

**NARA Function Descriptions for OMB Function Codes
(FY 2014 FTE summarized across all locations)**

Act Code	Activity	2014 FTE
B400	Employee relations and benefits	13.06
B710	Human resources administration	31.82
B910	EEO and diversity programs administration	6.46
C000	Trust Fund financial support services	2.00
C110	Financial and budget management and control	16.72
C403	Revolving fund administration	1.40
C700	OE financial support services	17.00
C999	Trust Fund management and control	20.99
F110	NARA life-cycle programs planning and administration	2.92
F310	Procurement administration	14.65
F320	Procurement support services	2.15
I000	OIG Administrative Support	1.00
I105	OIG Legal Services	1.00
I110	OIG Management Headquarters-Audit	2.00
I115	OIG Program Management	1.00
I430	OIG Performance Audits	7.02
I440	Security classification programs oversight	27.89
I520	OIG Criminal, Counter Intelligence, and Administrative Investigative Services	6.00
L100	Grants management	8.69
R120	Applied Research	4.30
S000	Volunteer services administration	15.75
S100	Facility management	14.25
S210	Facility support services	14.33
S500	Space and security management	27.00
S732	Publication distribution	4.51
S733	Facility operations and repairs	8.00
S742	Materiel management	5.94
S750	Museum shop operations	34.63
S751	Records preservation services	157.63
S752	Exhibits and public programs services	95.97
S753	Emergency management and operations program	2.85
S999	Exhibits and public programs management and oversight	10.86
T101	Records center operations	907.44
T130	Storage and warehousing	3.00
T140	Archival records control and description	51.19
T199	Records management inventory services	31.10
T801	Materiel management services	9.50
T802	Archival description support services	174.39

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(FY 2014 FTE summarized across all locations)**

Act Code	Activity	2014 FTE
T820	Personnel support services	3.56
T999	Archival reference operations	308.35
U605	Staff training and professional development oversight	7.00
U699	Staff training and professional development services	0.74
W100	Information technology management	57.19
W399	Web site management	10.04
W410	Information technology operations	36.05
W499	Open Government	13.63
Y000	Federal Register	53.35
Y105	Administration and policy-making for NARA programs	52.41
Y210	Administration and policy-making for records programs	81.25
Y215	Internal records management program operations	5.44
Y320	OGIS review FOIA compliance and provide mediation services	7.00
Y405	Legal affairs and representation	12.32
Y415	Legal and regulatory compliance auditing for NARA facilities	5.39
Y501	Communications administration	13.00
Y515	Communications services	3.00
Y515	Public affairs and publications	3.50
Y620	Legislative Affairs	4.00
Y810	Administrative services	81.23
Y815	Records accessioning and declassification	154.23
Y830	Records preservation management and oversight	16.76
Y840	Federal records management and appraisal	46.09
Y840	Presidential records management and appraisal	50.65
Y850	Digitization services	42.96
Y860	Copier equipment support services	1.00
Y899	Archival reference management and oversight	46.93