

# Reclamation Manual

## Directives and Standards

### Working Capital Fund (WCF) Functional Areas

This Appendix details identification of WCF activities in the Financial Business and Management System (FBMS).

#### 1. WCF Identification.

- A. In FBMS, all WCF activities operate in funds XXXR4524KK and XXXR4524KS. As of February 2020, the only activity in XXXR4524KS is Technical Service Center Reimbursable Activities. All other activities operate in XXXR4524KK. Reclamation identifies WCF activities as FBMS functional areas.
- B. The following explains the connection between the FBMS functional area for WCF activities and their names.
  - (1) A 15-character alphanumeric identifier designates a functional area (e.g., R41120000.000000). A decimal point resides between the ninth and tenth digit. The first digit, “R,” stands for Reclamation. The second digit, “4,” indicates the WCF. The third digit, “1,” is the regional indicator. The region indicator refers to Reclamation’s pre-unified regions nomenclature. See the crosswalk below. The fourth and fifth digits, “12,” indicate the WCF activity. In this example, the functional area represents the Interior Region 9: Columbia-Pacific Northwest’s indirect costs activity.
  - (2) Five of Reclamation’s regions manage and produce official budgets for their indirect cost activities below the functional area. These sub-activities represent area or functional offices in the regions. Those regions dedicate particular R4\*12 WBSs to balances and transaction for their sub-activities.

#### 2. Region Indicator Crosswalk.

| Pre-Unified Regions Number | Pre-Unified Regions Name | Unified Regions Number | Unified Regions Number Name                     |
|----------------------------|--------------------------|------------------------|---|
| 1                          | Pacific Northwest        | 9                      | Columbia-Pacific Northwest                      |
| 2                          | Mid-Pacific              | 10                     | California-Great Basin                          |
| 3                          | Lower Colorado           | 8                      | Lower Colorado Basin                            |
| 4                          | Upper Colorado           | 7                      | Upper Colorado Basin                            |
| 6                          | Great Plains             | 5 & 6                  | Missouri Basin & Arkansas-Rio Grande-Texas Gulf |
| 8                          | Denver Office            | N/A                    | Denver Office                                   |
| 9                          | Washington Office        | N/A                    | Washington Office                               |

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#### WCF Activities by Functional Areas

| WCF ACTIVITIES  |   |  |
|---|---|--|
| FUNCTIONAL AREA   | ACTIVITY  | DESCRIPTION  |
| R4056   | Clearing Accounts                               | Bureau-wide allocation of costs for Reclamation cell phone activity (CWES), DOBLE services, CISION, Autodesk   |
| R4*12   | Indirect Costs                                  | Indirect (overhead) costs not directly charged to a project or beneficiary. Costs are charged through an indirect cost recovery rate applied to each dollar of direct labor and are established for each office.   |
| R4*14   | Transportation Vehicles                         | Transportation vehicles for use by the Bureau of Reclamation personnel.  |
| R4*18   | Drill Operations                                | Costs of drill crews and drilling equipment.   |
| R4*21   | Soil & Water Quality Laboratories/Materials Lab | Centralized soil and water quality analysis facilities for projects and studies in organizational office as well as concrete testing and analysis laboratory.  |
| R4*27   | Geographic Information System (GIS)             | Services intended to collect, manage, and analyze spatially referenced data. R4827 is the Bureau-Wide GIS activity.  |
| R4*34   | Underwater Inspection Team                      | Operation of organizational underwater inspection teams that perform review of operation and maintenance inspections, Safety of Dams (SOD) (safety evaluation of existing dams and SOD) inspections, design data collection, and construction inspections and documentation.   |
| R4*35   | Construction/Engineering Office                 | Distribution of administrative costs for construction/engineering offices which service various projects, for Reclamation Operation & Maintenance (O&M) and other agencies.  |
| R4*37   | Heavy and Mobile Equipment                      | Heavy and mobile equipment used on Reclamation projects and fee for service/force account work.  |
| R4*40   | Photogrammetry and Surveys                      | Photogrammetric services including topography, planimetry, generating data for pay quantities, and digital elevation models and digital terrain models, surveys for structural behavior measurements, and photo control for photogrammetry operation using conventional survey equipment and global positioning equipment. |
| R4*50   | Bank Card Interface Default                     | Flow-through account for bank card charges   |
| R4855   | Policy and Admin                                | Bureau-wide activity: Federal Personnel and Payroll System (FPPS), Programmatic Internal Controls, Bureau Wide EEO Complaints Management, Bureau Wide Training and Workforce Planning  |
| R4865   | IT Operation and Maintenance                    | Bureau-wide activity: support for servers and infrastructure hosting Reclamation application development and production application support; infrastructure technical support; and support for development, deployment and support of enterprise-wide information products.  |
| R4870   | Departmental Assessments                        | Denver managed for Reclamation: assessments from the Office of the Secretary (IOS), assessments from the Interior Business Center (IBC).   |
| R4882   | Mission Support Organization                    | Bureau-wide activity: financial management and accounting services   |
| R4884   | Safety  | Bureau-wide activity: safety initiatives   |
| R4888   | Technical Service Center                        | Engineering and technical support for Reclamation offices.   |
| R4890   | Leave Account                                   | Denver managed for Reclamation: funding for costs of leave. Activity is credited with a leave additive charged to employee salaries and expensed when leave is taken.  |
| <p>“*” In the functional area is a placeholder for the region indicator and implies multiple regions offer the services the functional area represents.</p> |   |  |