



**U.S. Geological Survey Instructional Memorandum**  
**Step 1: Entering New Master Agreements**

Using BASIS+ follow these steps:

- Login to BASIS+ in the Administrative Officer Role
- Click on Cost Center Management
- Click on Agreement Maintenance
- Click on New Agreement
- Enter information as described below
- Click on Save button

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Cost Center Code</b>  <i>Required Field</i>	Four-digit cost center code of the lead cost center for the Master Agreement.	Type in or select from list of values. See web link - <a href="http://internal.usgs.gov/ops/finance/sta_rtip/2004-cost-centers-rev1.doc">http://internal.usgs.gov/ops/finance/sta_rtip/2004-cost-centers-rev1.doc</a>								

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Agreement Type</b>  <i>Required Field</i>	02-direct  03-reimbursable  04-WCF Investment Component/ Fee for Service	Select from list of values.	03-Reimbursable	03-Reimbursable	04- Working Capital Fund investment components/ Fee for Service.	02-Direct	02-Direct	02-Direct	02-Direct	02- Direct
<b>Master Agreement Code</b>  <i>Required Field</i>	26 character alphanumeric field that identifies the Master Agreement in BASIS+ and populates the DESC field on the FFS CAHT table.	Code must be unique. Do not include dashes or spaces. Code can be a combination of text and/or numbers.	The agreement number from the written agreement. If the written agreement does not contain a number, the issuing agency must assign one.	The agreement number from the written agreement. If the written agreement does not contain a number, a unique number should be assigned.	See Atch B or Atch C	See Atch D, Atch L for Water or Atch M for Biology	See Atch F, G	See Atch H	See Atch I	See Atch J
<b>Fixed Price Agreement?</b>  <i>Required Field</i>	Yes/No	Defaults to No. If Yes, must have an acceptance letter or language in the agreement stating fixed price.	Yes/No	Yes/No	No	No	No	No	No	No
<b>Product Sales?</b>  <i>Required Field</i>	Yes/No	Defaults to No.	No	No	No	No	No	No	Yes	No

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agreements (Product Sales)</b>	<b>Burden</b>
<b>International Agreement</b>  <i>Required Field</i>	Yes/No	Defaults to No.	Yes/No	Yes/No	No	Yes/No (Note, this field is intended to capture all funding related to international work, not just agreements funded from an international customer)	No	No	No	No
<b>Revenue Source Agreement?</b>  <i>Required Field</i>	Yes/No	Defaults to No. Applicable only if Product Sales? = Yes	No	No	No	No	No	No	Yes	No

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agreements (Product Sales)</b>	<b>Burden</b>
<b>Customer Number</b>  <i>Required Field - Except for Revenue Source Agreements</i>		Type in or select from list of values. Search by name by placing wild card (%) on both sides of the Customer Name or Partial Name. If searching by Customer Number, place wildcard at the end only. For customers listed more than once, select the entry with the address that matches the billing address on the reimbursable agreement. If the customer is not listed, contact the servicing Fiscal Services office to request that a new customer number be established in FFS.	Value list generated from FFS VNAME table. If customer not listed, contact servicing BFS team. Must match RA billing address.	Value list generated from FFS VNAME table. If customer not listed, contact servicing BFS team.	WCF Investment = 25501, 25502, 25503, 25508  WCF Fee-for-Service = 25500, 25504, 25505, 25506, 25507, 25509	0PXXXXX Click on values. Search by 0P3%, 0P4%, 0P5%, etc.	0T8562XX Click on values. Search by 0T8562%	0S5055X Click on values. Search by 0S5055%	Blank	999903T for Burden on appropriated funds.  999903Z for burden on Reimbursable funds.
<b>Active/Completed</b>  <i>Required Field</i>	Active or completed	Select from list of values. Change to completed when all work under the master agreement is completed.	Active/Completed	Active/Completed	Active/Completed	Active	Active/Completed	Active/Completed	Active/Completed	Active/Completed

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Agreement Reviewed?</b>  <i>Required Field</i>	Yes/No	Indicates that the master agreement in BASIS+ has been reviewed for consistency with USGS policy.	Yes/No Yes, if the master agreement matches the document.	Yes/No Yes, if the master agreement matches the document.	Yes/No Yes, if the master agreement matches the document.	Yes/No	Yes/No Yes, if the master agreement matches the document (CRADA only).	Yes/No	Yes/No	Yes/No
<b>Status</b>  <i>Required Field</i>	F – Firm, signed agreement H - High, mailed to cooperator L - Low, questionable or negotiating P - Planned, tentative	Select from a list of values. Only agreements marked as "F" (Firm) will be uploaded to FFS.	Select Firm only for Signed Agreements.	Select Firm only for Signed Agreements.	Select Firm only for Signed Agreements.	High/Firm, <b>High</b> - if the appropriation has not been passed by Congress and we are entering an estimate; <b>Firm</b> -if the appropriation has been passed.	Select Firm only for Signed Agreements (CRADA only).	Firm	Firm	Firm
<b>Unsigned?</b>  <i>Required Field</i>	Yes/No	Indicates whether agreement is unsigned. Defaults to No.	Yes/No	Yes/No	Yes/No	No	Yes/No	No	No	No
<b>Remarks</b>  <i>Optional Field</i>	Maximum length is 250 characters	Enter remarks as needed								
<b>Performance Start Date</b>  <i>Required Field</i>	Indicates the start of the period of performance for the agreement, as indicated on the written document or the appropriation.	When using the calendar start with the year, then month, then day.	Start date of period of performance indicated in written agreement or date of last signature.	Start date of period of performance indicated in written agreement.	Beginning FY of start date on Investment Plan	01-OCT-YYYY (Start of beginning budget fiscal year)	01-OCT-YYYY (Start of fiscal year)	01-OCT-YYYY (Start of fiscal year)	01-OCT-YYYY (Start of fiscal year)	01-OCT-YYYY (Start of fiscal year)

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agreements (Product Sales)</b>	<b>Burden</b>
<b>Performance End Date</b>  <i>Required Field</i>	Indicates the end of the period of performance for the agreement, as indicated on the written document or the appropriation.	When using the calendar start with the year, then month, then day.	Ending date of period of performance indicated in written agreement.	Ending date of period of performance indicated in written agreement.	Ending FY of end date on Investment Plan	30-SEP-YYYY (end of end budget fiscal year)	30-SEP-YYYY (end of fiscal year)	30-SEP-YYYY (end of fiscal year)	30-SEP-YYYY (end of fiscal year)	30-SEP-YYYY (end of fiscal year)
<b>Funds Match?</b>  <i>Required Field</i>	Yes/No	Select Yes, if USGS funds will be used to match all or part of the customer funding under this agreement. Select No, if the entire agreement is unmatched.	Yes/No	Yes/No	No	No	No	No	No	No
<b>USGS Cost Share Percent</b>  <i>Required Field – if funds match = yes.</i>	The percent of total funding that USGS will provide.	Enter percentages in whole numbers, 50.00, not 0.50. Data in this field is not uploaded to FFS.	If Funds match yes, enter % of the total funding provided by USGS.	If Funds match yes, enter 50 %.	Blank	Blank	Blank	Blank	Blank	Blank
<b>USGS Cost Share Funding Source</b>  <i>Required Field – if funds match = yes.</i>		If Funds Match = Yes, enter the USGS program that will provide the matching funds. (0PXXXXXX)	If Funds match = Yes, enter the USGS program that will provide the matching funds.	If Funds Match = Yes, enter the USGS program that will provide the matching funds.	Blank	Blank	Blank	Blank	Blank	Blank

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Costing Method</b>  <i>Required Field</i>	Burdened/ Not Burdened	Select from list of values. Defaults to Not Burdened.	Burdened	Burdened	Not Burdened	Burdened	Burdened, if you have a cost center rate.	Not Burdened	Burdened	Not Burdened
<b>Customer Funding</b>  <i>Required Field</i>	0.00	Enter total amount of funding.	If Funds Match = Y, only enter matched amount.	If Funds Match = Y, only enter matched amount.						
<b>In Kind Services Funding</b>  <i>Optional Field</i>		For Funds Match = Yes, enter the dollar value of in kind services provided by the customer and included in the cooperator's share of a cooperative project.			Blank	Blank	Blank	Blank	Blank	Blank
<b>Unmatched Funding</b>  <i>Optional Field</i>		For Funds Match = Yes, enter the amount of customer funding under the agreement that is not subject to USGS match.			Blank	Blank	Blank	Blank	Blank	Blank
<b>Total Customer Funding</b>  <i>Calculated Field</i>	<u>Calculated</u> field equal to the sum of Customer Funding, In Kind Services Funding, and Unmatched Funding.		Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>USGS Matched Funding</b>  <i>Calculated Field</i>	Calculated field based on applying the USGS Cost Share Percent.		Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated
<b>Master Agreement Total Funding</b>  <i>Calculated Field</i>	Calculated, field equal to the sum of the Total Customer Funding, plus the USGS Matched Funding.		Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated
<b>Revenue Source Code</b>  <i>Required Field if Rev Source = Yes</i>	4 position alpha code	Select from list of values. Required for Revenue Source agreements.	Blank	Blank	Required. WCFI for Investment component ARGV for Fee for Services.	Blank	Blank	Blank	Select from list of values or see Atch K	Blank
<b>Sub Revenue Source Code</b>  <i>Required Field if Rev Source = Yes</i>	1 digit code	Must be shown for Revenue Agreement (Product Sales) otherwise, leave blank.	Blank	Blank	Blank	Blank	Blank	Blank	See Atch K	Blank

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Bill Type</b> <i>Required Field Defaults to N for agreement type = 02</i>	E – Generated DI-1040 H – Non-IPAC (SF-1080) M - Manual Bill (via web) N - No Bill Z – Generated IPAC	Select from list of values.	Defaults to Manual; E –Generated DI-1040 M – Manual Bill (via web) Z- IPAC Interface (PC bills)	Defaults to Manual; E – Generated DI-1040 M – Manual Bill (via web)	Defaults to Manual for agreement type 04.	N	Defaults to Manual.	Defaults to N for Agreement type 02.	Defaults to N for Agreement type 02.	N
<b>Bill Cycle</b> <i>Required Field - if bill types = E, H, or Z</i>	M- Monthly  Q – Quarterly  S - Semi-annually  A – Annually  E - End of Job only	Select from list of values	Required for bill types E, H, Z:  M-Monthly Q-Quarterly S-Semi-annually A-Annually E-End of Job only	Required for bill types E, H:  M-Monthly Q-Quarterly S-Semi-annually A-Annually E-End of Job only	Blank	Blank	Blank	Blank	Blank	Blank
<b>Bill Start Date</b> <i>Optional Field</i>	The start date for generating bills.	For Z bills only, enter the date to start generating bills.	Enter the date to start generating bills.	Enter the date to start generating bills.	Blank	Blank	Blank	Blank	Blank	Blank
<b>Bill End Date</b> <i>Optional Field –except, if Bill Type = Z</i>		For “Z” bills only, enter the date to stop generating bill. Bill end date is required for Bill Types E, H, and Z, where PCBILL creates a BD document.	Enter the date to stop generating bills.	Enter the date to stop generating bills.	Blank	Blank	Blank	Blank	Blank	Blank

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<b>Customer Agency Location Code</b>  <i>Required Field for Bill Type Z</i>	Eight-digit code	Select from list of values	Required for all federal reimbursable agreements, for PC Bill/IPAC.	Blank	Blank	Blank	Blank	Blank	Blank	Blank
<b>ACIS Number</b>  <i>Optional Field</i>	Agreement number in Agreements Coordination Information System (ACIS)	Used by Geography only (ACIS)	Users of Agreements Coordination Information Systems (Geography)	Users of Agreements Coordination Information Systems (Geography)	Blank	Blank	Users of Agreements Coordination Information Systems (Geography)	Blank	Blank	Blank
<b>Customer Group (DUNS Number)</b>  <i>Optional Field</i>	This field will be changed from Customer Group to DUNS Number. The DUNS Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities.	This field is used to enter the DUNS number for Reimbursable customers. The customer DUNS number should be included in the reimbursable agreement. If not, the customer must be contacted to obtain their DUNS number. The following link provides general information on DUNS Numbers: <a href="http://www.dnb.com/duns">http://www.dnb.com/duns</a> update/duns US print/.		Blank	Blank	Blank	Blank	Blank	Blank	Blank

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Program</b> <i>Required Field - for agreement types 04 &amp; customer type 25B, otherwise leave blank</i>	2-9 digit code	See web link: <a href="http://internal.usgs.gov/ops/finance/rde/programcodes2004.doc">http://internal.usgs.gov/ops/finance/rde/programcodes2004.doc</a>  May select from list of values	Blank	Blank	Select from list of values – Equal to FSG on IP.	Blank	Blank	Blank	Blank	Blank

**Step 2: Entering Agreement Allocations**

Using BASIS+ follow these steps:

- After you saved the New Agreement, go to the top of the page and click on Agreement Allocations
- Click on New button
- Enter information as described below
- Click on Save button
- The Update Agreement Allocation Screen will appear with the FY Funding Detail link added to the top

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreement (Product Sales)	Burden
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<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agreement (Product Sales)</b>	<b>Burden</b>
<b>Cost Center Code</b> <i>Required Field</i>	Four-digit cost center code.	Defaults to cost center entered on the Master Agreement. To sub-allocate funds to another cost center, enter the code for the cost center. Select from list of values. See web link <a href="http://internal.usgs.gov/ops/finance/startup/2004-cost-centers-rev1.doc">http://internal.usgs.gov/ops/finance/startup/2004-cost-centers-rev1.doc</a>								

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreement (Product Sales)	Burden
<b>Agreement Number</b>  <i>Required Field (except for Revenue Source Agreements)</i>	15 character field that interfaces to the FFS CAHT and CALT tables.	May include characters and numbers. No dashes or spaces. Combination of Agreement Number and Customer Number must be unique. If you are sub-allocating to other cost centers, each will need a unique agreement number. Add an alpha character to the agreement number or, if necessary, change the 15 <sup>th</sup> digit to a sequentially assigned alpha character (e.g., A, B, C, etc.) to make it unique.	See Atch A	See Atch A State or Local Source	See Atch B, C  The agreement number will be the same as the Master Agreement Code.	See Atch E or Atch L for Water or Atch M for Biology.	See Atch F, G	See Atch H	Blank	See Atch J

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agreement (Product Sales)</b>	<b>Burden</b>
<b>Suballocated?</b> <i>Required Field</i> <i>Defaults to No</i>	Yes/No	Enter Yes, if cost center (allocation organization) of this allocation is different from the cost center (allocation organization) of the Master Agreement.  Yes = The money cannot be sub-allocated further (i.e., if you sub-allocate funding, the gaining cost center cannot further sub-allocate).	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
<b>Customer Funding</b> <i>Required Field</i>	0.00	Total funding for all years (including out-years) should equal the total agreement amount.								

**Step 3: Update FY Funding Detail**

Using BASIS+ follow these steps:

- After saving your Allocations, go to the top of the page and click on Funding Details
- Click New Agreement
- To update FFS, click Yes, to Update or No, if you are not ready to update FFS
- Click Save button

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agreements (Product Sales)	Burden
<b>Fiscal Year</b> <i>Required Field</i>	4 digit FY	Click on <u>Value</u> screen to select the Fiscal Year you wish to Fund.								
<b>Fund Code</b> <i>Required Field</i>	4-5 character code	Click on the <u>Values</u> screen to select the Fund Code. See web link - <a href="http://internal.usgs.gov/ops/finance/rde/fundcodes2004.doc">http://internal.usgs.gov/ops/finance/rde/fundcodes2004.doc</a>	Select from SIRAR, SIRMR, or SIRXR	Select from SIRAR, SIRMR, SIRXR, or SIRAD (for matching)	Select 4556*	Select form SIRAD or SIRMD	Select SIRXR or 8562X	Select SIRXR or 5055X	Select SIRAM or SIRXM	Select applicable fund

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agree- ments (Product Sales)	Burden
<b>FY Customer Funding</b>  <i>Required Field</i>	The portion of the agreement to be used in the Fiscal Year indicated (reimbursable and WCF); or the full amount to be used over the duration of the appropriation for multi-year appropriations.	Enter only the current Fiscal Year Funding amount (reimbursable and WCF); or the full amount to be used over the duration of the appropriation for multi-year appropriations. Only FY03 and FY04 can be updated to FFS. All funding beyond FY04 may be entered, but not updated to FFS.								

**Step 4: Linking Funding Source (Agreement) to Account/ Project**

Using BASIS+ follow these steps:

- Click on Cost Center Management
- Click on Account Maintenance
- Click on Search Accounts
- Enter Account Number xxxx-xxxxx
- Click on Find
- Click on Fund Sources at far right of screen
- Click on New
- The New Fund Source screen will appear
- Enter information as described below
- To update FFS, click Yes, to Update or No, if you are not ready to update FFS
- Click on Save button

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agree- ments (Product Sales)	Burden
<b>Customer Class</b> <i>Required Field</i>	Direct (SIR), Reimbursable, Overhead/ WCF Invest, Revenue Source Agreement.	Select from a list of values: Defaults to Direct (Fund type SIR). Customer class must match Agreement Type on the Master Agreement Screen.	Reimbursable	Reimbursable	Overhead/ WCF	Direct (SIR)	Direct (SIR)	Direct (SIR)	Revenue Source	Over- head/ WCF

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<b>Status</b> <i>Required Field</i>	<b>Firm</b> - Written confirmation of funding amount, for example, a signed reimbursable agreement. Only Firm funding is sent to FFS. <b>High</b> - High probability of securing funding, but final dollar amount may vary, for example, a continuing project, or a new project with a written funding agreement awaiting customer signature. <b>Low</b> - Negotiation for funding is at an early stage.	Select from a pull down list of values. Fund Status here must match status on the Master Agreement Screen.				<b>Firm</b> - written confirmation of amount received from USGS approving authority. <b>High</b> - continuing work with funding from this customer in previous year. <b>Low</b> - newly proposed work to this funding customer.				

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<b>Customer Number</b> <i>Required Field – for all customer classes, except “Revenue Source Agreement”</i>	The identifying number in FFS of the USGS customer or external customer.	Type in or select from list of values. Customer number here must match the customer number on the Master Agreement Screen.	Select from list of values	Select from list of values	25501, 25502 etc.	0PXXXXXX 0P + Program Element	0T8562xx	0S5055x	Blank	999903T Appropriated  999903Z Reimb.
<b>Customer Name</b> <i>Auto Display Field</i>		Determined by customer number.	Auto Display	Auto Display	Auto Display	Auto Display	Auto Display	Auto Display	Auto Display	Auto Display
<b>Other Customer Name</b> <i>Required Field – if customer number is null and customer class is not “Revenue Source Agreement”</i>	40 characters maximum	Enter if customer not found on list.			Blank	Blank	Blank	Blank	Blank	Blank
<b>\$ Gross Funding</b> <i>Required Field – either % of Net Budget or \$ Gross Funding</i>	Number between 0.00 and 999999999. The anticipated or confirmed total amount from the fund source.	If \$ Gross Funding is entered, burden amounts are estimated and subtracted from the Gross Funding to estimate the Net Funding amount								

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<b>Percent (%) of Net Funding</b>  <i>Required Field – either % of Net Budget or \$Gross Funding</i>	Number between 0.00 & 100.00 The % of the net (direct) cost of the task requested or anticipated from the fund source.	If % of net funding is entered, burden amts are estimated and added to net funding to estimate gross funding amount.								
<b>\$ Net Funding</b>  <i>Calculated Field</i>	<u>Calculated</u> value based on percent (%) of Net Budget or \$ Gross Funding.		Calculated	Calculated	Calculated	Calculated	Calculated	Calcu- lated	Calcu- lated	Calcu- lated
<b>Agreement</b>  <i>Required Field – required before fund source record is sent to FFS</i>		Select from list of values								
<b>\$ Unmatched Funding</b>  <i>Optional Field</i>	0.00	Represents the customer funding contribution that will not be matched with federal funds.								
<b>\$ In-Kind Services Funding</b>  <i>Optional Field</i>	0.00									

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<b>Match Pair ID</b> <i>Optional Field</i>	1-2 position alphanumeric	Used to link appropriated and reimbursable fund sources that belong to the same Coop agreement. Assigned by cost center to link both sources of the pair. When this is used the Fund Source Screen sorts by this Match Pair ID, putting direct and reimbursable funding together.			Blank	Blank	Blank	Blank	Blank	Blank
<b>Bureau Burden Rate</b> <i>Default Field – see Instructions column</i>	Number between 0.000 and 99.999. Denotes the net bureau burden rate that will be used for this source of funds.	Defaults to the bureau burden rate for the funding agreement if not null, otherwise to the standard bureau burden rate for the fiscal year. <i>Can be updated by user to enter approved special rates.</i>			0.00	0.00	0.00	0.00	Enter 0.00 for Inter-division Revenue Agreements only; otherwise Bureau Burden applies	0.00
<b>Discipline Burden Rate</b> <i>Optional Field</i>		<i>Applicable prior to FY04; Not applicable for FY04 forward.</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agree- ments (Product Sales)	Burden
<b>Cost Center Burden Rate</b>  <i>Default Field – see Instructions column</i>	Number between 0.000 and 99.999. The cost center common services rate.	Defaults to the cost center common services rate for the funding agreement, if not zero. Enter approved special rate, if applicable.			0.00		0.00	0.00		0.00
<b>Bureau Burden</b>  <i>Calculated Field</i>	<u>Calculated</u> value. Equals the bureau rate multiplied by the net funding amount.		Calculated	Calculated	Calculated	Calculated	Calculated	Calcu- lated	Calcu- lated	Calcu- lated
<b>Discipline Burden</b>  <i>Calculated Field</i>	<u>Calculated</u> value. Equals the discipline burden rate multiplied by net funding amount.		Calculated	Calculated	Calculated	Calculated	Calculated	Calcu- lated	Calcu- lated	Calcu- lated
<b>Cost Center Burden</b>  <i>Calculated Field</i>	<u>Calculated</u> value. For FY 2004, equals the cost center burden rate multiplied by the (net funding amount – bureau burden amount).		Calculated	Calculated	Calculated	Calculated	Calculated	Calcu- lated	Calcu- lated	Calcu- lated

Data Element	Values	Instructions	Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)	Cooperative (Joint Funding Agreements)	Working Capital Fund	Appropriated	Cooperative Research and Development Agreements (CRADAs) & Contributions	Quarters	Revenue Agree- ments (Product Sales)	Burden
<b>FFS Burden Rate</b> <i>Calculated Field</i>	Calculated value. Number between 0.000 and 99.999. For FY 2004, equals the bureau burden rate + cost center burden rate + facility rate + (cost center burden rate + facility rate) * bureau burden rate / 100.		Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calcu- lated
<b>Facility Rate</b> <i>Default Field</i>	Number between 0.000 and 99.999. The rate used to distribute facilities-related indirect costs within a cost center.	Defaults to the standard facility rate for the cost center for the fiscal year. Enter 0.000 if the cost center does not use facility rate to distribute facilities costs.			0.00	0.00	0.00	0.00	Enter 0.00 for Inter- division Revenue Agree- ments only; otherwise facility burden applies	0.00

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agree- ments (Product Sales)</b>	<b>Burden</b>
<b>Facility Amount</b> <i>Calculated Field</i>	Calculated value. For FY 2004, equals the facility rate multiplied by the (net funding amount – bureau burden amount).		Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated
<b>Task Number</b> <i>Optional Field</i>		Select from list of task numbers.								
<b>Special/Reduced Rate Approval Date</b> <i>Optional Field</i>	The date that the Chief, Administrative Policy and Services approved the special rate or the date the Regional Director approved a reduced rate.				Blank	Blank	Blank	Blank	Blank	Blank
<b>Special Rate</b> <i>Default Field</i>	Yes/No	Switches automatically to Yes, if you change the Bureau Burden Rate, Discipline Burden Rate, Cost Center Burden Rate, or Facility Rate to a value other than the default value. To change the rates to the default values click, No.	Yes/No	Yes/No	No	No	No	No	No	No

<b>Data Element</b>	<b>Values</b>	<b>Instructions</b>	<b>Reimbursable (includes Non-Federal Foreign and Non-Federal Domestic)</b>	<b>Cooperative (Joint Funding Agreements)</b>	<b>Working Capital Fund</b>	<b>Appropriated</b>	<b>Cooperative Research and Development Agreements (CRADAs) &amp; Contributions</b>	<b>Quarters</b>	<b>Revenue Agree- ments (Product Sales)</b>	<b>Burden</b>
<b>Indirect Cost Transfer (ICT) Account</b> <i>Required Field – for reimbursable funds with FFS burden rate not equal to zero</i>	The ICT account that matches the truncated FFS burden rate (numbers to the left of the decimal point). (0ARXX)	Select from list of values.			Blank	Blank	Blank	Blank	Blank	Blank
<b>Update FFS</b> <i>Required Field – if Firm</i>	Yes/No	Yes, only if Firm	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**Attachment A – Reimbursable Agreement Number Structure**

<b>Reimbursable Agreement Number Structure</b>	
<b>(Maximum character/digits = 15)</b>	
<b>Fund possibilities (SIRAR, SIRMR, SIRTR, SIRXR)</b>	
<b>Other Federal</b>	XXXXXXXXXXXXXXXXX (15 max)
<b>Cust Type = 21A</b>	First 15 digits of the actual agreement number on the document [X]
<b>Agreement Type = 03</b>	(examples: MIPR, Inter-Agency Agreement, Purchase Order, etc.)

<b>Non Fed-Foreign</b>	YYRDNNNQQQQQQQ
<b>Cust Type = 22G</b>	2 digits = first fiscal year of agreement [YY]
<b>Agreement Type = 03</b>	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R] (0 = Interdisciplinary 1 = Director's Office/APS, 2 = Facilities, 3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	3 digits = country name from FIPS Standard (ref link below) [N] <a href="http://education.yahoo.com/reference/factbook/codes/0.html">http://education.yahoo.com/reference/factbook/codes/0.html</a>
	8 digits = sequential number (maximum) [Q]

<b>Non Fed - Domestic</b>	YYRDCCCXXXXXX
<b>Cust Type = 22A-K &amp; 22Z</b>	2 digits = first fiscal year of agreement [YY]
<b>Agreement Type = 03</b>	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = disciplines/reporting organizations [D] (0 = Interdisciplinary 1 = Director's Office/APS, 2 = Facilities, 3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = cost center/allocation organization [C]
	7 digits = Unique number (maximum) (X)

**Attachment A – Reimbursable Agreement Number Structure (cont'd)**

<b>State or Local Source (JFA)</b>	YYRDSSQQQQQQQQQ
<b>Cust Type = 23A</b>	2 digits = first fiscal year of agreement [YY]
<b>Agreement Type = 03</b>	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = disciplines/reporting organizations [D] (0 = Interdisciplinary 1 = Director's Office/APS, 2 = Facilities, 3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	2 digits = state abbreviation [S]
	9 digits = sequential number (maximum) [Q] (Water discipline to use their locality code here)

**Attachment B – WCF INVESTMENT**

***NOTE: The Master Agreement Code and Agreement Number for WCF Investments will be the same.***

<b>WORKING CAPITAL FUND (WCF) INVESTMENT</b> <b>AGREEMENT NUMBER STRUCTURE</b> <b>(Maximum characters/digits = 15)</b>	
<b>WCF Investment</b>	YYRDCCCCFPPPPPP (EX. 04W49697E23 or 04W49677FCABLDG)
<b>Fund Codes:</b>  <b>4556D=Telecommunications</b>  <b>4556E=Equipment</b>  <b>4556F=Facilities</b>  <b>4556P=Publications</b>	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities,
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = Cost Center or Allocation Org [C]
	1 digit = Last Digit of Fund Code (D = Telecom, E = Equipment, F = Facilities, P = Publications) [F]
	Up to 6 digits = Federal Supply Group Code (2 digits) or Building Code (up to 6 digits) (from the FFS PGM table) [P]

**Attachment C – WORKING CAPITAL FUND FEE-FOR-SERVICE COMPONENT**

***NOTE: The Master Agreement Code and Agreement Number for WCF Fee-for-Service Components will be the same.***

<b>Working Capital Fund Fee-For-Service Component                      Agreement Number Structure                      (Maximum characters/digits = 15)</b>	
<b>Working Capital Fund</b>	YYRDCCCFSSSSSS (EX. 04H44570A000001 or 04C48577L000001)
<b>Fee-For-Service Component</b>	2 digits = first fiscal year of agreement [YY]
<i>Fund Codes:</i>	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
4556A = NWQL	1 digit = discipline/report organization [D]
4556B = HIF	0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities,
4556G = Publications	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology
4556L = Drilling	4 digits = Cost Center (Allocation Organization) [C]
4556R = Labs	1 digit = Last Digit of Fund Code (A, B, G, L, R, T) [F]
4556T = Training Center	up to 6 digits = Sequentially assigned by Fee-for-Service Cost Center [S]

**Attachment D – Appropriated Master Agreement Code Structure**

<b>Appropriated Master Agreement Code Structure (Maximum characters/digits = 26)</b>	
<b>Direct (excluding fed-state coop)</b>	<b>YYRDPPPPSS (Example: 04H442100AA)</b>
	<b>2 digits = first fiscal year of agreement allocation [YY]</b>
	<b>1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]</b>
	<b>1 digit = discipline/report organization [D]</b>
	<b>(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities,</b>
	<b>3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)</b>
	<b>5 digits = line item (Program Element) [P]</b>
	<b>2 digits = FOR WATER &amp; BIOLOGY:– Water Sub-Activity Code - see Attachment L for coding scheme [S] OR BIOLOGY HQ Cyclical Funds Identifier – see Attachment M for coding scheme [S]</b>
<b>Direct (fed-state coop only)</b>	<b>YYRDPPPPCCCC (Example: 04W9440009697, 04W9440209697)</b>
	<b>2 digits = first fiscal year of agreement allocation [YY]</b>
	<b>1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]</b>
	<b>1 digit = discipline/report organization [D]</b>
	<b>(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities,</b>
	<b>3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)</b>
	<b>5 digits = line item (Program Element) [P]</b>
	<b>4 digits = cost center (allocation organization) [C]</b>

**Attachment E – Appropriated Agreement Allocation Number Structure**

<b>Appropriated Agreement Allocation Number Structure</b> <b>(Maximum characters/digits = 15)</b>	
<b>Direct</b> <b>(excluding fed-state coop)</b>	<b>YYRDPPPPSSCCCC (Example: 04H442100AA4560)</b>
	<b>2 digits = first fiscal year of agreement allocation [YY]</b>
	<b>1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]</b>
	<b>1 digit = discipline/report organization [D]</b>
	<b>(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities,</b>
	<b>3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)</b>
	<b>5 digits = line item (Program Element) [P]</b>
	<b>2 digits = FOR WATER &amp; BIOLOGY:</b> <b>Water Sub-Activity Code - see Attachment L for coding scheme [S] OR BIOLOGY</b> <b>HQ Cyclical Funds Identifier – see Attachment M for coding scheme [S]</b>
	<b>4 digits = Cost Center (Allocation Organization) [C]</b>
<b>Direct</b> <b>(fed-state coop only)</b>	 
	<b>Fed-State Coop Appropriated Agreement Number must match</b>
	<b>JFA Reimbursable Agreement Number (Water only)</b>

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## Attachment F - CRADA

<b>CRADA - MASTER AGREEMENT CODE STRUCTURE</b> (Maximum characters/digits = 26)	
<b>CRADA</b>	YYRDXXXXXXXXXXXXXXXXXXXXXXX (Example: 04H5AMERGEOLINSTITUTE)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	Up to 22 digits = Collaborator or Company Name [X]

<b>CRADA - AGREEMENT NUMBER STRUCTURE</b> (Maximum characters/digits = 15)	
<b>CRADA</b>	YYRDCCCCCCCXXX (Example: 04H50T8562AR001)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	8 digits = CRADA Customer Number [C]
	3 digits = Unique Number [X]

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Attachment G – CONTRIBUTED FUNDS

<b>CONTRIBUTED FUNDS - MASTER AGREEMENT CODE STRUCTURE</b> (Maximum characters/digits = 26)	
<b>CONTRIBUTED FUNDS</b>	YYRDXXXXXXXXXXXXXXXXXXXXX (Example: 04W7CQINC)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	Up to 22 digits = Collaborator or Company Name [X]

<b>CONTRIBUTED FUNDS - AGREEMENT NUMBER STRUCTURE</b> (Maximum characters/digits = 15)	
<b>CONTRIBUTED FUNDS</b>	YYRDCCCCCXXX (Example: 04W78562AB002)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	8 digits = Contributed Funds Customer Number [C]
	3 digits = Unique Number [X]

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Attachment H – QUARTERS

<b>QUARTERS - MASTER AGREEMENT CODE STRUCTURE</b> (Maximum characters/digits = 26)	
<b>QUARTERS</b>	YYRDCCCNNNNNNNNNNNNNNNNNNNN (Example: 04W78924BAILEY)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = Cost Center [C]
	Up to 18 digits = Employee Name [N]

<b>QUARTERS - AGREEMENT NUMBER STRUCTURE</b> (Maximum characters/digits = 15)	
<b>QUARTERS</b>	YYRDCCCNNNNNNN (Example: 04W77901BBAILEY)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = Cost Center [C]
	Up to 7 digits = Employee Name [N]

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**Attachment I – REVENUE SOURCE (used by Geography discipline for product sales)**

<b>REVENUE SOURCE - MASTER AGREEMENT CODE STRUCTURE</b> <b>(Maximum characters/digits = 26)</b>	
<b>Revenue Source</b>	YRMPPPPPPPPPPPPPPPPPPPPPPP (Examples: 04E1PUBLICSALESNOYEAR, 04E1PUBLICSALESANNUAL, 04C2FEDERALSALLES)
	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = Mapping Center/ESIC [M] (1 = Reston, 2 = Rolla, 3 = Denver, 4 = Menlo Park, 6 = Sioux Falls)
	Up to 22 digits = Source of funds (Public/Federal) indicate whether Annual or No-Year for Public [P]

**NOTE: The Agreement Number in BASIS+ and FFS is Blank for Revenue Source/Product Sales. The Revenue Source Code is used in lieu of Agreement Number.**

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## Attachment J – Overhead/Burden Formats

<b>OVERHEAD/BURDEN - MASTER AGREEMENT CODE STRUCTURE</b>	
<b>(Maximum characters/digits = 26)</b>	
	YYRDAAAANNNNNN (Example: 04C78795999903T)
<b>Master Agreement</b>	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = Allocation Organization (or lead cost center) [A]
	7 digits = Customer Number [N] (enter 999903T for Appropriated or 999903Z for Reimbursable)

<b>OVERHEAD/BURDEN - AGREEMENT NUMBER STRUCTURE</b>	
<b>(Maximum characters/digits = 15)</b>	
	YYRDAAAANNCCCC (Example: 04C5879503T8796)
<b>Agreement Allocation</b>	2 digits = first fiscal year of agreement [YY]
	1 digit = region (H=Headquarters, E=Eastern, C=Central, W=Western) [R]
	1 digit = discipline/report organization [D]
	(0 = Interdisciplinary, 1 = Director's Office/APS, 2 = Facilities
	3 = Biological Resources, 4 = Water, 5 = Geography, 6 = GIO, 7 = Geology)
	4 digits = Allocation Organization [A] (enter Allocation Org. (or lead cost center) shown in Master Agreement)
	3 digits = Last 3 digits of Customer Number [N] (enter 03T for Appropriated or 03Z for Reimbursable)
	4 digits = Receiving Cost Center [C] (enter cost center receiving allocation or use the 4-digits to differentiate between different types of burden agreements (i.e., different fund codes, different budget activities received, etc. )

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## Attachment K - Revenue Source/Sub-Revenue Source Code

**NOTE:** All Revenue Source codes shown here are loaded in BASIS+ and the SREV table in FFS.

**For Revenue Source agreements effective FY 2004 and later, only one agreement should be entered for all Federal product sales (SIRAM), using Revenue Source code FMAP and the appropriate sub-revenue source code; one agreement should be entered for all Public product sales-Annual funds (SIRAM), using PMIS and the appropriate sub-revenue source code; and one agreement should be entered for all Public product sales-No-Year funds (SIRXM), using Revenue Source code MMAP and the appropriate sub-revenue source code. Agreements for Interdivision sales (SIRAM) should be entered using Revenue Source code IDIV, along with the appropriate sub-revenue source code.**

Revenue Source Code	Sub-Revenue Source Code	Revenue/Sub-Revenue Source Description	Cost Center
DORR	5	Geography HQ Management	5000
DORR	6	DORRAN Holding	5000
FAPI	1	Reston Aerial Photography Sales	2781
FAPI	2	Rolla Aerial Photography Sales	8796
FAPI	3	Denver Aerial Photography Sales	8815
FAPI	4	Menlo Park Aerial Photography Sales	9854
FAPI	6	Sioux Falls Aerial Photography Sales	8836
FBOO	1	Reston Book Sales	2781
FBOO	2	Rolla Book Sales	8796
FBOO	3	Denver Book Sales	8815
FBOO	4	Menlo Park Book Sales	9854
FBRO	6	Sioux Falls Data Brokerage Sales	8836
FCAL	6	Sioux Falls Optical Calibration	8836
FDBK	3	Denver Book Sales (SAP)	8815
FDDG	3	Denver Digital Sales (SAP)	8815
FDIG	1	Reston Digital Sales	2781
FDIG	2	Rolla Digital Sales	8796
FDIG	3	Denver Digital Sales	8815
FDIG	4	Menlo Park Digital Sales	9854
FDIG	6	Sioux Falls Digital Sales	8836
FDMP	3	Denver Map Sales (SAP)	8815
FDMP	J	ER Printing - Denver (SAP) Sales	2781
FDMP	N	HQ CAP - Denver (SAP) Sales	5790
FGPO	3	Denver GPO Sales (SAP)	8815
FMAP	0	Anchorage Federal Sales	9065
FMAP	1	Reston Map Sales	2781
FMAP	B	HQ CAP - Reston Sales	5790
FMAP	2	Rolla Map Sales	8796
FMAP	D	ER Printing - Rolla Sales	2781
FMAP	F	HQ CAP - Rolla Sales	5790

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Revenue Source Code	Sub-Revenue Source Code	Revenue/Sub-Revenue Source Description	Cost Center
FMAP	4	Menlo Park Map Sales	9854
FMAP	P	ER Printing - Menlo Park Sales	2781
FMAP	R	HQ CAP - Menlo Park Sales	5790
FMFS	3	Denver Forest Service Map Sales (SAP)	8815
FMIS	1	Reston Miscellaneous Sales	2781
FMIS	2	Rolla Miscellaneous Sales	8796
FMIS	3	Denver Miscellaneous Sales	8815
FMIS	4	Menlo Park Miscellaneous Sales	9854
FMIS	6	Sioux Falls Miscellaneous Sales	8836
FMSE	1	Reston Map Separate Sales	2781
FMSE	2	Rolla Map Separate Sales	8796
FMSE	3	Denver Map Separate Sales	8815
FMSE	4	Menlo Park Map Separate Sales	9854
FOFR	3	Denver Open File Report Sales	8815
FOFR	4	Menlo Park Open File Report Sales	9854
IDIV	1	Reston Interdivision Sales	2781
IDIV	2	Rolla Interdivision Sales	8796
IDIV	3	Denver Interdivision Sales	8815
IDIV	4	Menlo Park Interdivision Sales	9854
IDIV	5	Geography HQ Interdivision Sales	5790
IDIV	6	Sioux Falls Interdivision Sales	8836
IDIV	0	Anchorage Interdivision Sales	9065
MBOO	1	Reston Book Sales	2781
MBOO	2	Rolla Book Sales	8796
MBOO	3	Denver Book Sales	8815
MBOO	4	Menlo Park Book Sales	9854
MDBK	3	Denver Book Sales (SAP)	8815
MDCO	3	Map Receipts Carryover	8815
MDCO	5	Map Receipts Default	5000
MDMP	3	Denver Map Sales (SAP)	8815
MDMP	H	ER Printing - Denver (SAP) Sales	2781
MDMP	L	HQ CAP - Denver (SAP) Sales	5790
MMAP	0	Anchorage Public Sales-No Year	9065
MMAP	1	Reston Map Sales	2781
MMAP	A	HQ CAP - Reston Sales	5790
MMAP	2	Rolla Map Sales	8796
MMAP	C	ER Printing - Rolla Sales	2781
MMAP	E	HQ CAP - Rolla Sales	5790
MMAP	3	Denver Map Sales	8815
MMAP	G	ER Printing - Denver Sales	2781
MMAP	K	HQ CAP - Denver Sales	5790
MMAP	4	Menlo Park Map Sales	9854
MMAP	O	ER Printing - Menlo Park Sales	2781

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Revenue Source Code	Sub-Revenue Source Code	Revenue/Sub-Revenue Source Description	Cost Center
PAPI	1	Reston Aerial Photography Sales	2781
PAPI	2	Rolla Aerial Photography Sales	8796
PAPI	3	Denver Aerial Photography Sales	8815
PAPI	4	Menlo Park Aerial Photography Sales	9854
PAPI	6	Sioux Falls Aerial Photography Sales	8836
PBRO	6	Sioux Falls Data Brokerage Sales	8836
PCAL	6	Sioux Falls Optical Calibration	8836
PDDG	3	Denver Digital Sales (SAP)	8815
PDIG	1	Reston Digital Sales	2781
PDIG	2	Rolla Digital Sales	8796
PDIG	3	Denver Digital Sales	8815
PDIG	4	Menlo Park Digital Sales	9854
PDIG	6	Sioux Falls Digital Sales	8836
PGPO	3	Denver GPO Sales (SAP)	8815
PMFS	3	Denver Forest Service Map Sales (SAP)	8815
PMIS	0	Anchorage Public Sales-Annual	9065
PMIS	1	Reston Miscellaneous Sales	2781
PMIS	2	Rolla Miscellaneous Sales	8796
PMIS	3	Denver Miscellaneous Sales	8815
PMIS	4	Menlo Park Miscellaneous Sales	9854
PMIS	6	Sioux Falls Miscellaneous Sales	8836
PMSE	1	Reston Map Separate Sales	2781
PMSE	2	Rolla Map Separate Sales	8796
PMSE	3	Denver Map Separate Sales	8815
PMSE	4	Menlo Park Map Separate Sales	9854
POFR	1	Reston Open File Report Sales	2781
POFR	2	Rolla Open File Report Sales	8796
POFR	3	Denver Open File Report Sales	8815
POFR	4	Menlo Park Open File Report Sales	9854
SAPS	3	OFM Holding (SAP interface)	5000

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## Attachment L – New Budget Structure Sub-Activity Codes (WRD Use)

### Distribution of FY 2004 Funding -- New Budget Structure Sub-Activity Codes

#### Program Element Sub-Activity Code Program Title

Program Element	Sub-Activity Code	Program Title
<b>Ground Water Resources Program</b>		
41040	AA	DOI Landscape
41040	AB	GW National Research Program
41040	AC	Office of Ground Water Program
41040	AD	High Plains Monitoring Report
41040	AE	US Mexico Border
<b>National Water-Quality Assessment (NAWQA)</b>		
41120	BA	NAWQA National Program
41120	BB	NAWQA National Research Program
41120	BC	Facilities, (NWQL, BQS)
<b>Toxics Substances Hydrology</b>		
41080	CA	Transfer to GD (LA subsidence in HR&D)
41080	CB	Toxics National Research Program
41080	CC	Toxics Program
41080	CD	Place-Based Studies
41080	CE	Mercury Contamination/SC Rivers
41080	CF	Roubidoux Aquifer-Coop Research/Univ Oklahoma
<b>Hydrologic Research &amp; Development</b>		
41050	DA	Rathdrum Prairie/Spokane Valley
41050	DB	Lake Pontchartrain Study
41050	DC	Chesapeake Bay
41050	DD	LEAG
41050	DE	Transfer to GD (LA subsidence in HR&D)
41050	DF	Chief Scientist/National Research Program
41050	DG	Hypoxia in MS and Gulf of Mexico
41050	DH	Berkeley Pit Lake
41050	DI	Hood Canal Fish Mortality Research
41050	DJ	Potomac River Basin GW Research
41050	DK	Delaware River Flow Model
<b>National Streamflow Information Program (NSIP)</b>		
42300	EA	National Streamflow Information Program (NSIP)
42300	EB	NSIP National Research Program
<b>Hydrologic Networks and Analysis (HNA)</b>		
42100	FA	CALFED
42100	FB	Venture Capital Fund
42100	FC	RD Flexibility Funds
42100	FD	AD Flexibility
42100	FE	Bureau Distributed Costs (ESIC, Visual Services, Enterprise Web,

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		Enterprise Pubs, International Activities, Free Products)
42100	FF	HQ Program Support (Relo, FEI, Fair Act, Postage, Telecom, etc.)
42100	FG	AD Support
42100	FH	OI Program Support (CAPP, Computer Support, WICP, EAP, NWIS)
42100	FI	HNA National Research Program
42100	FJ	Global Climate Change
42100	FK	Watershed Modeling
42100	FL	Acid Rain
42100	FM	Hydro Benchmark Net Studies
42100	FN	National Park Service
42100	FO	Facilities (HIF, CAPP, SR, CR, WR, Yucca)
42100	FP	Place-Based Studies
42100	FQ	DOI Cost Share Program
42100	FR	District Flexibility
42100	FS	National Academy Studies
42100	FT	OGW (Water Avail & Use, DODEC, etc)
42100	FU	OWQ (NASQAN, Coordination)
42100	FV	Lake Champlain WQ Monitor
42100	FW	Hawaii Water Monitoring & Protection
		<b>Water Coop Program</b>
44000	HA	Water Avail & Use (incl \$ for regional specialists)
44000	HB	Northeast Region
44000	HC	Southeast Region
44000	HD	Central Region
44000	HE	Western Region

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## Attachment M: Applies to use of Biology Headquarters Cyclical Funds

<b>BIOLOGY HEADQUARTERS CYCLICAL FUNDS IDENTIFIER CODES</b>		
<b>Research and Monitoring Program</b>	<b>Program Element</b>	<b>Cyclical Funds 2-Position Identifier</b>
<b>Invasive Species</b>	<b>31010</b>	<b>CY</b>
<b>Status &amp; Trends</b>	<b>31020</b>	<b>CY</b>
<b>Terrestrial, Freshwater &amp; Marine Ecosystems</b>	<b>31030</b>	<b>CY</b>
<b>Wildlife: Terrestrial &amp; Endangered Resources</b>	<b>31040</b>	<b>CY</b>
<b>Fisheries: Aquatic &amp; Endangered Resources</b>	<b>31060</b>	<b>CY</b>
<b>Contaminant Biology</b>	<b>31070</b>	<b>CY</b>
<b>(Example of Leetown Science Center (allocation organization 2285) receiving Fisheries: Aquatic &amp; Endangered Resources Cyclical Funds):</b>		
<b>Master Agreement Code: 04E331060CY</b>		
<b>Agreement Number: 04E331060CY2285</b>		