information support and Combat Camera operations. This also includes the design, generation, storage, production, distribution, disposition, and life cycle management of still photographs, digital still images, motion pictures, analog and digital video recordings, visual information productions, certain graphic arts (such as paintings, line drawings, and montages) and related captions, overlays, and intellectual control data other than those in direct support of Combat Camera operations. This function may be performed at all levels within the DoD. Combat Camera operations are coded using the appropriate M codes.

LEGISLATIVE AFFAIRS

Y610 Management Headquarters—Legislative Affairs. This function includes the oversight and management of the DoD legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries; DoD support of Congressional travel; arrangements for security clearances for members of Congressional staffs; and internal coordination of Departmental transcripts. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y620 Legislative Affairs. This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's and the Secretary of Defense's position on the DoD legislative agenda to senior leadership of the DoD.

HISTORICAL AFFAIRS. *This includes management of historical writings, research, studies, analyses, and heraldry programs, as well as the provision of historical or heraldry services.*

Y710 Management Headquarters—Historical Affairs. This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y720 Historical or Heraldry Services. This function includes operations that preserve, critically interpret, disseminate, and teach military history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and “lessons learned” to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the command and/or military service. This also includes preparing historical manuscripts for publication; preparing the command’s annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the Commander/Administrator, other Services, other units, organizations (e.g., veteran organizations), and the general public.

Y730 Museum Operations. This function includes daily operation of military museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., military artifacts and works of art). Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

ADMINISTRATIVE SUPPORT

Y810 Management Headquarters—Administrative Support. This function includes the oversight, direction, and control of administrative support programs and subordinate offices, centers, and libraries through developing and issuing policies (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing policy guidance; and analyzing, evaluating, and reviewing performance. Programs include, but are not limited to, the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program. Administrative support services include administrative management and correspondence services; documentation services; directives and records management services; microfilming and library services; printing and reproduction services; and, document automation and production services. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y815 Administrative Support Program Management. This function includes providing program management and operational guidance for administrative support programs (such as the Freedom of Information Program, Privacy Program, and Federal Voting Assistance Program) to ensure compliance with federal statutory and regulatory guidelines. This may include providing advice and assistance to senior leaders and staff at all levels of the DoD. This also may include serving as official spokesperson at the designated organizational level on program issues and interests.

Y820 Administrative Management and Correspondence Services. This function includes services typically performed by internal mail and messenger centers, administrative support offices and centers, as well as administrative support that is severable from the function it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and distribution of paper communications and general service messages; translation services; management and processing of forms; maintenance and control of administrative services contracts; travel charge card administration and management; and, other management record-keeping duties.

Y830 Documentation Services. This function includes services typically performed by word processing centers to include the creation, maintenance, and disposition of documents; documents storage; and, retrieval systems and services. This excludes warehousing of publications coded T150.

Y840 Directives and Records Management Services. This function includes services typically provided by forms and records management centers and offices to include manuscript preparation and writer-editor services; retirement/warehousing of records; filing and retrieval of documents; design, coordination, indexing, distribution, and periodic review of forms, directives, regulations, orders, and other official publications; and, authentication and distribution of administrative orders. This function excludes warehousing and distribution of publications coded T150.

Y850 Microfilming and Library Services. This function includes services typically provided by microfilming centers; technical information centers; and reference and technical libraries at hospitals, shipyards, schools and other DoD facilities. This includes the production of a variety of microfilm products including 105MM Computer Output Microfilm (COM) masters and duplicates from data center data streams, 105MM source document microfilm, and 35MM master and duplicate microfilm aperture cards. It excludes recreational library services coded G105.

Y860 Printing and Reproduction Services. This function includes support services typically performed by central printing and reproduction facilities to include printing, binding, duplication, and copying services. This excludes user-operated office copying and warehousing and distribution of publications coded T150.

Y880 Document Automation and Production Services. This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function also includes the management and maintenance of numerous digital document libraries and databases which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It also includes the production of ISO 9660 compliant CD-Recordables (CD-Rs) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners) from a variety of hard-copy and digital files.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other function codes.

AUDITS AND INVESTIGATIONS

Audits. This includes internal and contract audits.

I110 Management Headquarters—Audit. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources. This function is performed by the Office of the IG, DoD; Military Department headquarters down to and including the headquarters of all major commands and their equivalent; headquarters of operational military forces down to

and including the headquarters of Combatant Commands; headquarters elements of Defense Agencies and Field Activities; and other management headquarters identified in DoDD 5100.73.

I120 Audit Operations. This function includes the supervision and performance of individual audits and evaluations.

Investigations

I510 Personnel Security Clearances and Background Investigations. This function includes the administration, investigation, and analyses of personnel security investigations conducted as the bases for both suitability and personnel security clearance eligibility for the military, DoD civilians, industrial contractor personnel, and other agency personnel as authorized. This includes initial investigations, reinvestigations, and adjudications. It also includes sensitive cases (e.g., White House and Senior Pentagon Officials), issue cases, and the oversight of overseas leads. It requires agency-to-agency contacts on National Agency Checks, FBI fingerprint/name checks, and other similar inquiries. These investigations may include checks into law enforcement files, financial records, and other pertinent records. They may also entail interviews of the subject, the subject's friends, co-workers, employers, neighbors, and other individuals, as appropriate.

I520 Criminal, Counter Intelligence, and Administrative Investigative Services. This function includes administration, investigation, and analysis of special investigations (to include counter intelligence and fraud investigations and intelligence oversight reviews). This also includes criminal investigations performed at the Criminal Investigation Division, Navy Criminal Investigative Service, and Office of Special Investigations level. This function excludes law enforcement operations performed at installations and bases coded S500-S520.

I530 Industrial Security Assessments. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of contractors, universities, and research firms. This encompasses educating contractor employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations (e.g., determining if a compromise occurred and putting procedures in place to prevent recurrences) and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

1999 Other Audit and Investigative Activities. This function includes audit and investigative activities not covered by other function codes.

FINANCIAL MANAGEMENT. *Financial management consists of the development and dissemination of financial information; development and reporting of cost information; integration of accounting and budgeting information; and the systemic measurement of performance. Financial management consists of two major segments: the Planning, Programming, and Budgeting System (PPBS) and finance and accounting operations to include DFAS provided services and Component's accounting and other systems that provide financial information and analysis to management.*

C110 Management Headquarters—Financial Management. This function includes the oversight, direction, and control of subordinate financial management organizations. This function is typically performed by the OSD; the Joint Staff; Defense Finance and Accounting Service (DFAS) headquarters (including DFAS Centers' and Operating Locations activities that report directly to the headquarters); the management headquarters of other Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters activities identified in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates Submission (BES), Program Budget Decisions (PBD), and Defense Budget. It also includes budget execution, distribution of funds, certification of funds, monitoring of budget execution, and reporting on the status of funds.

C700 Finance/Accounting Services. This function includes those accounting processes that record, classify, accumulate, analyze, summarize, and report information on the financial condition and operating position of an activity. Accounting is comprised of the functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets, liabilities, equity, and internal controls. It encompasses the procedures and processes from the point a transaction is authorized through processing the data, payment and issuance of financial and management information statements and reports. Also included are payroll operations, (e.g., those transactions associated with payments to DoD personnel, including active duty military members, reservists and National Guard members, civilian personnel, retired military and annuitants). It also includes "out-of-service debt" actions to recover outstanding debt from individuals and contractors. This also includes commercial payment operations (e.g., transactions associated with invoice payments to contractors, vendors, and transportation providers).

Transportation payments include payment of government bills of lading, meal tickets, government transportation requests (GTRs), and travel voucher payments to individuals.

C999 Other Financial Management Activities. This function includes financial management activities not addressed by other function codes.

GROUP 2—COMMUNICATIONS, COMPUTING, AND OTHER INFORMATION SERVICES

W100 Management Headquarters—Communications, Computing and Information. This function includes managing communications, computing, and information programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range information management/information technology (IM/IT) planning, programming, and budgeting; and/or allocating and distributing resources. This includes IM/IT strategic and capital planning; performance assessments; business process reengineering; IT risk analysis; knowledge management; and policy, planning, and implementation of computing infrastructures, information architecture/infrastructures, and information operations/warfare. This function is performed by the OSD, the Joint Staff, the management headquarters of Defense Agencies and Field Activities, Combatant Headquarters, Military Department management headquarters, and other management headquarters identified in DoDD 5100.73.

***COMMUNICATIONS SERVICES.** This includes functions that provide non-deployable (i.e., administrative) transport services (communications) such as long haul, wide and local area voice, data, digital and video communications. This includes the design, development, installation, and maintenance of voice, data, and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

W210 Telephone Systems. This function includes common-user and administrative telephone systems at DoD installations and activities. It includes communication services for telephone consoles; range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

W220 Telecommunication Centers. This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.

W299 Other Communications Systems. This function includes communication services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications equipment; radio/wireless communications systems; satellite/ terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, wide and local area network communications services and capabilities); and, other communication capabilities.

COMPUTING SERVICES. *This includes non-tactical information processing (computing) services for mission area application.*

W310 Computing Services and/or Data Base Management. This function includes the following:

- **End-User Support.** This includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and, backup and recovery operations.
- **Software and Application Development.** This includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and, evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.
- **Network Systems.** This includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network servers; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and, installing, testing, maintaining, and upgrading network operating systems software.
- **Systems Administration.** This includes installation of new or modified hardware/software; managing accounts, network rights, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.
- **Systems Analysis.** This includes conducting needs analyses to define opportunities for new or improved applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for sys-

tems components; and, ensuring the integration and implementation of applications, databases, networks, and related systems.

- **Database Management.** This includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and, data mining/data warehousing.
- **Web Site Development and Maintenance.** This includes web site design, structure, and maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries.

W399 Other Computing Services. This includes all other non-tactical information processing (computing) services that have not been addressed by other function codes. This includes time sharing services and other information technology and data processing services and operations.

INFORMATION OPERATION SERVICES

W410 Information Operations and Information Assurance/Security. This function includes operations that sustain information superiority to provide for the defense of both human decision-making processes and the technical systems. This includes operations that entail effective and synergistic engagement across a broad array of interagency information activities that support political-military strategic objectives to deter aggression. This function also includes planning, analysis, development, implementation, upkeep, and enhancement of systems, programs, policies, procedures and tools to ensure the integrity, reliability, accessibility, and confidentiality of information systems and assets. It includes information assurance functions that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This category also includes operations that provide for the restoration of information systems by incorporating protection, detection, and reaction capability. This includes system/network protection; intrusion detection and monitoring; readiness assessments; firewall administration; security policy enforcement; risk and vulnerability assessments; security evaluations and audits; and, contingency plans and disaster recovery procedures.

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the NAVSTAR Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as de-

signing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).

W499 Other Information Operation Services. This function includes information operation services not addressed by other function codes.

GROUP 3—SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT. This set of functions includes the science and technology portion of research and development as well as the management and support of research and development. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

R110 Management Headquarters—Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This function is performed by the OSD, Military Department management headquarters, and other management headquarters activities identified in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for science and technology.

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. [This is part of RDT&E.] It does not include program management of systems acquisition coded F120 or systems acquisition demonstration and development coded F150. This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of science and technology. Maintenance of military materiel at research and development facilities is coded with the applicable J and K codes.

- **Basic Research.** This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the

basis for technological progress. It forms a part of the base for (a) subsequent exploratory and advanced developments in Defense-related technologies, and (b) new and improved military functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support.

- Applied Research. Applied Research translates promising basic research into solutions for broadly defined military needs, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. The dominant characteristic of this category of effort is that it be pointed toward identified military needs with a view toward developing and evaluating the feasibility and practicality of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated breadboard subsystems that establish the initial feasibility and practicality of proposed solutions or technologies.
- Advanced Technology Development. This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and producibility that could lead to the development of hardware for service use. It also includes advanced technology demonstrations that help expedite technology transition from the laboratory to operational use. These efforts demonstrate the performance payoff, increased logistics capabilities, or cost reduction potential of militarily relevant technology. Projects in this category have a direct relevance to identified military needs.

R140 Management and Support to R&D. This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs, management of international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, operation of test aircraft and ships, studies and analyses in support of R&D programs, and other R&D support. This function excludes program management of acquisition efforts coded F120. It also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management support coded S210, and engineering coded F520, veterinary medical support for animals used for biomedical research and development coded H116, and equipment maintenance coded with the applicable J and K codes). [This is part of RDT&E.]

R999 Other S&T and R&D Management and Support Activities. This function includes science and technology and research and development management and support activities not covered by other function codes. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

GROUP 4—SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING, AND CONTRACTING

***SYSTEMS ACQUISITION.** The defense systems acquisition process provides for the development, demonstration, and production or procurement of Defense systems (e.g., weapon systems, equipment, materiel, and automated information systems) needed by defense managers and military warfighters to meet mission requirements. (See guidance in DoD Directive 5000.1.¹⁷)*

F110 Management Headquarters—Systems Acquisition. This function includes the oversight, direction, and control of acquisition programs and subordinate Defense acquisition organizations and centers by developing and issuing policies; providing policy guidance (e.g., guidance on technology transfer, international cooperative programs, and industrial capabilities assessments); reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, mid- and long-range planning, programming, and budgeting. This function is performed by the OSD; the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Military Department management headquarters; and other management headquarters activities identified in DoDD 5100.73. This includes work performed by Milestone Decision Authorities, Program Executive Officers, and other executives concerned with the review and approval of acquisition programs. It also includes acquisition reform and other operations essential to the systems acquisition process. This function excludes management headquarters oversight of Foreign Military Sales and Security Assistance coded Y310 and management headquarters oversight of procurement and contracting coded F310.

F120 Systems Acquisition—Program Management. This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program management coded Y315, and item management coded T120). Also, elements of

¹⁷ DoD Directive 5000.1, “Defense Acquisition,” March 15, 1996.

research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.

F140 Technology Transfer and International Cooperative Program Management. This function includes the review and evaluation of U.S. and Allied strategic trade cases, munitions cases, technical data exchange agreements, information exchange projects, reciprocal memorandums of understanding, and other similar agreements. This includes the development and maintenance of commodities lists, munitions list reviews, and support for International Standardization Agreements. It also includes support to technical advisory committees and steering and working groups concerned with export control and technology transfer, other appropriate technology transfer related activities, and international cooperative research and development projects and agreements.

F150 Systems Acquisition—Demonstration and Development. This includes all research and development work not specifically covered by R120 (i.e., not identified as basic research, applied research, and advanced technology development). [This is part of RDT&E.] This includes, but is not limited to, the following:

- **Demonstration and Validation.** This includes efforts necessary to evaluate integrated technologies in as realistic an operating environment as possible to assess the performance or cost reduction potential of advanced technology. These efforts are system specific.
- **Engineering and Manufacturing Development.** This includes projects in engineering and manufacturing development but which have not received approval for full-rate production. This includes major line item engineering and manufacturing development projects.

F160 Systems Acquisition—Other Program Support. This function includes support provided to Program Managers by Integrated Product Teams (IPTs), Working-Level Integrated Product Teams (WIPTs), or other functional experts or teams as part of the Integrated Product Process Development (IPPD) of the defense acquisition system. This includes product assurance, financial and economic analysis, industrial capabilities assessments, technical integration efforts and technical information activities performed outside the Program Office (e.g., Joint Computer-Aided Acquisition and Logistics support (JCALS)), Human Systems Integration reviews, cost estimates, and other actions and reviews performed by functional experts as part of the systems acquisition process. This excludes research and development coded R110-R999 and F150, test and evaluation operations coded A620, systems requirements definition and validation coded Y215, foreign military sale operations coded Y315, and engineering support coded F520.

F199 Other Systems Acquisition Activities. This function includes systems acquisition activities not covered by other function codes.

TEST AND EVALUATION

A610 Management Headquarters—Test and Evaluation. This function includes the oversight, direction, and control of test and evaluation programs and subordinate Defense acquisition organizations and centers. The management headquarters test and evaluation function is typically performed by the OSD, Military Department management headquarters, and other management headquarters activities identified in DoDD 5100.73. This includes developing and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance.

A620 Developmental and Operational Test and Evaluation. This function includes conducting and managing all developmental test and evaluations (DT&E), live fire test and evaluations (LFT&E), Production Qualification Test and Evaluations (PQT&E), Foreign Comparative Testing (FCT), or other types of test and evaluation necessary to support the systems acquisition process. This also includes conducting and managing a range of operationally oriented T&E activities conducted throughout a system's lifecycle. Included are: Initial Operational Test and Evaluation (IOT&E), Qualification Operational Test and Evaluation (QOT&E), and Follow-on Test and Evaluation (FOT&E). This also includes engineering support that is an inherent part of the test and evaluation process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of test and evaluation. [This is part of RDT&E.]

A630 Management and Support to Test and Evaluation. This function includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations. This includes management of test and evaluation laboratories and facilities and other test and evaluation support to include target development; general test instrumentation; and, operation of test ranges. This excludes maintenance of test aircraft, ships, and other equipment coded with the applicable J and K codes and maintenance of test ranges coded Z993. This function also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management coded S210, and engineering coded F520). [This is part of RDT&E.]

A699 Other Test and Evaluation Activities. This function includes test and evaluation activities not covered by other function codes. This includes acceptance testing and evaluation of supplies and materials (e.g., oil and fuel) to ensure products meet minimum requirements of applicable specifications, standards, and similar technical criteria.

PROCUREMENT AND CONTRACTING

F310 Management Headquarters—Procurement and Contracting. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts. The management headquarters procurement and contracting function is performed by the OSD, the Joint Staff, the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters identified in DoDD 5100.73.

F320 Contract Administration and Operations. This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), supplies, services, and construction. This includes the determination of competitive or non-competitive procurement strategies; the issuance of solicitations and analysis of responses to them; oversight of source selections, negotiations, and the award and termination of contracts; preparation of contract modifications; processing of protests; retained administrative responsibilities; and, operational policy implementation.
- Post award administration of contracts. This includes post award orientation conferences; oversight of contractor performance to assure compliance with contract and subcontract requirements, terms, and conditions; issuance of contract amendments (to include terminal notices for default, and settlement, and convenience termination); processing claims against the government; issuance of task orders; tracking progress payments; contract close-outs; and, monitoring property administration.

F399 Other Procurement and Contracting Activities. This function includes procurement and contracting activities not covered by other function codes.

ENGINEERING. *This includes engineering support for the acquisition and sustainment of weapon systems, automated information systems, other military materiel, and all types of support equipment (to include training devices and simulators). This includes all types of engineering support to include, but not limited to, industrial, mechanical, aeronautical, electrical, electronic, automotive, nuclear, and marine.*

F510 Engineering Support at Maintenance Depots. This function includes all systems engineering support that is performed at maintenance depots.

F520 All Other Engineering Support. This includes all other systems engineering support. This function is typically performed at Systems and Materiel commands, laboratories, research and development facilities, shipyards, contractor facilities (e.g., DCMA), and test and evaluation facilities. This

tor facilities (e.g., DCMA), and test and evaluation facilities. This excludes engineering support that is an inherent part of science and technology coded R120, systems acquisition research and development support coded F150, or test and evaluation coded A620, but includes recurring severable engineering operations that are performed in direct support of science and technology, systems acquisition research and development support, or test and evaluation.

GROUP 5—LOGISTICS

P110 Management Headquarters—Logistics. This function includes the oversight, direction, and control of subordinate logistics offices and agencies through developing and issuing logistics policies and providing policy guidance; reviewing, analyzing, and evaluating performance (e.g., logistics systems reinvention and modernization); and, conducting mid- and long-range planning. The management headquarters logistics function is performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This function excludes Management Headquarters—Maintenance (coded P120), —Supply (coded T101) and —Transportation (coded T701).

P119 Other Logistics Activities. This function includes non-management headquarters activities involved in two or more of the following: maintenance, supply, or transportation.

MAINTENANCE

P120 Management Headquarters—Maintenance. This function includes the oversight, direction, and control of subordinate maintenance offices, agencies, and depots. The management headquarters maintenance function is typically performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This includes developing and issuing maintenance policies and providing policy guidance; reviewing, analyzing, and evaluating performance; and, conducting mid- and long-range planning.

Organizational and Intermediate Repair and Maintenance of Military Equipment. This includes non-deployable repair and maintenance of military materiel authorized and performed by designated maintenance activities in support of using activities to include both direct and general repair and maintenance. Normally, this type of repair and maintenance is limited to replacement and overhaul of unserviceable parts, assemblies, or subassemblies. It includes: (1) organizational and intermediate level repair and maintenance performed by fixed activities that do not deploy to combat areas and that provide direct support to

infrastructure activities (e.g., military materiel at training, transportation, re-search and development, and test and evaluation facilities); (2) intermediate repair and maintenance performed by fixed activities that do not deploy to combat areas and that directly support combat operations from bases in the United States (e.g., homeland defense operations); and, (3) any testing conducted to check the repair procedures. It includes performance of depot-coded maintenance tasks at the organizational and intermediate level. Organizational repair and maintenance performed by non-deployable activities in direct support of military operations in the United States (e.g., homeland defense operations) is coded using the applicable M code. Organizational and intermediate repair and maintenance performed by deployable activities in direct support of military operations (e.g., expeditionary force operations) is also coded using the applicable M code. Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases, and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; non-deployable communications systems coded W210-W299; and office ADP equipment and software coded W310-W399. Activities engaged in non-deployable organizational and intermediate repair and maintenance of military materiel are grouped according to the materiel predominantly handled.

J410 Organizational and Intermediate Repair and Maintenance Management. This function includes overseeing, directing, and controlling organizational or intermediate level repair and maintenance of military material from non-deployable units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below.

J501 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes maintenance and/or repair of drones and unmanned aerial vehicles of all types.

J502 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

J503 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment, including the mechanical, electronic, and communications equipment that is an integral part of missile systems.

J504 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, communications and any other equipment that is an integral part of the vessel.

J505 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes the maintenance and/or repair of armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle.

J506 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support, and administrative vehicles, including electronic and communications equipment that is an integral part of the non-combat vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; and, other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

J507 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronic and communications equipment. This includes maintenance of combat television and still cameras, audio and video recording equipment, and other electronic equipment. It excludes maintenance of electronic and communications equipment that is an integral part of another weapon/support system; maintenance of non-deployable communications equipment coded W210-W299; and maintenance of tactical and non-tactical ADPE coded J555 and W310-W399, respectively.

J511 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel handling equipment.

J518 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.

J519 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is 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. This includes plant equipment used in manufacturing, maintenance, supply processing, assembly, or research and development operations.

J520 Test, Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded J550.

J550 Software Support for Embedded and Mission Systems. This function includes organizational, intermediate, direct and general software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

J555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. It excludes maintenance of non-tactical ADPE not an integral part of a communications system coded W310-W399.

J570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; mines; nuclear munitions; chemical, biological, and radiological items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system.

J575 Munitions. This function includes maintenance of munitions, including storage, issue, and loading. It excludes support reported under any of the other specific functional categories.

J600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. This includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline containers; other metal containers; and cargo nets and pallet systems.

J700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in J750.

J750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

J999 Organizational and Intermediate Maintenance and Repair of Other Equipment. This function includes organizational and intermediate repair or maintenance of military materiel not addressed by other function codes.

Depot Maintenance and Repair of Military Equipment. This includes non-deployable depot maintenance and repair performed on military materiel including major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing (that is inherent to the depot maintenance), and reclamation, as required. Depot maintenance serves to support lower categories of maintenance. This includes operation of equipment (e.g., cranes) that is inherent to the depot maintenance process. It provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities. (See DoD Directive 4151.18¹⁸ for further amplification of the category definitions reflected below.) Depot maintenance and repair of materiel performed by deployable units that directly support military operations (e.g., expeditionary force operations) is coded using the applicable M codes. Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other military facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; non-deployable communications systems coded W210-W299; and office ADP Equipment and software coded W310-W399. Also, engineering support at depots is coded F510. Depot maintenance functions are identified by the type of materiel maintained or repaired.

K410 Depot Management. This function includes overseeing, directing, and controlling depot level repair and maintenance of military material within fixed (non-deployable) depots. Depot management includes reviewing and evaluating performance of subordinate activities engaged in depot repair and maintenance operations listed below.

K531 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes drones and unmanned aerial vehicles of all types.

K532 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

K533 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment. It also includes mechanical, electronic, and communications equipment that is an integral part of missile systems.

¹⁸ DoD Directive 4151.18, "Maintenance of Military Materiel," August 12, 1992.

K534 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel.

K535 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle.

K536 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support and administrative vehicles and all electronic and communications equipment that are an integral part of the vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; accessory overhaul; major component overhaul; and other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

K537 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronics and communications equipment. It excludes electronic and communications equipment that is an integral part of another weapon/support system. It also excludes maintenance of non-deployable communications systems coded W210-W299 and maintenance of tactical and non-tactical ADPE coded K555 and W310-W399, respectively.

K539 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and material-handling equipment.

K541 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is 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. This includes plant equipment used in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

K546 Test Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of test, measurement, and diagnostic equipment (TMDE), including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded K550.

K549 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding TMDE and ATE) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under any of the other specific functional categories.

K550 Software Support for Embedded and Mission Systems. This function includes the depot-level software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

K555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. This function excludes maintenance of non-tactical ADPE coded W310-W399.

K570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system and it does not include work performed at arsenals.

K575 Munitions. This function includes depot-level support of munitions, including maintenance, storage, issue and loading. It excludes support reported under any of the other specific functional categories and does not include work performed at ammunition plants.

K600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. It includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline, containers; other metal containers; and cargo nets and pallet systems.

K700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in K750.

K750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

K999 Depot Repair and Maintenance of Other Equipment. This function includes depot repair, maintenance, modification, or overhaul of military materiel not addressed by other function codes.

SUPPLY OPERATIONS

T101 Management Headquarters—Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning. The management headquarters supply function is typically performed by the OSD; the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73.

T110 Retail Supply Operations. This function includes supply operations typically performed at an installation, base, or facility to include providing supplies and equipment to all assigned or attached units. This includes all basic supply functions to include the requisition, receipt, storage, issuance, and accountability of materiel. This includes but is not limited to:

- **Supply Operations.** Operation of consolidated supply functions to include operation of self-service supply centers, Clothing Initial Issue Points (CIIP), and petroleum, oils and lubricants (POL) resale points.
- **Central Issue Facilities (CIF).** Operation of Central Issue Facilities for the purpose of providing military personnel required Organizational Clothing and Individual Equipment supplies. This includes necessary alterations performed at the CIF.
- **Retail Supply Operations.** This includes installation retail supply services to include local warehouse operations, delivery, customer support, inventory management, and unique industrial activity support.
- **Materiel Services.** Support for the procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting and reporting, and other related functions.
- **Other Retail Supply Services.** Support to product lines (ammunition and end items). This includes supply support for the DoD small arms Serialization Program; Chemical Agent Standard Analytical reference materials; radioactive waste, research and development activities; and, other unique activities which do not contribute to established product lines.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and

develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near and long term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities. Sustaining engineering is coded F510.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning.

- Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.
- Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods.
- Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes unloading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations.
- Care, Rewarehousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stocks from one storage location to another and related checking, tallying, and handling, and other general storage support operations.
- Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped.
- Unit and Set Assembly and Disassembly. This includes operations to 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.

- **Special Processing of Non Stock Fund-Owned Materiel.** This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel using regular or special maintenance tools or equipment. This includes disassembly or reassembly of reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing.
- **Packing and Crating.** This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It 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).
- **Other Storage and Warehousing.** This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and publication of federal supply catalogs and related allied publications.

T150 Warehousing and Distribution of Publications. This function includes services provided by publication distribution centers (i.e., paper-based) to include central storage and issue of stock numbered and non-stock numbered publications, blank forms, regulations, directives and other official publications. This includes receipt of products in bulk, sorting by individual customer, and mailing.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This 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 and handling of drums

within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

T177 Food Supply. This function includes the operation and administration of food preparation and serving facilities at military facilities. It includes operation of central bakeries, pastry kitchens and central meat processing facilities that produce a product. This includes maintenance of equipment (to include dining facility equipment) but excludes maintenance of fixed equipment coded Z992. It also excludes hospital food service operations coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G013.

T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory. This function includes the determination of excess inventory, preparation of documentation for transfer to a Defense Reutilization and Marketing Office, and subsequent receipt, classification, storage, and disposal through reutilization, transfer, donation, and sales of excess and surplus property. This includes demilitarization, precious metals recovery, and abandonment or destruction as required. This also includes operation of scrap yards and disposition of scrap metal through sales. This function excludes demilitarization operations that are an inherent part of the intermediate and depot maintenance activities covered by the J and K codes.

T199 Other Supply Activities. This function includes supply activities not addressed by one of the other supply function codes.

TRANSPORTATION

T701 Management Headquarters—Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This function is typically performed by the OSD; U.S. Transportation Command and its Component Command Headquarters; management head-

quarters for Defense Agencies and Field Activities; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

T710 Traffic/Transportation Management Services. This function includes the procurement of freight, household goods, and passenger services from commercial “for hire” transportation providers and from organic providers for all modes of transportation. This includes the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; adjudication of personal property claims; and, carrier suspension. This excludes administrative transportation services at installations, bases and other military facilities for air transportation (coded T810), water transportation (coded T811), rail transportation (coded T812), and motor vehicle transportation (coded T824).

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals.

- **Pier Operations.** This includes 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.
- **Breakbulk Cargo Operations.** This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo.
- **Cargo Handling.** This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing.
- **Port Cargo Operations.** This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and unstuffing containers.
- **Vehicle Preparation.** This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners.
- **Lumber Operations.** This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of new lumber.

- Materiel Handling Equipment (MHE) Support. This includes delivering MHE to user agencies and performing onsite fueling. Maintenance of materiel handling equipment is coded J511 and K539.
- Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations.
- Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

Administrative Transportation Services

T810 Air Transportation Services. This function includes management and operation of aircraft that are assigned to commands, bases, installations, and DoD facilities for administrative movement of personnel and supplies. Aircraft maintenance is coded J501 and K531. This excludes medical transportation services coded H710.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel and supplies. This includes tug operations but excludes recreational watercraft operations coded G055. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

T824 Motor Vehicle Transportation Services. This function includes management and operation of motor vehicles and equipment assigned to commands, installations, bases and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. This includes all local, intra-post, and inter-post scheduled and unscheduled movement of personnel provided by taxi, bus (to include dependent school bus), and automobile transportation operations. This also includes all heavy and light truck, and tow truck operations involved with the movement of equipment, supplies, and other products not covered by another function code. It also includes motor pool operations and driver/operator licensing and testing. This does not include operation of cranes, construction equipment, or heavy and light trucks in support of Ocean Terminal Operations (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes air traffic control operations at installations, bases and other DoD facilities. Air traffic control for military operations is coded using the applicable M code. Maintenance of deployable air traffic control equipment (e.g., equipment in mobile or portable shelters) is coded J507 and K537. Maintenance of fixed air traffic control equipment at installations, bases, and other facilities is coded Z992.

T899 Other Transportation Services. This function includes transportation services not addressed by one of the other function codes.

GROUP 6—PRODUCTS MANUFACTURED OR FABRICATED. This group of functions includes manufacturing, assembly, and fabrication of equipment, materials, products and items. This excludes manufacturing and fabrication operations that are inherent to depot maintenance and repair functions.

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made from Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that is part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of new or modified computing hardware and software (coded W310-399) and communications systems (coded W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

GROUP 7—INSTALLATION/FACILITY MANAGEMENT AND PHYSICAL SECURITY

INSTALLATION/FACILITY MANAGEMENT

S100 Management Headquarters—Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning. This function is typically performed by the OSD, the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73.

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities at an installation, base, or other DoD facility to include oversight of services provided to tenants. This function involves the management of support activities from more than one functional group (to include management of multifunction contracts). It also includes emergency planning not addressed by Y220. This function is typically performed by installation, base, and facility commanders and directors and that part of their support staff that perform management functions not addressed by other function codes.

S210 Building Management. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds and surfaced areas; the administration of rental property; and the administration (to include contract administration) of building services. This excludes actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. It includes contract management of building management services addressed below. It also includes building space management, and moving and handling of office furniture and equipment except operations covered by function codes W210-W399. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD housing facilities; and the administration (to include contract administration) of housing services. This excludes the actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. Housing management includes the administration and operation of bachelor quarters, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration

(FHA) or Veteran Affairs (VA) and designated as public quarters.¹⁹ It excludes operation of reception stations and processing centers coded B820 and operations of disciplinary barracks and confinement facilities coded S719. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399. This also excludes storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110. It includes contract management of housing management services addressed below.

***Building and Housing Management Services.** This includes services provided to building and/or housing tenants.*

S410 Custodial Services. This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

S420 Collection and Disposal of Trash and Other Refuse. This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary fills, or regulated dumps coded S730.

S430 Collection and Disposal of Hazardous Material (HAZMAT). This function includes the safe handling, collection, and disposal of hazardous materials and waste.

S435 Pest Management. This function includes prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operation; the health and well being of people; or structures, material, or property.

S440 Fire Prevention and Protection. This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.

S450 Laundry and Dry Cleaning Operations. This function includes the operation and maintenance of laundry and dry cleaning facilities.

S499 Other Building and Housing Management Services. This function includes building and housing management services not covered by one of the other function codes. This includes the repair and maintenance of furniture and equipment (except for repair and maintenance of communications and computing equipment coded W210-W399 and equipment that is considered real property coded Z991 and Z992). It also excludes pest management operations coded S435, and local supply services coded T110.

¹⁹ Categories of UPH include: unaccompanied officer personnel quarters, unaccompanied enlisted personnel quarters (troop barracks and BEQ), unaccompanied civilian personnel dormitories, unaccompanied visitor personnel quarters, and those unaccompanied personnel guest houses financed by Operation and Maintenance funds.

LAW ENFORCEMENT, PHYSICAL SECURITY AND SECURITY GUARD OPERATIONS. *This excludes criminal investigations coded I520.*

S500 Management of Law Enforcement, Physical Security and Security Guard Operations. This function includes providing overall direction, administration, planning, programming, supervision, and coordination of security guard operations. This includes evaluation of command security police programs. It also includes the development, review, and evaluation of policies and procedures for matters pertaining to clandestine vulnerability and secure design considerations for new weapon systems. This entails the development of system security standards and conducting initial, annual, and random evaluations within the organization to evaluate individual and unit functional effectiveness.

- **Security Program Planning.** This includes the development of a security program that protects soldiers, civilians employees, family members, facilities, and equipment through the planned integration of combating terrorism (AT/CT), physical security, information operations, personal security, and law enforcement operations with the synchronization of operations, intelligence, training and doctrine, policy, and resources.
- **Security Inspections and Assessments.** This includes providing physical security inspection, survey, and technical assistance services; conducting Mission Essential Vulnerability Assessments and counterintelligence support activities; and, conducting risk analysis for facilities and assets. It also includes preparation of physical security inspection and survey reports; administering the foreign disclosure program; support to personnel security programs; and providing intelligence support for security program planning.

S510 Law Enforcement, Physical Security, and Security Guard Operations. This function includes operations that provide for the physical security of government facilities and property and in-transit protection of military property from loss or damage.

- **Ingress and Egress Control.** This includes regulation of people, material, and vehicles entering or exiting a designated area to provide protection of the government facilities and property.
- **Physical Security Patrols and Posts.** This includes mobile and static physical security guard activities for protection of installation or government property, motor vehicle traffic management, investigation of motor vehicle accidents, apprehension and restraint of offenders, and special protection of high value property and physical resources (other than security priority A, B, or C assets).
- **Conventional Arms, Ammunition, and Explosives (CAAE) Security.** This includes dedicated security guard services for CAAE security.

- Animal Control. This includes patrolling for, capture of, and response to complaints about uncontrolled, dangerous, and disabled animals at military bases, installations, and facilities.

S520 Support Services to Law Enforcement, Physical Security, and Security Guard Operations. This function includes all administrative operations, to include:

- Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities.
- Visitor Information Services. This includes providing information to installation, base or facility residents and/or visitors about street, agency, unit, and activity locations.
- Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and ground training that takes place at security guard facilities.
- Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment.
- Vehicle Impoundment. This includes removal, accountability, security, and processing of vehicles impounded on military installations.
- Military Working Dog Program. This includes administration of the military Working Dog Program and maintenance of dog kennels and kennel areas.

S540 Security of Classified Material. This function includes administration of programs that provide secure systems for the receipt, storage and distribution of classified material. This includes operations to ensure that appropriate security safeguards are in place to include security education/motivation programs (e.g., defensive briefing programs), classification management programs (to include security violation reviews), and Armed Forces censorship programs.

S560 Special Guard Duties. This function includes the protection and escort of distinguished visitors at major command headquarters and ceremonial duties to include honor guard and firing squad duties at funerals and other ceremonies.

Prison and Other Confinement Facility Operations

S719 Confinement Facility Operations. This function includes the administration and operation of facilities that provide for the confinement of casual, pre-

trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations. This function includes the administration and operation of facilities (e.g., Ft. Leavenworth) that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S724 Other Law Enforcement, Physical Security and Security Guard Operations. This function includes law enforcement, physical security, and security guard services not covered by other function codes.

***UTILITY PLANT OPERATION AND MAINTENANCE.** This set of functions is concerned with the operation and maintenance of water pumping plants, purification plants, and distribution systems, sewage pumping plants, treatment plants and sewage collection systems; industrial waste disposal systems; electric distribution systems, transformers and generating systems; cold storage and air conditioning plants; miscellaneous refrigeration; and, central and installed air compressors. This includes maintenance and repair of above ground and underground storage facilities, provisions for the physical "tie-in" or "connection" to the source system when it replaces a failed or failing existing system. This also includes maintenance and repair of standby generating plant equipment, all heating equipment not already identified, ventilating fans, evaporative cooling systems, and similar support equipment and systems. It does not include the maintenance and repair of installed utility equipment that is used only for the building in which it resides. It includes active and inactive facilities. The operation and maintenance of bulk liquid storage facilities is coded T160. The operation and maintenance of quarries, pits, and asphalt plants is coded X939.*

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants and systems of all types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage and consumption of coal.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns,

springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary Fill Operations. This function includes the operation and maintenance of incinerators, sanitary fills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

GROUP 8—ENVIRONMENTAL SECURITY AND NATURAL RESOURCE SERVICES. This functional group is concerned with environmental management and natural resource services; safety and occupational health; explosives safety; fire and emergency services; response to hazardous material mishaps; and pest management on military installations, bases, and facilities. It excludes civil work projects and programs coded with the applicable Q function codes.

E110 Management Headquarters—Environmental Security. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; safety and occupational health; explosives safety; hazardous materiel; and, pest management. This function is performed by the OSD; the Joint Staff; management headquarters of the Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters activities as defined in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental

requirements at military installations, bases, and facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This also includes natural resource projects that take place at military installations, bases, and facilities that are environmental compliance/conservation related. This includes efforts 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 at installations. It excludes maintenance of natural resources that are not environmental compliance/conservation related that are coded Z993. Also, this does not include the management of civil works projects covered by the Q function codes.

E220 Safety. This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of DoD mishaps. This includes efforts to protect personnel from safety and health risks; hazard investigations; and, worksite inspections, assessments, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

E230 Explosives Safety. This function includes efforts to protect personnel, property, and military equipment from unnecessary exposure to the hazards associated with DoD ammunition and explosives and to protect the environment from the potentially damaging effects of DoD ammunition and explosives.

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

GROUP 9—REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION

REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects. Work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are accomplished at the division office level.

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work. This function includes, but is not limited to, performance by USACE. Within USACE, project work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and, quality assurance reviews are performed at the division office.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents which may be done in-house or, if performed by contractors, includes contract management. This function includes, but is not limited to, performance by USACE. Within USACE, decisions and management functions are typically performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global and is not performed at the installation.

Title, Outgranting, and Disposal of Real Estate/Real Property. These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting DoD of the title, transfer documents transferring control of real property to another federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting or rejecting availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments.

Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects. This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. These decisions and management functions are performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global.

Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects. This function includes projects at installations, bases, and defense facilities.

Architect-Engineering Services. The management and oversight of engineering activities typically includes quality assurance and other activities associated with the production of studies, plans, designs, specifications, drawings and value engineering. This includes field exploratory and investigative work, geological reports, the measurement and location of natural and man-made physical features and legal boundaries, and the technical and policy review of this work. This also includes management and oversight of private contractor engineering and design work to include the preparation of project scope and cost estimates to support the programming and budgeting process; preparation of cost estimates for the evaluation of contract bids and proposals; negotiations; and, the technical and policy review of such work. Projects may require professional services such as archeologists, biologists, procurement specialists, economists, accountants and auditors as well as engineers and architects. At the national project level, this may also require partnering and coordinating with industry groups, professional societies, other federal, state, and local agencies in the development of programs, studies, plans, guidance, and projects. The development of architectural and engineering reports, studies, and designs are predominately performed by private contractors providing professional services. The in-house development of architectural and engineering reports, studies and designs is typically limited to that required for maintaining the expertise necessary for establishing policies and procedures; programming and project definition; selection, management, and oversight of private contractors; quality assurance; and technical and policy review. These functions exclude engineering services that support the Defense systems acquisition process coded F510.

Z145 Architect-Engineering-National Projects. This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support for other programs. Within USACE, work is performed and decisions approved at the project level and performance and decisions receive supervisory review at the district level. Quality assurance reviews are performed at the division office level.

Z148 Architect-Engineering-Local Projects. This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z199 Other Real Property Program and Project Management Activities. This function includes real property program and project management activities not addressed by other function codes.

REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION

Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures. This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing. This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to 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.

Z993 Maintenance and Repair of Grounds and Surfaced Areas. This function includes maintenance, repair, protection and development of land, water, and the renewable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120.

- **Grounds (Improved).** This includes maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations.
- **Grounds (Other than Improved).** This includes maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities.
- **Surfaced Areas.** This includes all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities.

This function includes maintenance, repair, and alterations of 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, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair and Minor Construction of Other Real Property.

This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes.

GROUP 10—CIVIL WORKS

Q120 Management Headquarters—Civil Works. This function includes oversight, direction, and control of the nation's water and related environmental resources, civil work projects and programs, and/or subordinate civil works management offices. The headquarters civil works management function is performed by the U.S. Army Corps of Engineers and the Corps district and division offices. This function includes developing and issuing civil works policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs; restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are done at the division office level.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and renewal of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of rip rap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with mainte-

nance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory re-

view at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at hydro-power facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q999 Other Civil Works Activities. This function includes civil works activities not covered by other function codes.

GROUP 11—PERSONNEL AND SOCIAL SERVICES

CIVILIAN PERSONNEL SERVICES

B710 Management Headquarters—Civilian Personnel. This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). The management headquarters civilian personnel function is typically performed by the OSD, the management headquarters of Defense Agencies and Field Activities, Military Department management headquarters down to and including the headquarters of all major commands and their equivalent, and other management headquarters activities as defined in DoDD 5100.73. Management headquarters civilian personnel operations typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B720 Civilian Personnel Operations. This function includes operations typically performed by civilian personnel and/or human resources offices, field operating agencies, or service centers. Civilian personnel operations typically include recruitment (to include advertising); staffing; and employee relations advisory services; qualification determinations; classification of positions; benefits, compensation, and retirement counseling and processing; employee development; processing of personnel actions to include awards; labor relations; and, administration of the performance management process.

MILITARY PERSONNEL SERVICES

B810 Management Headquarters—Military Personnel. This function includes oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). The headquarters military personnel management function is typically performed by the OSD, the Joint Staff, Military Department headquarters down to and including the headquarters of all major commands, and other management headquarters activities as defined in DoDD 5100.73. Management headquarters military personnel operations typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.

B820 Military Recruiting and Examining Operations. This function includes operations typically performed by field recruiting centers (e.g., recruiting commands, stations, and offices) and examining activities (e.g., Armed Forces Examination and Entrance Stations, Armed Forces Central Test Scoring Agency, Defense Medical Review Board, U.S. Army Reception Centers, and USAF Personnel Processing Groups/Squadrons). This includes recruiting efforts for all active and reserve military (e.g., officer and enlisted special operations recruiting, high school testing programs, ROTC referral programs) and advertising for the procurement or retention of military personnel. It also includes administering physical, mental, and vocational aptitude examinations and performing evaluations of administrative, medical, mental, and moral suitability for military service.

B830 Military Personnel Operations. This function includes operations typically performed by military personnel offices or field operating agencies. Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; compensation; entitlements; awards and decorations; retention; and separations. This may also include acting as the functional proponent for the military personnel management system; management of the military occupational classification and structure; execution of the officer and enlisted evaluation system; management of overseas and sea-to-shore rotation; and, implementation of various personnel management programs in support of legislative requirements. In addition, this includes maintenance and processing of personnel records and requests; separations; personnel support to family

members and retired military personnel; and, personnel management support (e.g., developing and maintaining strength data).

PERSONNEL SOCIAL ACTION PROGRAMS

B910 Management Headquarters—Personnel Social Action Programs. This function includes oversight, direction, and control of personnel social action programs (such as Equal Employment Opportunity, Affirmative Employment, and Race Relations programs) and subordinate offices and centers. Management headquarters personnel advocacy operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning. This function is typically performed by the OSD (e.g., Deputy Assistant Secretary of Defense for Equal Opportunity and the Defense Advisory Committee on Women in the Services); management headquarters of Defense Agencies and Field Activities; Military Department management headquarters down to and including the headquarters of all major commands and their equivalent; and other management headquarters activities as defined in DoDD 5100.73.

B920 Personnel Social Action Program Operations. This function includes operations performed by civilian Equal Employment Opportunity, military Equal Opportunity, Affirmative Employment, and other personnel social action program offices and centers. This includes program operations necessary for implementation and monitoring of program activities.

B999 Other Personnel Activities. This function includes personnel activities not covered by other function codes.

SOCIAL SERVICES

Commissary and Military Exchange Operations. *This includes functions that provide all ordering, receipt, storage, stockage and retailing for military commissaries and Exchanges. This excludes procurement of goods for issue or resale.*

G006 Commissary Management. This function includes directing, controlling, supporting and overseeing the DoD worldwide commissary system and its organization, processes, and procedures to include personnel, funds, facilities, supplies, and equipment. It includes developing and issuing policies and procedures for operations, merchandising, and marketing, as well as procedures for logistics, distribution, transportation and readiness planning when they are unique to the commissary business. It also includes reviewing and evaluating program performance; allocating and distributing resources; and, conducting mid- and long-range planning and programming.

G008 Commissary Operations. Elements performing this function order, obtain, process and retail groceries and other items directly to authorized patrons. It includes reporting to the region staff or to the region director on day-to-day operations and services provided to customers. Elements are accountable for all assets

and ordering of all equipment and supplies while maintaining high standards of health and safety, and providing quality products and services to DeCA's patrons.

G013 Military Exchange Operations. This function includes ordering, receipt, storage, stockage, and retailing of clothing and other items. This includes stores operated by the Army and Air Force Exchange Services, Navy Exchange Services and Marine Corps Exchange Services.

Community and Family Services

G050 Management Headquarters—Community and Family Services. This function includes oversight and direction of Family Service Programs, Child Care and Youth Programs, Morale, Welfare, and Recreation (MWR) programs, and related non-appropriated fund instrumentalities (NAFIs). As part of the management headquarters, centrally managed MWR functions are provided that either support Service-level NAFIs, or provide consolidated support for field activities. (For example, the Military Services manage central non-appropriated fund (NAF) contract services for field activities, central investment of NAFs, centrally managed insurance and human resource programs for NAFs, and centrally managed information technology functions. Most of the personnel involved in these central functions are paid by NAFs.)

G055 Morale, Welfare, and Recreation (MWR) Services. This function includes MWR program activities that provide for the fitness, esprit de corps and quality of life of Service members, their families, DoD civilians, and other authorized patrons. MWR activities are grouped into categories by fund source. MWR activities are supported NAFI operations and use both appropriated funds (APFs) and NAFs as fund sources. DoD Instruction 1015.10²⁰ provides full descriptions of the activities included and the support authorized for these activities.

Category A activities promote physical and mental well-being of Service members and are requirements that support accomplishment of the basic military mission. These activities are supported primarily by APFs. (The DoD minimum standard is 85 percent APFs and 15 percent NAFs). This includes the following activities:

- Armed Forces Professional Entertainment Program Overseas
- Free Admission Motion Pictures
- Physical Fitness and Aquatic Training
- On-Installation Parks and Picnic Areas
- Basic Social Recreation Programs (Single Service Member Programs)
- Shipboard, Company, and/or Unit Level Programs

²⁰ DoD Instruction 1015.10, "Programs for Military Morale, Welfare, and Recreation (MWR)," November 3, 1995.

- Sports and Athletic (Self-Directed and/or Unit Level and/or Intramural) Programs and Activities.

Category B activities satisfy the basic physiological and psychological needs of Service members and their families, providing, to the extent possible, support systems that make DoD installations temporary hometowns for a mobile military population. These activities are supported by a combination of APFs and NAFs. (DoD minimum standard is 65 percent APFs and 35 percent NAFs.) Included in this category are the following activities:

- Cable and/or Community TV
- Recreation Information, Tickets, and Tour Services
- Recreational Swimming
- Directed Outdoor Recreation Programs (Instruction and Structured Outdoor Activities)
- Outdoor Recreation Equipment Checkout
- Boating Programs (Without Resale Activities or Private Boat Berthing)
- Camping (Primitive and/or Tents)
- Riding Stables (Government-Owned or Leased)
- Performing Arts (Music, Drama and Theater)
- Amateur Radio
- Arts and Crafts Skill Development
- Automotive Crafts Skill Development
- Bowling Centers (with 12 lanes or less)
- Other Programs that provide classes, lessons, seminars, etc. in pursuit of recreational interests
- Sports Programs (Above Intramural Level)

Category C activities are self-supporting through NAF revenue generating capability and provide outlets for pursuit of individual recreational interests. These activities are supported almost entirely from NAFs. Included in this category are the following activities:

- Joint Service Facilities and Armed Forces Recreation Centers
- Membership Food and Beverage Club Programs
- Non-Membership Food and Beverage Club Programs
- Snack Bars Incidental to Operations of Other MWR Programs
- Recreation Lodging Cabins, Cottages, Trailers, Trailers and/or RV Parks with Hook-Ups

- Flying Programs
- Parachute and Sky Diving Programs
- Rod and Gun Programs
- Scuba and Diving Programs
- Horseback Riding Programs
- Video Programs
- Audio and/or Photo Resale Programs
- Resale Programs in Support of Other MWR Programs
- Amusement and Recreation Machines and/or Gaming Machines
- Bowling Centers (Over 12 Lanes)
- Golf Courses
- Boating Activities (With Resale or Private Boat Berthing)
- Equipment Rental
- Unofficial Commercial Travel Services

G060 Family Center Services. This function includes family services provided primarily by the Installation Family Centers, as defined in DoD Instruction 1342.22.²¹ Services are broken into three categories: baseline services, services directed by other directives and instructions that can be provided in Family Centers, and additional programs and services unique to the Service or the local environment. Further descriptions of the services provided in these three categories are contained in DoDD 1342.17²² and DoDI 1342.22. These services are in direct support of command priorities. They include:

Baseline Services (i.e., all DoD Family Centers provide):

- Mobility and/or Deployment Assistance
- Information and Referral
- Relocation Assistance
- Personal Financial Management
- Employment Assistance
- Outreach
- Family Life Education
- Crisis Assistance
- Volunteer Coordination

²¹ DoD Instruction 1342.22, "Family Centers," December 30, 1992.

²² DoD Directive 1342.17, "Family Policy," December 30, 1988.

Other Services. Without relieving other DoD elements of their obligation to perform functions mandated by statute or DoD policy, Family Centers may provide other family support system programs including, but not limited to the following:

- Individual, Marriage and Family Counseling
- Transition Assistance Program (defined in DoD Directive 1332.35²³)
- Family Advocacy Program (defined in DoD Directive 6400.1²⁴). Note: Family advocacy intervention services are sometimes managed by the installation health services activity.
- Exceptional Family Member Program (defined in DoD Instruction 1010.13²⁵ and DoD Instruction 1342.12²⁶).

Family Centers may make available additional family programs and services to meet unique Service or local needs if all baseline services are available, properly staffed and funded. The need for the services must be properly documented through assessments and the additional services must be consistent with the mission and purpose of the Family Center.

G065 Child-Care and Youth Programs. This function includes four types of programs that support youth and children. These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoD Instruction 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs. The four types of programs are as follows:

- Child Development Center Programs. Center-based care provides services for infants, toddlers, preschoolers and kindergarten-aged children. Requirements and standards for these programs are specified in DoD Instruction 6060.2.²⁷
- Family Child Care. Family Child-Care is home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.2.
- School Age Care Programs. Care for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty

²³ DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993.

²⁴ DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992.

²⁵ DoD Instruction 1010.13, "Provision of Medically Related Services to Children Receiving or Eligible to Receive Special Education in DoD Dependent Schools Outside the United States," August 28, 1986.

²⁶ DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," March 12, 1996.

²⁷ DoD Instruction 6060.2, "Child Development Programs," January 19, 1993.

hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoD Instruction 6060.3.²⁸

- In addition to center-based and family-based care, the Child Development Program depends on Resource & Referral to assist Service members and their families in obtaining child-care.
- Youth Programs. A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities.

Other Social Services

G080 Homeowners’ Assistance Program. This function includes management of the DoD-wide Homeowners’ Assistance Program for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and approval or disapproval of the disbursement of federal funds, claims, and appeals of value or eligibility. This function is performed by three USACE districts, USACE divisions, HQ USACE, Department of the Army, or OSD depending on the size or controversial nature of the action.

G090 Employee Relocation Assistance Program. This function includes management of the DoD-wide program for employee relocation assistance for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and, approval or disapproval of the disbursement of federal funds, claims, and appeals. This includes oversight of contractor support for (1) home sales services (to include employee contract, description of services, title search, residential appraisals, market assistance, purchase, equity advance, and settlement); (2) home finding assistance (to include rental assistance, buying assistance, and mortgage counseling); and, (3) related services consisting of various reporting requirements. This function is performed by the USACE districts and divisions and overseen by HQ USACE.

G105 Recreational Library Operations. This function includes all services provided by recreational libraries to include audio and visual information collections, computer-based information systems, and Internet information sources. These information resources support off-duty education, professional military education, and recreational needs of the military community. This includes library service centers that provide support to geographically separated units. These programs are supported as part of the MWR program and are funded as Category A activities.

G210 Postal Services. This function includes post office operations in overseas areas operated as an extension of the United States Postal Service. This function includes postal services to military and other authorized personnel. It also in-

²⁸ DoD Instruction 6060.3, “School Age Care Programs,” December 19, 1996.

cludes providing liaison with civil postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of military mail transport; and, financial transactions for stamp stock and money order forms.

G220 Military Bands. This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.

G900 Chaplain Activities and Support Services. This function includes operations that support religious programs to include command religious programs and support services that supplement the command religious program. It also includes administering religious ministries, ecclesiastical relations, pastoral and non-pastoral counseling, and services provided by organists, choir directors, and directors of religious education.

G902 Casualty and Mortuary Affairs. This function encompasses caring for deceased personnel on an individual basis during war and in peacetime circumstances that cause mass fatalities. There are several services provided as part of this function in the case of both the individual and mass fatality such as:

- Notification, support and counseling of the Next of Kin of military casualties. A full description of casualty responsibilities is found in DoD Instruction 1300.18.²⁹
- Preparation of the remains and transportation to the place of interment. Remains of individual fatalities in the U.S. are prepared in commercial mortuaries. Individual fatalities occurring overseas and mass fatalities are prepared in either the overseas mortuaries or the aerial port mortuaries. In mass fatalities, identification is a key element in the preparation process. Transportation from overseas locations is by military or commercial transportation with an uniformed escort. Transportation within the U.S. is on commercial air transportation, escorted by an uniformed member.
- Interment and Military Funeral Honors. Funeral homes provide interment services. The parent Service of the deceased, as mandated by law, provides military Funeral Honors.

G910 Temporary Lodging Services. This function includes operations that provide for temporary lodging to include providing accommodations for official travelers on temporary duty, temporary lodging during permanent change of station, and lodging for unofficial authorized travelers on space available basis. These quarters are categorized as Category A Lodging and supported by a combination of APFs and NAFs generated from fees charged for accommodations. The workforce employed to operate and maintain temporary lodging is paid from APFs and NAFs. Funding policy for temporary lodging is outlined in DoD In-

²⁹ DoD Instruction 1300.18, "Military Personnel Casualty Matters, Policies, and Procedures," December 27, 1991.

struction 1015.12.³⁰ This function excludes family housing and permanent unaccompanied housing (to include housing referral) coded S310.

G999 Other Social Services. This function includes social services not addressed by other function codes.

GROUP 12—EDUCATION AND TRAINING. This functional group addresses the management and provision of institutional education and training of DoD civilian and military personnel and their dependents. This includes all dependent education (grades pre-K through 12) and all DoD civilian and military individual training conducted at education and training establishments, as well as transition training for new weapon systems when the training is provided by instructors assigned to the training establishment (e.g., mobile training teams). (Training and education activities may also be provided to contractor and foreign national personnel.) Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, Afloat Training, and post-graduate flying training) is coded using the “M—Forces and Direct Support” codes. Students, cadets, and trainees in the Individuals account (as defined in DoD Instruction 1120.11) are not coded. Functions marked by an asterisk indicate that the definitions (below) conform to individual military training programs reported in the Military Manpower Training Report.

MILITARY EDUCATION AND TRAINING

U001 Management Headquarters—Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or subordinate education and training establishments (schools, institutions, academies, colleges, and universities). Education and training management functions are typically performed by the OSD, Service management headquarters, the Joint Staff, and Service training commands (e.g., TRADOC, CNET, AETC, and MCCDC). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning. (Generally, this manpower is reported under DoD PE codes 804779 and 805798.)

U050 Military Institutional Education and Training Management. This function includes overseeing, directing, and controlling education and training activities within the institutional education and training facilities, such as schools, centers, academies, colleges, universities, and host/lead Service institutions (e.g. ITRO programs). (Generally, this manpower is reported under DoD PE codes 804775 and 804777.)

U100 Recruit Training.* This category of institutional training provides introductory physical conditioning and military training to indoctrinate and acclimate enlisted entrants in each of the Services to military life; also known as basic training. Recruit Training does not include initial skill training or Multiple Category

³⁰ DoD Instruction 1015.12, “Lodging Program Resource Management,” October 30, 1996.

Training (below). (Generally, this manpower is reported under DoD PE code 804711.)

U150 Multiple Category Training.* One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in certain skill areas for new Active and Reserve enlisted entrants through a single course at a single training institution. (Generally, this manpower is reported under DoD PE code 804761.)

U200 Officer-Acquisition (Pre-Commissioning) Training.* The “Officer-Acquisition Training” category of institutional training, sometimes called “pre-commissioning” training, includes those establishments/institutions that conduct education and training programs designed to commission individuals into the Armed Services.

- Service Academies. (Generally, this manpower is reported under DoD PE code 804721.) This includes training provided at academies (e.g., West Point, Annapolis, and Colorado Springs) and Academy Preparatory Schools.
- Officer Candidate/Training Schools. This includes training provided by Officer Acquisition Training institutions operated by the Army, Navy, Marine Corps, and Air Force that provide a route for qualified enlisted personnel and selected college graduates to become commissioned officers. (Generally, this manpower is reported under DoD PE code 804722.)
- Other Enlisted Commissioning Programs. This includes training provided under the Naval Enlisted Scientific Education Program, Marine Enlisted Commissioning Education Program, Airman Education and Commissioning Program, and Navy Enlisted Commissioning Program. (Generally, this manpower is reported under DoD PE codes 804724 and 804725.)
- Health Professionals Acquisition Programs. (Generally, this manpower is reported under DoD PE code 806723.) This includes instruction provided under the Health Professionals Acquisition Programs.
- Army, Navy, and Air Force Senior ROTC and AFHPSP (Armed Forces Health Professions Scholarship Program). This includes training that occurs off-campus that is part of the ROTC program. (Generally, this manpower is reported under DoD PE codes 804723 for ROTC and 806722 for AFHPSP.)

U300 Specialized Skill Training.* This category of institutional training provides personnel with new or higher level skills in military specialties or functional areas to match specific job requirements. (Generally, this manpower is reported under DoD PE codes 804731-5.) Specialized Skill Training includes the following sub-categories:

- Specialized Skill Training—Enlisted.

- Initial Skill Training. (Sub-category of Specialized Skill training.) This is formal training in a specific skill leading to the award of a military occupational specialty or rating at the lowest level. Completion qualifies the individual for a position in the job structure.
- Skill Progression Training. (Sub-category of Specialized Skill Training.) This is formal training that is available to personnel after Initial Skill Training and usually after obtaining some experience working in their specialty to increase job knowledge and proficiency and to qualify for more advanced job duties.
- Specialized Skill Training—Officer. This includes Initial Skill Training (same description as above) and Skill Progression Training (same description as above).
- Functional Training. (Sub category of Specialized Skill Training.) This is formal training available to officer and enlisted personnel in various military occupational specialties who require specific, additional skills or qualifications without changing their primary specialty or skill level.

U400 Flight Training.* This category of institutional training provides individual flying skills needed by pilots, navigators, and naval flight officers to permit them to function effectively upon assignment to operational aircraft flight programs and/or operational units.

- Undergraduate Pilot Training (UPT). (Generally, this manpower is reported under DoD PE codes 804741-6.) It includes UPT, Jet; UPT, Propeller; and, UPT, Helicopter training.
- Undergraduate Navigator Training/Naval Flight Officer Training (UNT/NFO). (Generally, this manpower is reported under DoD PE code 804742.)

Professional Development Education.* *This category of institutional training includes educational courses conducted at Service institutions to broaden the outlook and knowledge of personnel or to impart knowledge in advanced academic disciplines.*

U510 Professional Military Education (PME).* The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs. (Generally, this manpower is reported under DoD PE code 804751).

U520 Graduate Education (Fully Funded, Full-Time).* (Generally, this manpower is reported under DoD PE code 804752).

U530 Other Full-Time Education Programs.* (Generally, this manpower is reported under DoD PE code 804752).

U540 Off-Duty and Voluntary Education Programs. This includes operation of base level education centers, education counseling, and programs for general educational development of military personnel.

U550 Training Development and Support for Military Education and Training. Training development includes development of training technology and instructional systems (e.g., curriculum development to include plans of instruction, student measurement, and methods and media selection) for military institutional education and training. It also includes scripting courseware for interactive multimedia instruction, computer-based training, and distance learning. Training support includes the operation of simulators or other training devices in direct support of military institutional education and training. This function includes contract management for maintenance of training equipment except maintenance of fixed training simulators coded Z992. Also, library services are coded Y850; building management is coded S210; and custodial services are coded S410. (Generally, training development and support manpower is reported under DoD PE codes 0804771, 0804772, 805790, and 805890.)

U599 Other Military Education and Training Activities. This function includes military education and training activities not covered by other function codes. Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, and post-graduate flying training) is coded using the “M—Forces and Direct Support” codes.

CIVILIAN EDUCATION AND TRAINING

U605 Management Headquarters—Civilian Education and Training. This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to DoD civilian personnel but may also be provided to military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This management function is performed by the OSD and other DoD management headquarters organizations identified in DoDD 5100.73. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily DoD civilian audiences, but also including military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training insti-

tutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.

DEPENDENT EDUCATION

U710 Management Headquarters—Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education—Teacher Instruction. This includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education—Substitute Instruction. This includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction

to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education—Aides for Instruction. This includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

GROUP 13—HEALTH SERVICES. This functional group addresses the management and provision of medical and dental care to active military members, family members, and retirees as well as overseas civilian employees and their family members. This includes all in and outpatient care provided in fixed treatment facilities. Care provided by medical units that are part of combat service support should be coded using the applicable M codes.

H010 Management Headquarters—Health Services. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). This function is performed by the OSD, TRICARE Management Activity, Service headquarters, and Lead Agents (i.e., tri-Service regional management agents). Management headquarters operations include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources; or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

H100 Medical Care. Medical care includes inpatient care and consultative evaluation in the medical specialties (e.g., pediatrics and psychiatry). It also includes the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients (e.g., intensive care units, coronary care units, and neonatal-intensive care units).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology. It also includes the coordination of health care

delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; DoD military blood program and blood bank services; epidemiology consultations; DoD DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiologic services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient 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.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program.

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services and health risk assessments.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse

Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177.

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for 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, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundry services coded S450, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both emergency and non-emergency medical treatment, including standby duty in support of military activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

H999 Other Health Services. This function includes health services not addressed by other function codes (to include operation of aerospace altitude chambers and decompression chambers).

CATEGORY II—FORCES AND DIRECT SUPPORT

GROUP 14—COMMAND AND INTELLIGENCE. This functional group addresses activities that provide effective direction and control of combatant military operations. This includes dedicated operational headquarters, associated command and control systems, and intelligence collection and exploitation operations.

OPERATIONAL COMMAND AND CONTROL

M120 Combatant Headquarters—Combatant Commander Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command Headquarters level (e.g., HQCENTCOM, HQEUCOM, HQPACOM, and HQSOUTHCOM) as defined by DoDD 5100.73. This includes the non-transferable (Title 10, U.S.C. section 164) command authority exercised only by the Combatant Commanders of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing, and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations; improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Combatant Headquarters—Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Combatant Headquarters level (e.g., HQ USAREUR, HQ USAFE, and HQ NAVEUR) as defined in DoDD 5100.73. This includes command authority exercised by the commanders of the component command headquarters of the Military Services within the Combatant Commands and the headquarters of the Navy Type Commands and Fleet Marine Forces. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the Combatant Commanders—Information Sharing Systems. This function includes support from information sharing systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the Combatant Commanders for military operations by activities not in the operating forces. This function is performed by DISA (e.g., Global Command and Control System) and other activities not in the operating forces.

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes and not in the operating forces.

INTELLIGENCE

M301 Management Headquarters—Intelligence. This function includes senior intelligence leadership and their immediate staffs who exercise oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes inter-agency liaison for the purpose of formulating, coordinating, and implementing both intelligence and counterintelligence policy to ensure that they support U.S. foreign and diplomatic policy.

M306 Classification Management. This function includes the identification, control, and protection of information that is protected per executive order or statute from unauthorized disclosure or release to the public. This specifically concerns classified document security and control including foreign release, freedom of information related reviews, and other activities.

M310 Counterintelligence. This function includes the systematic acquisition, analysis, and dissemination of information concerning espionage, sabotage, terrorism, and related foreign activities adversely affecting U.S. interests which are conducted for or on behalf of foreign nations, entities, organizations, or persons. It includes investigations and preliminary inquiries of espionage, sabotage, assassinations, international terrorism, and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons. It also includes all other counterintelligence operations and services.

M312 Imagery Intelligence (IMINT). This function includes the collection, processing, and analysis of imagery data. This includes the analysis of national and commercial imagery to generate geospatial information. It also includes maintenance, modification, and modernization of existing exploitation systems that do not add new capabilities.

M314 Imagery Acquisition. This function includes the purchase of imagery data and information from commercial sources.

M316 Geospatial Information Production. This function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. Imagery collection, processing, and analysis are not included in this function.

M318 Geospatial Information Acquisition and Processing. This function includes the acquisition and translation/transformation of non-imagery information such as geographical names, boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services.

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection of open source information from foreign media/broadcasts, publications, and commercial databases. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services.

M322 Language Exploitation. This function includes automated or manual procedures to translate or directly derive intelligence information from foreign language data, regardless of media, for dissemination.

M324 Multidisciplinary Collection and Processing. This function includes the collection of intelligence information by a system or method that uses two or more disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information into finished all-source intelligence products.

M330 Intelligence Production Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, and analytic tools and data-bases that support all-source analysis. Not included are the tools used by other intelligence disciplines.

M334 Intelligence Requirements Management and Tasking. This function includes identification of present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or covert action capabilities and systems for action; and, verification of completion of the assigned action.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes.

GROUP 15—EXPEDITIONARY FORCE DEFENSE—OPERATING FORCES

M410 Expeditionary Force Operations. This includes operating forces designed primarily for operations outside the U.S. This includes strike, air control, sea control, ground combat, and mobility forces.

GROUP 16—HOMELAND DEFENSE—OPERATING FORCES

M610 Homeland Defense Operations. This includes operating forces designed primarily to deter or defeat attacks on the U.S. and its territories, and those U.S. international policy activities performed under the direct supervision of the OSD. This includes deterrence, protection, international engagement, and threat reduction.

GROUP 17—SPACE DEFENSE—OPERATING FORCES

M810 Military Space Operations. This includes operating forces that support military systems in space. This includes space force launch, space control, force enhancement (i.e., support to expeditionary and homeland defense forces), and space combat.