

APPENDIX B

WORK CATEGORY/WORK CATEGORY ELEMENTS
 RF6011 WORK ITEM

<u>WORK CATEGORY</u>	<u>WORK CATEGORY ELEMENT</u>	<u>TITLE</u>
INMAOF		Information Management Office
	IMPLN	Planning
	IMBUD	Budgeting
	IMMGT	General Management
LIBRAR		Library
	LIBPL	Public Library Services
	LIBLR	Learning Resource Center
RECMAN		Records Management
	RMMAI	Mail Management
	RMFLE	File Management
	RMOTH	All Other
REPMAN		Reproduction Management
	REPFM	Forms Management
	REPPU	Publication Management
	REPCO	Copier Program
	REPPD	Print/Duplicating Support
	REPAO	All Other
INAUSU		Indirect Automation Support (Note 1)
	MIOEX	Miscellaneous Other Expense
INCOSU		Indirect Communication Support (Note 2)
	MIOEX	Miscellaneous Other Expense

Note 1: As a general rule, this work category will only be used to record automation costs of a general nature which benefit the command as a whole and/or may not be appropriately charged to the automation facility (RF50) work item. The cost of the following types of indirect automation support activities are properly chargeable to this work category: master planning; general management/supervision of the automation staff; requirements analysis; contract source selection, award and management; consolidation of requirements; technical review and approval of end-user automation plans, purchase requests and contracts;

ER 37-2-10
Change 87
1 Nov 96

general and supervisory training; preparation of command-wide regulations, operating instructions and standard operating procedures; participation in meetings, working groups and task forces; negotiation of support agreements; review of draft regulations provided by higher headquarters, CEAP-IA support (data base management, resolution of system problems, system access approvals, password assignments and other like functions) and other general clerical and administrative activities as appropriate. This work category may also be used to record the cost of hardware/software installation, maintenance and repair in those instances in which it has been determined that it is not cost effective to record and distribute the cost of these services on a fee for service basis through the automation (RF50) facility account. This work category may not, under any circumstances, be used to record costs which should be recorded in and distributed from the automation (RF50) series of work categories to mask the true cost of the services being provided on a fee for service basis or to achieve lower, more acceptable billing rates or fees.

Note 2: As a general rule, this work category will only be used to record communication costs of a general nature which benefit the command as a whole and/or may not be appropriately charged to a Communication Facility (RF51) work item. The cost of the following types of indirect communication support activities are properly chargeable to this work category: master planning; general management/supervision of the communication staff; requirements analysis; contract source selection, award, and management; consolidation of requirements; technical review and approval of end-user communication plans, purchase requests and contracts; general and supervisory training; preparation of command-wide regulations, operating instructions and standard operating procedures; participation in meeting, working groups and task forces; negotiation of support agreements; review of draft regulations provided by higher headquarters and other general clerical and administrative activities as appropriate. This work category may not, under any circumstances, be used to record costs which should be recorded and distributed from the communication (RF51) series of work items to mask the true cost of the services being provided on a fee for service basis or to achieve and/or maintain low or more acceptable billing rates or fees.