

## **APPENDIX B**

### **Cost Center Indirect Costs**

**The following costs may be treated as common services indirect costs when they cannot be readily assigned to a project or task (see Section 8).**

#### **Common Services:**

##### **Management**

Center Director/District Chief/Chief Scientist  
Assistant Director/Associate District Chief/Associate Chief Scientist  
Branch/Section Chief  
Assistant Branch/Section Chief  
Sub-district Chief  
Full Time Supervisor  
Part Time Supervisor  
Secretary (for one of the above managers/supervisors)

##### **Administration**

Administrative Officer  
Administrative Technician  
Procurement/Contracts Staff  
Finance Staff  
Human Resources Staff

##### **Operations**

Travel  
Postage and Shipping  
Office of Personnel Management Recruitment Fees  
Equal Employment Opportunity Investigations  
Relocation Expenses  
Health (Unit) Care  
Employee Assistance  
Labor Union Activities  
Awards  
Security Clearances  
Home Leave  
Safety Activities  
Hazardous Waste  
Warehouse Operations  
Above Standard Facility Costs  
Facility Moving Costs

##### **Computer Support**

Specialists  
Systems Managers

Programmers  
Data Management Staff  
Computer Usage  
Software Acquisition and Development

**Laboratories**

Laboratory Operations and Services  
Laboratory Management Staff

**Support Services Contract Management Staff**

**Library Operations**

**Publications**

Non-technical Review and Approval Services  
Technical Editing  
Report Preparation  
Publication Costs  
Printing  
Visual Information Services Group Charges

**Outreach**

Visitors Center  
Open House(s)

**Training (Salary & Expenses)**

Mandatory Training  
General Training

**Communications Systems (Voice and Data)**

Telecommunications (FTS 2001)  
Local Telephones  
Radio Frequency Charges

**Project Development and Planning**

**Office and Production Supplies**

**Equipment**

Vessel, Aircraft and Vehicles – Purchase  
Vessel, Aircraft and Vehicles – Operation  
Aircraft Services

**Topic Specialist - Technical Support Function**

Discipline Specialists

Safety

Training

**Contingency (Unanticipated Requirements) Fund**