

DRAFT



PBS Assignment Drawing Guidance

NOTE: *To be used in conjunction with*

PBS CAD Standards
Standard Method for Measuring Floor Area
in Office Buildings, ANSI/BOMA Z65.1-1996

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U.S. General Services Administration
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TABLE OF CONTENTS

SECTION 1 SPACE MEASUREMENT AND DRAWING PROCEDURES..... 1
Procedures for measuring and drafting buildings for PBS base and assignment drawings.

SECTION 2 ASSIGNMENT DRAWINGS 6
Preparing PBS base and assignment drawings.

SECTION 3 AGENCY NAME AND AGENCY BUREAU CODE 17
List of Agency names, Agency four character abbreviations, and Agency bureau codes.

SECTION 4 ROOM NAME..... 38
List of approved room names.

SECTION 5 ANSI/BOMA CATEGORY 39
ANSI categories and the placement of area lines. Hierarchy for area line placement.

SECTION 6 SPACE TYPE..... 42
PBS space types found in the STAR database.

SECTION 7 SPACE CATEGORY..... 48
PBS space categories found in the STAR database.

SECTION 8 CONTRACTOR CHECKLIST 50
Checklist for contractor and PBS to use during the project and at final completion.

SECTION 1 SPACE MEASUREMENT AND DRAWING PROCEDURES

Procedures for measuring and drafting buildings for PBS base and assignment drawings.

1. Pre-field work information. The following is a list of data necessary to begin work:
 - a. The estimated size of the building including building support space.
 - b. A set of the original working drawings of the building. This set should include the following items:
 - (1) Architectural floor plans with dimensions for all floors
 - (2) Architectural enlarged plans of the restrooms and stairs and any other intricate part of the building
 - (3) Architectural wall sections for all sides of the building
 - (4) Elevations
 - (5) Building section
 - (6) Architectural finishes schedule that shows which areas may have plaster and or marble
 - (7) Structural drawings that have dimensions for the structural column lines
 - (8) Structural column schedule
 - (9) Site plan
 - (10) All working drawing sets of additions or remodeling done to the building
 - c. A list of Agencies in the building
 - d. A list of areas in the building that may be hard to access
 - e. The name of the Realty Specialist assigned to the building
 - f. The name of the Building Manager
 - g. Project scope of work
 - h. Project schedule
2. Field preparation. These are the steps necessary to prepare for the first fieldwork trip. These steps will vary depending on how much and how accurate the data is that is collected during the pre-field work stage listed above.
 - a. Verify all floors of existing working drawings against existing CAD files for the following items:
 - (1) Verify column spacing (on all floors).
 - (2) Verify column sizes or column schedule in the structural set of working drawings.
 - (3) Verify length and width of the building's out-to-out dimensions on all floors.
 - (4) Verify core dimensions from architectural working drawings. Items in the core to check include stairs, restrooms, elevators, mechanical rooms, corridors, and mechanical chases.
 - (5) Verify exterior wall thickness from architectural wall sections.
 - (6) Verify window details for mullion and glazing accuracy.
 - (7) Verify all floors for the above mentioned items.
 - (8) If any of the above mentioned items are wrong, do not use the CAD files. Ninety-five percent of the time, this will lead to excessive hours spent fixing mistakes. Usually mistakes will not be fixed unless you start from scratch using the original set of working drawings as a shell.

- b. Review project schedule with PBS contacts for the first field work trip. Decide if multiple trips to the building are necessary.
 - c. If CAD files do not exist, draw them from the working drawings.
 - d. Plot the drawings of the building at $3/16" = 1' - 0"$. This will provide space for much more accurate fieldwork notes. The reduced size of drawings will prove helpful while measuring in tight spaces. The size of the plots may vary depending on the building type.
 - e. Write crucial dimensions to the core on the plot files before they are bluelined. Include all column line spacing on each floor.
 - f. Run prints of drawings to take into the field.
 - g. Call PBS to remind them of the project fieldwork schedule. Make sure that all parties involved in the project are aware and give approval for the fieldwork trip. Schedule trip around the needs of the Agency in the building to be measured.
 - h. Make fieldwork travel arrangements.
Note: some buildings or spaces may require tenant Agency clearance. This will vary by building and tenant. Verify that all team members have the necessary clearances.
 - i. Bring necessary fieldwork equipment.
3. First fieldwork trip. Measure building to establish accurate architectural CAD drawings to be used for area calculation and future space planning projects.
- a. Obtain security clearance and badges for building access.
 - b. Verify the building's out-to-out dimension against dimensions on the CAD files.
 - c. Verify core dimensions for the stairs, corridors, bathrooms, mechanical rooms, elevators, and mechanical chases when possible.
 - d. It is recommended that space measurements be taken using modern laser or infrared equipment not by tape measure. In areas where a tape must be used, obtain long pulls to make up for cumulative errors due to adding up numerous small dimensions.
 - e. Verify column spacing on all floors.
 - f. Verify window and or mullion spacing on all floors. Sketch details of the jamb condition and show typical wall sections for ANSI/BOMA area calculations as shown in the ANSI/BOMA Standard.
Note: depending on size and complexity of the building type, it may be wise to terminate the first field work trip at this point. This will facilitate time to work out the building shell CAD files.
 - g. Measure tenant spaces.
 - h. When using electronic equipment, the error tolerance is very small and the tolerance should be the smallest allowed by the equipment used. When using a tape to measure spaces, the tolerance should be to the nearest $1/8"$.

- i. Take down assignment criteria for all spaces in the building for space type, room name, and finishes.
 - (1) This information may be submitted to PBS at a later date.
 - (2) Level of build-out for rooms above building standard should be noted.
 - (3) Be aware of spaces that may be structurally changed by talking with the Building Manager and the maintenance staff.
 - (4) Learn how the HVAC system works and which rooms are receiving special air and which ones are not.
 - j. Conduct close out meeting with tenant Agencies and PBS representative to answer questions for hard to classify spaces. Refer to SECTION 6 SPACE TYPE.
4. Architecture. Draw the building accurately in CAD.
- a. Draw building shell accurately for all floors using working drawings and field measurements. Use the working drawing dimensions over any other reference drawings unless there is extensive proof that the building actually was modified in that area. It is very important to have an accurate building shell, as it will affect all future work to be done in the building. **DO NOT DRAW IN THE TENANT SPACES IN A BUILDING UNTIL THE BUILDING SHELL IS DEEMED TO BE ACCURATE.**
 - b. All dimensions shall have a tolerance of 1/8".
 - c. Measure every wall thickness possible.
 - d. Circle all dimensions on the fieldwork drawings that do not meet the 1/8" tolerance.
 - e. All doors are to be drawn using blocks created on the block creation layer of 0.
 - f. Use blocks for plumbing fixtures created on block creation layer of 0.
 - g. Built-in furniture need not be drawn in great detail. Identification of size and location is sufficient. Built-in furniture may include judge's bench, jury box, and other fixed courtroom items. Delineate millwork that projects more than two inches.
 - h. Use layers and colors specified in SECTION 2 ASSIGNMENT DRAWINGS.
 - j. Include column centerlines for all architectural drawings.
 - k. Follow the file naming structure specified in SECTION 2 ASSIGNMENT DRAWINGS.
 - l. Once an accurate shell of the building has been created for all the floors, proceed to draw in the tenant spaces.
5. Area lines. See SECTION 2 ASSIGNMENT DRAWINGS paragraph 5. Creation of assignment database file.
- a. Follow the ANSI/BOMA Standard for the placement of area lines. See also SECTION 5 ANSI/BOMA CATEGORY.
 - b. Follow PBS assignment layer standards. See SECTION 2 ASSIGNMENT DRAWINGS.
 - c. Do not draw area lines before all assignment questions about building support space are decided and agreed to by the Regional CIFM Program Manager and the PBS Realty Specialist assigned the building/project.

- d. Draw in all area lines for all floors.
6. Tags. Tag all spaces in the building and link it to a database.
 - a. Read the entire *PBS Assignment Drawing Guidance* before starting this phase of work.
 - b. Use the most up-to-date PBS STAR listing for Agency bureau codes, space types, and space categories.
 - c. Draw and tag all polylines with the correct assignment information. See SECTIONS 2 through 7 of this document for further information on what to tag each space.
 7. Final field check. Walk through the building with the Realty Specialist and Building Manager.
 - a. Plot out entire building at 1/8" = 1'- 0" with the assignment criteria showing.
 - b. Hand write on these plotted drawings, reasons for above-standard items in each space that affect the assignment of the particular space.
 - c. Run one set of prints from the drawings to take into the field.
 - d. Circle any areas that may be in question.
 - e. Fax items in question to the Realty Specialist in advance to try to get answers prior to the fieldwork trip.
 - f. Schedule final walk through with Building Manager and Realty Specialist.
 - g. Walk through the building with the PBS representative to capture final comments to finish the project.
 8. Final corrections.
 - a. Make all necessary corrections to the drawings found during the final fieldwork trip.
 - b. Obtain all final assignment information from PBS necessary to complete the job.
 9. Final send off.
 - a. Follow layer guidelines for layer names and the Xrefing of all drawings.
 - b. Check the following:
 - (1) Have you completed the checklist? See SECTION 8 CONTRACTOR CHECKLIST.
 - (2) Has a project manager checked the project? Do not have the same person that did the work check the project.

- c. Send the following items to PBS:
 - (1) All base floor plan drawings (O-FP**.DWG files)
 - (2) All assignment data drawing (O-SR**.DWG files)
 - (3) Title block (the OTTB.DWG file)
 - (4) All sheet files (all O-**.DWG files)
 - (5) Submit legible copy of all fieldwork to PBS so the Regional CIFM Program Manager can check the drawings using the checklist found in SECTION 8 CONTRACTOR CHECKLIST.

- d. Review and comply with submittal requirements set forth in the PBS CAD Standards. See CHAPTER 3. DRAWING SETUP AND CONVENTIONS paragraph 5. Drawing submittal.

SECTION 2 ASSIGNMENT DRAWINGS

Preparing PBS base and assignment drawings.

1. Definitions.

- a. Facility drawings reflect the current condition of a building or facility, and by their very nature are living documents that are continually updated. Assignment drawings are a specific type of facility drawing, and are required for every building PBS owns or leases.
- b. Assignment drawings convey the occupancy information of a particular building and are updated on a continual basis. A complete set of assignment drawings for a building includes all floor levels, roof plans, antenna locations, and site plans.
 - (1) Roof plans. Provide scaled drawings that clearly indicate roof levels (for example, Roof 1, 2, 3, etc.) and elevation of each roof level. Delineate roof features such as chimneys, drains, piping, vent penetrations, parapets, cooling towers, air handling units, walkways, roof hatches, etc. On sloped roofs, indicate direction and rate of slope. Note total square footage for each roof level as well as total roof square footage.
 - (2) Antennas. For rental, antennas (ANT) would be the space type. For rented space, the tag needs to indicate the location, CBR, type of equipment, Agency name, and Agency bureau code. For satellite dishes, the diameter is needed. On antennas or poles, indicate height and mounting method (wall or actual roof top).
 - (3) Site Plans. Provide scaled drawings that clearly show site features that change materials or levels such as steps, ramps, sidewalks, curbs, security enhancements, retaining walls, loading docks, plants, planting beds, trees, lights, benches, bicycle racks, permanently mounted trash cans, newspaper racks, etc. Show visible utility access and connections such as manhole covers, storm sewer drains and inlets, sprinkler systems, Siamese connections, etc. Show building entrances. Entrance level base floor plan may be Xref'd in for clarity. Show major changes in grade level such as retaining walls and platforms. Show property lines and extend at least to middle of adjoining streets (with street names), and include any loading or parking spaces adjacent to or associated with the building. Clearly show parking spaces (including those handicapped accessible) for PBS controlled parking. Project Management Centers will control assignment of spaces but locations still need to be shown.
- c. Assignment drawings contain database links, are primarily plan views, and reference the architectural plan as the base. Additional annotation contained on an assignment plan usually includes tenant information, space classification, and usage; dimensions are rarely displayed. Summary tables for space assignment by tenant and classification are also provided.

2. Building base.

- a. Building base drawings consist of all building core and shell information. They include stairs, elevator cores, restrooms, interior and exterior columns, convectors, all exterior walls and openings, and a labeled structural grid. Note column dimensions. If columns are all the same size, include a general note instead of labeling each column.
- b. All core and shell elements (such as stairs, elevators, and restrooms) shall be labeled and graphically identified.

- c. Show all interior improvements such as mechanical, electrical, and telephone rooms; custodial and maintenance areas; lobbies; and existing or proposed tenant areas and corridors.
 - d. Label doors with corresponding door number (if existing).
 - e. Contact the Regional CIFM Program Manager for guidance about questionable areas. For example, open office areas, irregular shapes, and mechanical chases.
3. Floor source drawings consist of assignment information only.
- a. Area polylines. These shall be drawn around all spaces. See SECTION 2 paragraph 6 below. Each floor will have two distinct types of polylines:
 - (1) Floor boundaries. Place on layer: LNK_NON. Gross Building Area outlines the building boundary including exterior walls. Gross Measured Area outlines the floor boundary up to the dominant portion of the exterior wall.

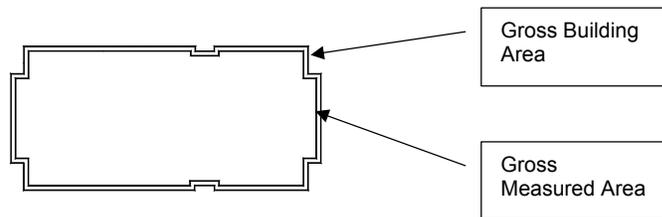


Figure 2-1. Floor boundaries.

- (2) Space Boundaries. Place on layer: LNK_NON. Outlines each individual space. Space boundary polylines shall also be developed for the construction area (area of the exterior wall). Space boundary polylines will be drawn so that no islands are created. Note: this will create a number mismatch or rounding error between what is displayed for the spaces on the plot and what the report prints out.

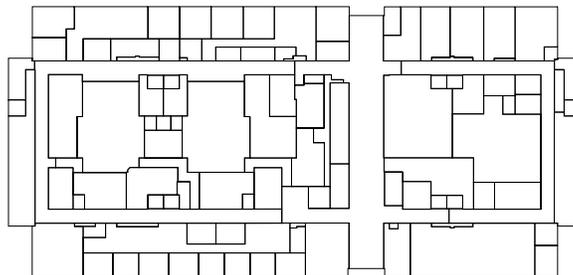


Figure 2-2. Space boundaries.

- b. Assignment information tag.
 - (1) Each space polyline shall be associated with a data tag. See Figure 2-3. Assignment Information Tag.
 - (2) Space ID's. Each space identified by a polyline must have a UNIQUE Space ID. If space numbers do not exist, UNIQUE Space IDs must be developed using whatever system is deemed appropriate. Consult with the Regional CIFM Program Manager to

determine requirements. Space ID's will be plain AutoCAD text drawn on Layer 0, and placed within the polyline for the space it refers to. Text font shall be Simplex and no larger than 3/32" high when plotted. NO OTHER TEXT OR ENTITIES WILL BE LOCATED ON LAYER 0.

DATA	TAG
Agency name/department:Agency bureau code	SSA:2804
Room name	Open Office
ANSI/BOMA category:Space type:Space category	01:TTO:12
Area in square feet	1,189sf
Space ID	5026
CBR number	MO0055533

Figure 2-3. Assignment information tag.

ANSI/BOMA category

- 01 Office
- 02 Building Common
- 03 Floor Common
- 04 Vertical Penetration

Space category

- 01 Assigned New
- 02 Building Common
- 03 Building Joint Use
- 04 Committed
- 05 Committed Under Alteration
- 06 Facility Common
- 07 Facility Joint Use
- 08 Lease Common
- 09 Structured Parking
- 10 Unmarketable
- 11 Vacant
- 12 Under Construction
- 13 Backfill
- 14 Zero Square Feet
- 15 Lease Joint Use

Space type

- ADP Automated Data Processing
- ANT Antennas
- AUD Auditorium
- BDK Boat Dock
- BRG Bridge
- CAF Cafeteria
- CFT Conference/Training
- CLD Child Care
- CRH Circulation Horizontal
- CRJ Courtrooms/Judiciary
- CRV Circulation Vertical
- CST Custodial
- DHS Double Height Space
- FDS Food Service
- FIT Fitness Center
- GNS General Storage
- HUT Health Unit
- LND Land
- INS Light Industrial
- JCC Judges' Chambers, US Courts
- JHR Judicial Hearing Room
- LAB Laboratory
- MCH Mechanical
- OTH Other
- QRR Quarters & Residence
- RRC Railroad Crossing
- SNK Snack Bar
- STC Structurally Changed
- TFC Tenant Floor Cut
- TLT Toilet
- TTO Total Office
- WRH Warehouse
- WYD Wareyard

4. File names, drawing assembly, and layer tables.

a. File names.

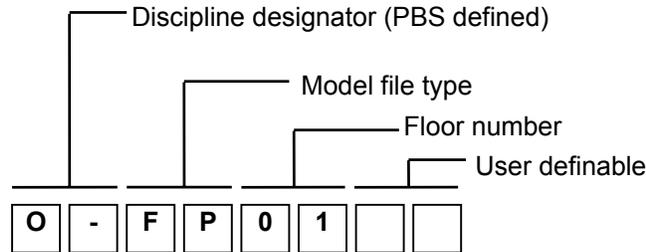


Figure 2-4. Assignment model file names.

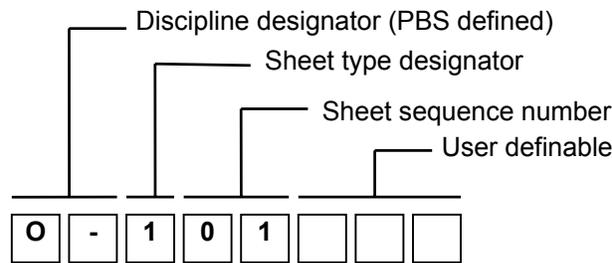


Figure 2-5. Assignment sheet file names.

b. Drawing assembly. As shown in Figures 2-4 and 2-5 above, PBS uses two distinct types of CAD files for assignment drawings: model and sheet files.

- (1) Model files. Separate model files, one for the base architectural drawing, another with assignment information, are combined in a sheet file to create a complete assignment plan drawing. The assignment information drawing references (Xrefs) the base architectural drawing.
- (2) Sheet files. These files are for plotting and viewing purposes only. All drawings will be assembled in the Sheet File using Paper Space and Viewports. The standard plotted scale for assignment plans is 1/8" = 1'- 0". The minimum plotted scale is 1/16" = 1'- 0". All drawings shall have a plot scale of 1 to 1. The standard sheet size for assignment drawings is 24" x 36". Acceptable alternatives for larger drawings include 30" x 42" or 36" x 48".
- (3) Assemble the assignment drawing as shown below in Figure 2-6.

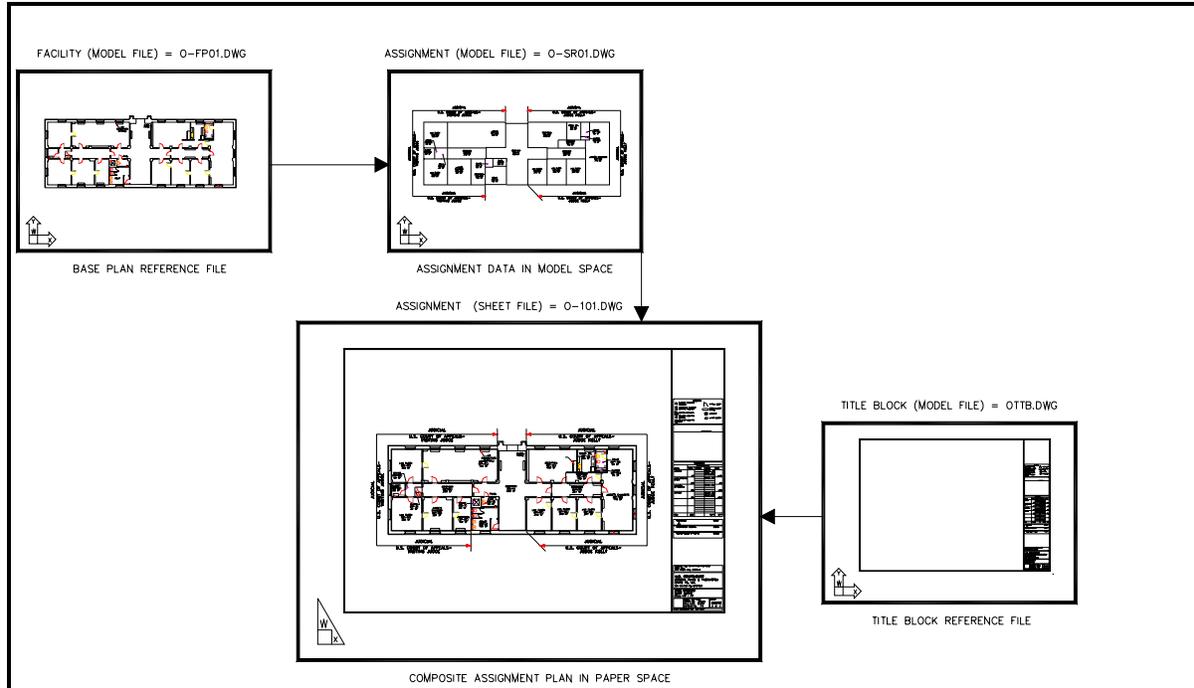
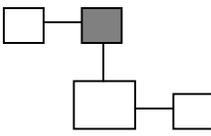


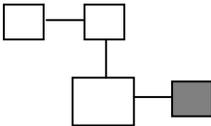
Figure 2-6. Assignment drawing assembly.

Drawing Assembly Table			
Drawing	Contains	File name	Notes
Building key site	Floor boundaries, CAFM prep elements	O-KY.DWG	Drawing type specific to CAFM software.
Floor assignment information and polylines (source drawing)	Building base Xref'd in	O-SR**. DWG	
Building base	Base architectural drawings	O-FP**.DWG	** = floor number
Sheet files	Title block inserted as a block, source drawing Xref'd in, assignment schedules	O-***.DWG	*** = sheet type, sequence number
Title block	Title block lines and text	OTTB.DWG	

c. Layer tables.

 LAYER TABLE FOR O-SR**.DWG ALL ENTITIES TO BE DRAWN IN MODEL SPACE					
LAYER NAME	LAYER DESCRIPTION	LINE TYPE	LAYER COLOR	LINE WT (mm / inch)	PLOT COLOR
0	Unique Space ID number (<i>GSA DEFINED</i>)	Continuous	7	0.25 / .010	Black
LNK_NON	Area lwpolylines (created by CADPLUS InfoEngine)	Continuous	151	0.25 / .010	Black
G-ANNO-NPLT	Non plot items (bldg name & bldg number) in case the file is misplaced i.e. put in wrong directory	Continuous	7	0.25 / .010	Do Not Plot
A-AREA	TTM polylines (regular polylines, NOT lwpolylines)	Continuous	2	0.25 / .010	Black
A-AREA-IDEN	Space Identification Tag	Continuous	151	0.25 / .010	Black
A-AREA-LINE	Dumb area lines (space area construction lines, NOT polylines) delete later	Continuous	4	0.35 / .014	Black
A-XREF	Layer to make current when attaching reference files (O-FP**.dwg)	Continuous	7	0.25 / .010	Black

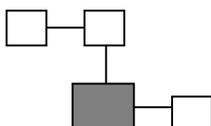
LAYER NAME	LAYER DESCRIPTION	LINE TYPE	LAYER COLOR	LINE WT (mm / inch)	PLOT COLOR
0	Not used	Continuous	7	0.25 / .010	Black
G-ANNO-NPLT	Non plot items (building name and building number) in case the file is misplaced, that is put in wrong directory	Continuous	7	0.25 / .010	Black
A-ANNO-TEXT-SHEL	Shell labels for EDF's, fire cabinets, stair up and down labels	Continuous	131	0.25 / .010	Black
A-ANNO-TEXT-TENT	Tenant labels for stair up and down labels	Continuous	131	0.25 / .010	Black
A-DOOR-CORR-EXST	Existing corridor door symbols	Continuous	31	0.25 / .010	Black
A-DOOR-IDEN	Door number	Continuous	131	0.25 / .010	Black
A-DOOR-SHEL-EXST	Existing shell doors	Continuous	151	0.25 / .010	Black
A-DOOR-TENT-EXST	Existing tenant door symbols	Continuous	71	0.25 / .010	Black
A-FLOR-CASE-SHEL-EXST	Existing shell casework (including uppers**)	Continuous	151	0.25 / .010	Black
A-FLOR-CASE-TENT-EXST	Existing tenant casework (including uppers**)	Continuous	71	0.25 / .010	Black
	** Upper cabinets to be drawn with linetype "Dashed2" (i.e. not linetype by layer) All other line properties should be by layer.	Dashed2			
A-FLOR-EVTR	Shell elevators & components	Continuous	31	0.25 / .010	Black
A-FLOR-HRAL-CORR	Corridor stair & ramp handrails	Continuous	1	0.18 / .007	Black
A-FLOR-HRAL-SHEL	Shell stair and ramp handrails	Continuous	1	0.18 / .007	Black
A-FLOR-HRAL-TENT	Tenant stair & ramp handrails	Continuous	1	0.18 / .007	Black
A-FLOR-IDEN	Shell room names (i.e. mechanical & electrical closets & toilets)	Continuous	71	0.25 / .010	Black
A-FLOR-LEVL-CORR	Corridor level changes (ramp or stairs) less than 1 full floor in height	Continuous	1	0.18 / .007	Black
A-FLOR-LEVL-SHEL	Shell level changes (ramp or stairs) less than 1 full floor in height	Continuous	1	0.18 / .007	Black
A-FLOR-LEVL-TENT	Tenant level changes (ramp or stairs) less than 1 full floor in height	Continuous	1	0.18 / .007	Black
A-FLOR-OVHD-CORR	Corridor overhead furring or ceiling openings	Dashed	2	0.25 / .010	Black
A-FLOR-OVHD-SHEL	Shell overhead furring or ceiling openings	Dashed	2	0.25 / .010	Black
A-FLOR-OVHD-TENT	Tenant overhead furring or ceiling openings	Dashed	2	0.25 / .010	Black
A-FLOR-RAIS	Raises panel floors (i.e. in ADP rooms)	Continuous	8	0.35 / .014	Half-tone
A-FLOR-SHEL-EXTR	Shell exterior objects (i.e. stairs, walks, lightwells, parking stripes inside garage, & roof top objects)	Continuous	1	0.18 / .007	Black
A-FLOR-SPCL	Architectural specialties (fire hose cabinets, payphones, convectors)	Continuous	31	0.25 / .010	Black
A-FLOR-STRS-SHEL	Shell stairs and landings (full floor changes)	Continuous	31	0.25 / .010	Black
A-FLOR-STRS-TENT	Tenant stairs and landings (full floor changes)	Continuous	31	0.25 / .010	Black
A-FLOR-TPTN-SHEL	Shell toilet partitions	Continuous	1	0.18 / .007	Black
A-FLOR-TPTN-TENT	Tenant toilet partitions	Continuous	1	0.18 / .007	Black
A-GLAZ-CORR-EXST	Existing corridor glazing	Continuous	31	0.25 / .010	Black
A-GLAZ-SHEL-EXST	Existing shell glazing and storefronts	Continuous	151	0.25 / .010	Black
A-GLAZ-SILL	Shell window sill line on building with deep window sills	Continuous	1	0.18 / .007	Black
A-GLAZ-TENT-EXST	Existing tenant glazing	Continuous	71	0.25 / .010	Black
A-MTCH-LINE	Match lines for split buildings	Center2	6	0.70 / .028	Black
A-WALL-CORR-EXST	Existing corridor walls	Continuous	52	0.35 / .014	Black
A-WALL-SHEL-EXST	Existing shell walls	Continuous	5	0.50 / .020	Black
A-WALL-SHEL-PRHT-EXST	Partial height shell walls	Continuous	151	0.25 / .010	Black
A-WALL-TENT-EXST	Existing tenant partitions	Continuous	92	0.35 / .014	Black
A-WALL-TENT-PRHT-EXST	Partial height tenant walls	Continuous	71	0.25 / .010	Black
P-FIXT-SHEL-EXST	Existing shell building plumbing fixtures	Continuous	1	0.18 / .007	Black
P-FIXT-TENT-EXST	Existing tenant plumbing fixtures	Continuous	1	0.18 / .007	Black
S-COLS	Columns	Continuous	4	0.35 / .014	Black
S-GRID	Structural grid line centers	Center2	8	0.35 / .014	Half-tone
S-GRID-IDEN	Structural grid bubbles & text	Continuous	131	0.25 / .010	Black
A-FLOR-DEMO	Demo items drawn by GSA personnel that have not been verified	Dashed2	2	0.25 / .010	Black
A-FLOR-NEWW	New items drawn by GSA personnel that have not been verified	Continuous	7	0.25 / .010	Black



LAYER TABLE FOR OTTB.DWG
ALL ENTITIES TO BE DRAWN IN MODEL SPACE

LAYER NAME	LAYER DESCRIPTION	LINE TYPE	LAYER COLOR	LINE WT (mm / inch)	PLOT COLOR
0	Not used	Continuous			
G-ANNO-LEGN	Legends on titleblock	Continuous	2	0.25/0.010	Black
G-ANNO-TTLB-THIN	Titleblock thin lines	Continuous	1	0.18 /0.007	Black
G-ANNO-TTLB-MEDM	Titleblock medium lines	Continuous	2	0.25 /0.010	Black
G-ANNO-TTLB-MEDT	Titleblock medium thick lines	Continuous	3	0.35 /0.014	Black
G-ANNO-TTLB-NOTE	Titleblock text (sheet numbers, date, etc)	Continuous	2	0.25 /0.010	Black
G-ANNO-TTLB-THIK	Titleblock thick lines	Continuous	5	0.50 /0.020	Black
G-ANNO-TTLB-XTHK	Titleblock extra thick lines	Continuous	6	0.70 /0.028	Black
G-ANNO-TTLB-OPTI	Titleblock optional line weight	Continuous	9	1.00 /0.040	Black
G-ANNO-TTLB-NPLT	CSI UDS quadrants, other no-plot information	Continuous	7	0.25 /0.010	Black

Note: Titleblock configuration and layers used may vary slightly between PBS regions.



LAYER TABLE FOR O-*.DWG**

LAYER NAME	LAYER DESCRIPTION	LINE TYPE	LAYER COLOR	LINE WT (mm / inch)	PLOT COLOR
0	Not used	Continuous	7	0.25 / .010	Black
A-XREF	Layer to make active when attaching an Xref drawing	Continuous	7	0.25 / .010	Black
	Attach O-SR.dwg at absolute 0,0 in model space (O-FP**.dwg will come in with it automatically)				
	Attach OTTB.dwg at absolute 0,0 in paper space	MS			
G-ANNO-NPLT	Draw viewport on this layer so it's border does not plot	Continuous	7	0.25 / .010	Do Not Plot
G-ANNO-TTLB-NOTE	Some sheet specific text: i.e. sheet name, sheet number, drawn by, etc **NOT USED IN ALL REGIONS**	Continuous	151	0.25 /0.010	Black
G-PLAN-KEYP	Key plan for split buildings	Continuous	3	0.35 /0.014	Black

5. Assignment database file.

- a. Database file. All assignment and space information will be stored in an external database file linked through a third party application. See the Regional CIFM Program Manager for external data specifications and format.
- b. Field criteria. The database table structure is outlined below and must be assembled in the order presented. Standard values are given for each field. Each space polyline in the CAD drawing will have a corresponding record in the database.

FIELD: AGENCY

Nulls not allowed. If Agency name is unknown, then valid input equals "????".

Source: Manually input using drop down box

Size: 4 Type: Character

Description: Widely known Agency abbreviation

Valid input: See SECTION 3 AGENCY NAME AND AGENCY BUREAU CODE.

FIELD: AB_CODE

Nulls not allowed. If Agency name is unknown, then valid input equals "????".

Source: Manual input using drop down box

Size: 4 Type: Character

Description: Four character Agency/bureau code,

Valid input: See SECTION 3 AGENCY NAME AND AGENCY BUREAU CODE.

FIELD: ROOM_NAME

Nulls not allowed.

Size: 20 Type: Character

Description: Room name

Valid input: See SECTION 4 ROOM NAME.

FIELD: ANSI_CAT

Nulls not allowed.

Source: Manually input from drop down box

Size: 2 Type: Character

Description: ANSI category. The ANSI category field identifies the ANSI space classification.

Valid input: See SECTION 5 ANSI/BOMA CATEGORY.

FIELD: SPACE_TYPE.

Nulls not allowed.

Source: Manually input from drop down box

Size: 3 Type: Character

Description: Space type as defined by PBS

Valid input: See SECTION 6 SPACE TYPE.

FIELD: SPACE_CAT

Nulls not allowed.

Size: 2 Type: Character

Description: Space category. The space category field identifies the current leasing status of the space record.

Valid input: See SECTION 7 SPACE CATEGORY.

FIELD: AREA_SF

Nulls not allowed.

Source: Automatically calculated

Size: 8 Type: Numeric to two decimal places

Description: Area square feet. The area square feet identifies the total square footage allocated to a particular space polyline.

Valid input: This is an automatically calculated field.

FIELD: SPACE_ID
 Nulls not allowed.
 Source: Manual
 Size: 8 Type: Character
 Description: Unique space identifier
 Valid input: Door numbers or randomly generated

FIELD: CBR_NO
 Nulls allowed (this field will be input by PBS).
 Source: Manual
 Size: 9 Type: Character
 Description: Client billing record (CBR) number. The CBR-NO field uniquely identifies a CBR.
 Valid input: Obtained from STAR.

6. Creation of assignment database file. The following procedure describes the use of the third party software CadPLUS InfoEngine. Several PBS regions use this procedure to create an assignment database file and to run reports. It serves as an interim method until FIS (the PBS CAFM software) is up and running. The procedure allows for the extraction of assignment information from the assignment drawing. It allows for this information to be displayed in tabular format or in reports. However, use of AutoCAD alone, other third party software than InfoEngine, or FIS itself, is acceptable if the results comply with PBS requirements. The contractor shall consult with and obtain approval from the Regional CIFM Program Manager for any proposed alternative procedure. NOTE: THE CONTRACTOR SHALL CONSULT WITH THE REGIONAL CIFM PROGRAM MANAGER FOR SPECIFIC DETAILS AND REQUIREMENTS OF THE STEPS DESCRIBED BELOW PRIOR TO THE START OF THE WORK.
- a. Dumb area lines. Use these lines as guidelines for CadPLUS polylines. Dumb area lines will not be linked.
- (1) Dumb area lines are to be drawn on the layers specified in the PBS assignment layer tables. See SECTION 2 paragraph 4c above.
 - (2) Dumb area lines shall be lines drawn using AutoCAD's Draw Line command. Do not draw polylines.
 - (3) Use color specified in layer tables. See SECTION 2 paragraph 4c above.
 - (4) Clean up all intersections as this will affect future steps to the process.
 - (5) Follow criteria to draw lines set by the ANSI/BOMA Standard.
 - (6) Do not draw any area line if assignment questions exist about building support.
 - (7) Draw Construction polyline using AutoCAD's Bpoly command on LNK_NON layer.
- b. Polylines.
- (1) Make sure that you have created the source file O_SR01.DWG. (Note: InfoEngine requires an underscore in place of the dash). Refer to the layer standards for further information.
 - (2) Start a new project in CadPLUS InfoEngine. Open up the source file for the project. Only open files from logical drives. Load InfoEngine (ALT/T/L). Type info @ the command prompt in AutoCAD. Select Settings/ System/ Projects/ Define New Project.

Define the new project by making the project the building number. The path should be the same as current file.

- (3) Insert polylines. Turn off all layers but the dumb area lines. Select INFO/ ENTER/ENTER/ B (start drawing B-Polys using AutoCAD and CadPLUS). Proceed to draw all B-Polys before starting to tag data to each individual space. Move all notes from the top of door swings, toilets, and drinking fountains by the following steps: turn off all layers; use the INFO/ Setting/ Remove Notes/ Link Objects command to remove notes that are placed during the B-Poly command; update notes and patiently pan around the drawing and place the notes in each space; do not place text on other architectural objects; do not conceal out of this command as it will lead to miss-tagged information in the database.
- d. Information tags. See also SECTION 2 paragraph 3b above.
- (1) Tag all floors.
 - (2) Tag questionable areas with ??? in the field that is questionable. This will be used later to produce a list of questionable spaces.
 - (3) Tag Construction Bpoly as Unmarketable.
 - (4) Run queries to check to see if everything is tagged.
- e. Penetration chart.
- (1) Draw the TTM line and the TTG line.
 - (2) Query or list the TTM and fill out chart.
 - (3) Query or list the TTG and fill out chart.
 - (4) The critical number generated by the chart is the CON number. Check this against the four reports described below.
- f. ANSI/BOMA report. Four separate reports make up the ANSI/BOMA report. The reports will use the data kept inside two linked database files (cp_dde.dbf and cp_dde.cdx). The file names of the four reports are:
- floor_office_summary.exe
 floor_summary_of_areas.exe
 global_floor_office_summary.exe
 global_floor_summary_of_areas.exe

7. CAFM requirements (FUTURE DIRECTION).

- a. PBS has special requirements for assignment drawings and database files. The assignment data collected and developed in drawings and database files will be used in the PBS CAFM system FIS. The contractor shall perform preliminary preparation of files by inserting a seed *.dwg file into the assignment information drawing. This file will be provided by PBS. The contractor will INSERT and EXPLODE the file. The contractor will then delete all graphic entities inserted by the file. This procedure will set up the necessary layers, text styles, linetypes, and link-path-names required by the CAFM system. Note: this requirement shall be the last step before final submittal. Purging the drawing after insertion, will delete all necessary configuration elements.
- b. FIS source drawing layer table. The following table depicts the layer schema in place for the Interface. THESE LAYER NAMES MUST NOT BE CHANGED. However, you can add layers if you wish, but only add layers that are pertinent to the functionality of the Interface and your related operation.

REFERENCE FILE LAYER TABLE FOR GSASEED.DWG	
LAYER NAME	LAYER DESCRIPTION
0	Create blocks on Layer 0
FIM_QRY	General use query layer for text/graphics
FDC_KEY	KeySite text and graphics template (lock layer)
K_TXT_EMP	Key text - employee
K_TXT_EQT	Key text - equipment tagged
K_TXT_FXT	Key text - fixture tagged
K_TXT_FUT	Key text - furniture tagged
K_TXT_FXNT	Key text - fixture non-tagged
K_TXT_FUNT	Key text - furniture non-tagged
K_TXT_EQNT	Key text - equipment non-tagged
K_TXT_SPC_G	Key text - space - gross/building common
K_TXT_SPC_R	Key text - space - rentable/floor common
K_TXT_SPC_U	Key text - space - usable
LNK_EMP	Linked employee objects
LNK_FUNT	Linked furniture non-tagged
LNK_FXNT	Linked fixture non-tagged
LNK_EQNT	Linked equipment non-tagged
LNK_FUT	Linked furniture tagged
LNK_FXT	Linked fixture tagged
LNK_EQT	Linked equipment tagged
LNK_FLR	Linked floor boundary and floor key text
LNK_NON	Non-linked items - to be linked
LNK_SPC_GA	Linked space - gross/building common area boundary
LNK_SPC_RA	Linked space - rentable/floor common area boundary
LNK_SPC_UA	Linked space - usable area boundary
MOVE_TAG	Tagged objects and spats for move utility
MOVE_TRACE	Move trace polyline for move utility
MOVE_LAYER	Move utility layer
Q_TXT_SPC	Displayable label - space
Q_TXT_EMP	Displayable label - employee
Q_TXT_EQNT	Displayable label - equipment – non-tagged
Q_TXT_EQT	Displayable label - equipment - tagged
Q_TXT_SPC_ATT	Displayable label - space attributes
Q_TXT_EMP_ATT	Displayable label - employee attributes
Q_TXT_EQNT_ATT	Displayable label - equipment – non-tagged attributes
Q_TXT_EQT_ATT	Displayable label - equipment - tagged attributes

Note: GSASEED.DWG is a requirement of the PBS CAFM software FIS. The file will be provided by PBS and will be available to download at <http://www.gsa.gov/pbs/cifm>.

**SECTION 3
AGENCY NAME AND AGENCY BUREAU CODE**

List of Agency names, Agency four character abbreviations (to be determined), and Agency bureau codes.

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
00	73	1975	A/AF EXCH SRV	ARMY AND AIR FORCE EXCHANGE SERVICE	AAFE
00	76	1975	A/AF MOT PIC SRV	ARMY AND AIR FORCE MOTION PICTURE SERVICE	AAFP
95	15	1976	ADM CONF US	ADMINISTRATIVE CONFERENCE OF THE UNITED STATES	ADM
95	16	1976	ADV COMM FED PAY	ADVISORY COMMITTEE ON FEDERAL PAY	ADV
55	00	1975	ADV COMM INTGV RLTNS	ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS	ADV
95	46	1992	ADVSRY CNCL P SRV 90	NATL. ADVISORY COUNCIL ON THE PUBLIC SERVICE ACT 1990	ADV
57	99	1985	AF SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	AF
11	18	1975	AFR DEVELOP FOUND	AFRICAN DEVELOPMENT FOUNDATION	ADF
12	00	1975	AGRICULTURE DEPT	DEPARTMENT OF AGRICULTURE	USDA
72	00	1975	AID	AGENCY FOR INTERNATIONAL DEVELOPMENT	AID
72	01	1986	AID OFF MGT OPERTNS	OFFICE OF MANAGEMENT OPERATIONS	AID
72	99	1985	AID SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	AID
74	00	1975	AM BATTLE MNTS COMM	AMERICAN BATTLE MONUMENTS COMMISSION	ABMC
00	72	1975	AM FREE FR HUNGER	AMERICAN FREEDOM FROM HUNGER SOCIETY	AFHS
46	02	1975	APPAL REG COMM	APPALACHIAN REGIONAL COMMISSION	APC
95	09	1975	APPR SUBCOM FFIEC	APPRAISAL SUBCOM. OF THE FED. FIN. INST. EXAM COUNCIL	APPR
00	79	1975	ARC	AMERICAN NATIONAL RED CROSS	ARC
84	00	1975	ARM FORCS RETIRMT HM	ARMED FORCES RETIREMENT HOME	ARM
21	99	1985	ARMY SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	ARMY
95	22	1984	ATBCB	ARCHITECTURAL TRANSPORTATION BARRIERS COMPLIANCE BOARD	ATBC
48	48	1975	AVIATION SAFETY COMM	AVIATION SAFETY COMMISSION	ASC
48	05	1976	BANKRUPTCY REV COMM	NATIONAL BANKRUPTCY REVIEW COMMISSION	NBRC
10	34	1999	BAP CLERK	BAP CLERK	BAP
76	09	1985	BICENT CNSTITUTN COM	BICENTENNIAL CONSTITUTION COMMISSION	BCC
09	04	1989	BIOMED ETHICS BD	BIOMEDICAL ETHICS BOARD	BEB
10	18	1999	BNKRPTCY ADMN	BANKRUPTCY ADMINISTRATOR	BNKR
10	16	1999	BNKRPTCY CLERK	BANKRUPTCY CLERK	BNKR
10	12	1999	BNKRPTCY JUD CHMBRS	BANKRUPTCY JUDGE CHAMBERS	BNKR
10	14	1999	BNKRPTCY JUD CTRMS	BANKRUPTCY JUDGE COURTROOMS	BNKR
10	24	1999	BNKRPTCY UNSTAFF LIB	BANKRUPTCY UNSTAFFED LIBRARY	BNKR
95	68	1999	BROADCAST BRD OF GOV	BROADCASTING BOARD OF GOVERNORS	BBOG
01	00	1975	CAPITOL ARCHITECT	ARCHITECT OF THE CAPITOL	CA
01	01	1975	CAPITOL BUILDINGS	CAPITOL BUILDINGS	CB
01	03	1975	CAPITOL GROUNDS	CAPITOL GROUNDS	CAPG
01	05	1975	CAPITOL POWER PLANT	CAPITOL POWER PLANT	CPP
00	80	1975	CARIB ORG	CARIBBEAN ORGANIZATION	CO
48	11	1975	CATSTPHC NUCLR ACCT	PRESIDENTIAL COMMISSION CATASTROPHIC NUCLEAR ACCIDENTS	CNA
13	16	1975	CD BXA	BUREAU OF EXPORT ADMINISTRATION	BXA
13	04	1975	CD CEN	BUREAU OF THE CENSUS	CEN
13	15	1975	CD ECON AFF/BIE,BEA	ECONOMIC AFFAIRS	CDEA
13	20	1975	CD EDA	ECONOMIC DEVELOPMENT ADMINISTRATION	EDA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
13	12	1975	CD ITA	INTERNATIONAL TRADE ADMINISTRATION	ITA
13	02	1975	CD MBDA	MINORITY BUSINESS DEVELOPMENT AGENCY	MBDA
13	06	1975	CD NIST	NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY	NIST
13	14	1975	CD NOAA	NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION	NOAA
13	05	1975	CD NTIA	NATIONAL TELECOMMUNICATIONS INFORMATION ADMINISTRATION	NTIA
13	08	1975	CD NTIS	NATIONAL TECHNICAL INFORMATION SERVICES	NTIS
13	10	1975	CD PTO	PATENT AND TRADEMARK OFFICE	PTO
13	01	1984	CD SEC	OFFICE OF THE SECRETARY	CDOS
13	07	1975	CD USTTA	U.S. TRAVEL AID TOURISM ADMINISTRATION	TATA
20	50	1998	CDFIF	COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND	CDFI
48	93	1999	CENSUS MONITRNG CONG	CENSUS MONITORING BOARD, CONGRESSIONAL MEMBERS	CMG
76	18	1993	CHRIS COLMBS FNDTN	CHRISTOPHER COLUMBUS FELLOWSHIP FOUNDATION	CCFF
76	08	1985	CHRIS COLUMBUS COMM	CHRISTOPHER COLUMBUS QUINCENTENARY JUBILEE COMMISSION	CCC
10	33	1999	CIR CIRCUIT EXEC	CIRCUIT EXECUTIVE	CIR
10	37	1999	CIR CIRCUIT LIBRARIES	CIRCUIT LIBRARIES	CIR
10	39	1999	CIR CIRCUIT MEDIATORS	CIRCUIT MEDIATORS	CIR
95	07	1977	CMDTY FUTS TRAD COMM	COMMODITY FUTURES TRADING COMMISSION	CFTC
04	10	1999	CMP	CENSUS MONITORING BOARD, PRESIDENTIAL MEMBERS	CMP
44	99	1985	CNS-SUBCONT PRIV	CORP. FOR NATL SERV-SUBCN/PRIV SECT FED AGENCIES	CNS
10	35	1999	COA CLS	COA CENTRAL LEGAL STAFF	COA
10	32	1999	COA CLERK	COA CLERK	COA
10	31	1999	COA COURTROOMS	COA COURTROOMS	COA
10	30	1999	COA JUDGE CHMBRS	COA JUDGE CHAMBERS	COA
96	99	1985	COE SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	COE
48	14	1975	COM DIST PUBLIC HOUS	NAT. COMM. ON SEVERELY DISTRESSED PUBLIC HOUSING	CDPH
48	36	1975	COM EXEC LEG JUD SAL	COMMITTEE ON EXECUTIVE, LEGISLATIVE & JUDICIAL SALARIE	COM
48	52	1998	COM FED LAW ENFORCMT	COMMISSION ON FEDERAL LAW ENFORCEMENT	CFLE
95	47	1993	COM IMMIGRATN REFORM	COMMISSION ON IMMIGRATION REFORM	CIM
48	15	1975	COM INDN, AK, HI HOU	NAT. COMM. OF AMER. INDIAN, AK NATIVE, NATIVE HI, HOUS	CIAH
48	16	1975	COM JUD DISCIPL REMVL	COMM. ON JUDICIAL DISCIPLINE AND REMOVAL	CDJR
48	19	1975	COM MANUFCTRD HOUSNG	NATIONAL COMMISSION ON MANUFACTURED HOUSING	CMH
00	74	1975	COM MAR RES EDUC FAC	INTERAGENCY COMM ON MARINE RESEARCH, EDUCATION & FACIL	CMRE
95	45	1999	COM NAT & COM SERV	COMMISSION ON NATIONAL AND COMMUNITY SERVICE	CNCS
11	09	1975	COM ON WORLD HUN	COMMISSION ON WORLD HUNGER	CWH
48	17	1975	COM PROGM AFF AK NAT	JOINT FED-STATE COMM POLICIES PROGMS AFFECT AK NAT.	CPAA
13	99	1985	COM SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	COM
48	09	1975	COMM AGRI WORKERS	COMMISSION ON AGRICULTURAL WORKERS	CAW
95	18	1976	COMM FR BLIND-HNDCP	COMM FOR PURCHASE FROM BLIND AND OTHER SEVERELY HNDCPD	CFBH
95	17	1976	COMM ON CIV RIGHTS	COMMISSION ON CIVIL RIGHTS	CCR
95	20	1977	COMM ON FINE ARTS	COMMISSION ON FINE ARTS	CFA
48	08	1975	COMM RR RETRMNT REFM	COMMISSION ON RAILROAD RETIREMENT REFORM	CRRR
48	45	1986	COMM UKRAINE FAMINE	COMMISSION ON THE UKRAINE FAMINE	CUF
76	00	1975	COMMEMORATIVE COMMS	COMMEMORATIVE COMMISSIONS	CC
13	00	1975	COMMERCE DEPT	DEPARTMENT OF COMMERCE	CD
95	44	1992	COMPETVNSS PLCY CNCL	COMPETITIVENESS POLICY COUNCIL	CPC
00	03	1975	CONGR COMM & SUBCOMM	CONGRESSIONAL COMMITTEES AND SUBCOMMITTEES	CCS
00	00	1975	CONGRESS	CONGRESS	CONG

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
61	00	1975	CONS PROD SFTY COMM	CONSUMER PRODUCT SAFETY COMMISSION	CPSC
09	05	1993	COPYRGT RYLTY TRBNL	COPYRIGHT ROYALTY TRIBUNAL	CRT
96	00	1975	CORPS ENGR CVL APPND	CORPS OF ENGINEERS, CIVIL	COE
21	24	1979	CPMS	DEFENSE CIVILIAN PERSONNEL MGMT. SERVICE	CPMS
76	13	1988	D. EISENHWR CNT COMM	DWIGHT DAVID EISENHOWER CENTENNIAL COMMISSION	DECC
99	01	1975	DC ABC BD	ALCOHOLIC BEVERAGE CONTROL BOARD	ABCB
99	02	1975	DC APPRNTCSHP CNCL	APPRENTICESHIP COUNCIL	AC
99	41	1975	DC ARMORY BD	ARMORY BOARD	AB
99	39	1975	DC BD APPLS REV	BOARD OF APPEALS AND REVIEW	BDAR
99	08	1975	DC BD EDUCATION	BOARD OF EDUCATION	BDED
99	43	1975	DC BD ELECT	BOARD OF ELECTORS	BDE
99	38	1975	DC BD VOC EDUC	BOARD OF VOCATIONAL EDUCATION	BDVE
99	16	1975	DC COM HLTH HOSP ADM	COMMUNITY HEALTH AND HOSPITAL ADMINISTRATION	CHHA
99	47	1975	DC COMM STATUS WOMEN	COMMISSION ON STATUS OF WOMEN	CSW
99	35	1975	DC COURTS	COURTS	CRTS
99	03	1975	DC DEPT BLDGS GRNDS	DEPARTMENT OF BUILDINGS AND GROUNDS	DOBG
99	07	1975	DC DEPT CORRECT	DEPARTMENT OF CORRECTIONS	DOC
99	42	1975	DC DEPT ECON DEV	DEPARTMENT OF ECONOMIC DEVELOPMENT	DED
99	29	1975	DC DEPT ENVRN SRVCS	DEPARTMENT OF ENVIRONMENTAL SERVICES	DOES
99	14	1975	DC DEPT FIN REV	DEPARTMENT OF FINANCE AND REVENUE	DOFR
99	11	1975	DC DEPT GEN SRVS	DEPARTMENT OF GENERAL SERVICES	DOGS
99	12	1975	DC DEPT HWY TRFFC	DEPARTMENT OF HIGHWAYS AND TRAFFIC	DOHT
99	13	1975	DC DEPT INS	DEPARTMENT OF INSURANCE	DOI
99	17	1975	DC DMV	DEPARTMENT OF MOTOR VEHICLES	DOMV
99	45	1975	DC EDUC INST LICCOM	EDUCATIONAL INSTITUTION LICENSURE COMMISSION	EILC
99	09	1975	DC EXEC OFF	EXECUTIVE OFFICE	EXEC
47	90	1995	DC FIN RESP MGT AUTH	DC FINANCIAL RESPONSIBILITY & MGT ASSISTANCE AUTHORITY	FRMA
99	10	1975	DC FIRE DEPT	FIRE DEPARTMENT	FIRE
99	99	1985	DC GOVT SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	DC
99	22	1975	DC HLTH SER	HEALTH SERVICES	DCHS
99	34	1975	DC MANPWR ADM CRTS	DC MANPOWER ADMINISTRATION COURTS	MAC
99	18	1975	DC MENT HLTH ADM	MENTAL HEALTH ADMINISTRATION	MHA
99	15	1975	DC MIN WG IND SFT BD	MINIMUM WAGE AND INDUSTRIAL SAFETY BOARD	MWIS
99	24	1975	DC NARCOT TRTMNT ADM	NARCOTICS TREATMENT ADMINISTRATION	NTA
99	40	1975	DC NATL GD	NATIONAL GUARD OF THE DISTRICT OF COLUMBIA	DCNG
99	33	1975	DC NL CAP HSING AUTH	NATIONAL CAPITAL HOUSING AUTHORITY	NCHA
99	04	1975	DC OCD	OFFICE OF CIVIL DEFENSE	OCD
99	05	1975	DC OFF CORONER	OFFICE OF THE CORONER	DCOC
99	06	1975	DC OFF CORP CNCL	OFFICE OF THE CORPORATION COUNSEL	DCCC
99	30	1975	DC OFF SURVEY	OFFICE OF THE SURVEYOR	DCOS
99	32	1975	DC OFF VET AFFRS	OFFICE OF VETERANS AFFAIRS	OVA
99	46	1975	DC OFF YOUTH OPPNTY	OFFICE OF YOUTH OPPORTUNITY SERVICE	OYOS
99	19	1975	DC PAROLE BD	PAROLE BOARD	DCPB
99	21	1975	DC POLICE DEPT	POLICE DEPARTMENT	DCPD
99	23	1975	DC PUB LIBRARY	PUBLIC LIBRARIES	DCPL
99	48	1975	DC PUB SER COMM	PUBLIC SERVICE COMMISSION	PSC
99	25	1975	DC PUB WELFARE DEPT	DEPARTMENT OF PUBLIC WELFARE	DOPW

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
99	44	1975	DC RAP TRAN AUTH	RAPID TRANSIT AUTHORITY	RTA
99	27	1975	DC REC DEPT	DEPARTMENT OF RECREATION	DCRC
99	26	1975	DC RECORD DEEDS	RECORDER OF DEEDS	DCRD
99	28	1975	DC SOC REHAB ADM	SOCIAL REHABILITATION ADMINISTRATION	SRA
99	37	1975	DC SOC SERV	SOCIAL SERVICES	DCSS
99	31	1975	DC UNEMP COMP BD	DISTRICT UNEMPLOYMENT BOARD	DUB
99	36	1975	DC US CRTS LGL AID	U.S. COURTS, LEGAL AID AGENCY	CLAA
99	20	1975	DC ZON COMM	ZONING COMMISSION	DCZC
95	38	1989	DEF NCLR FAC SFTY BD	DEFENSE NUCLEAR FACILITIES SAFETY BOARD	DNFS
46	01	1975	DEL RIVER BASIN COMM	DELAWARE RIVER BASIN COMMISSION	DRBC
95	67	1999	DENALI COMMISSION	DENALI COMMISSION	DCOM
91	00	1975	DEPT OF EDUC	DEPARTMENT OF EDUCATION	DOED
97	27	1994	DFAS	DEFENSE FINANCING & ACCOUNTING SERVICE	DFAS
99	00	1975	DISTRICT OF COLUMBIA	DISTRICT OF COLUMBIA	DC
97	00	1975	DOD	OFFICE OF THE SECRETARY OF DEFENSE	DOD
97	10	1975	DOD BRD CONT APPL	BOARD OF CONTRACT APPEALS	BCA
97	01	1975	DOD BRZ/US DEF COMM	JOINT-BRAZIL-UNITED STATES DEFENSE COMMISSION	DOD
97	25	1979	DOD CAM MGMT CTRL	CAMPAIGN MANAGEMENT CONTROL ACTIVITY	DOD
97	22	1975	DOD DCAA	DEFENSE CONTRACT AUDIT AGENCY	DCAA
97	17	1975	DOD DIA	DEFENSE INTELLIGENCE AGENCY	DIA
97	18	1975	DOD DIS	DEFENSE INVESTIGATIVE SERVICE	DIS
97	21	1975	DOD DISA	DEFENSE INFORMATION SYSTEMS AGENCY	DISA
97	15	1975	DOD DLA	DEFENSE LOGISTICS AGENCY	DLA
97	14	1975	DOD DNA	DEFENSE NUCLEAR AGENCY	DNA
97	26	1989	DOD DRE/TE	DEFENSE RESEARCH AND ENGINEERING TEST AND EVALUATION	DOD
97	19	1975	DOD EQ OPP ARM FORC	PRESIDENT'S COMM ON EQUAL OPPORTUNITY ARMED FORCES	DOD
97	12	1979	DOD IG	INSPECTOR GENERAL	DOD
97	28	1996	DOD JIATF WEST	JOINT INTERAGENCY TASK FORCE WEST	DOD
97	03	1975	DOD MEX/US DEF COMM	JOINT-MEXICAN-UNITED STATES DEFENSE COMMISSION	DOD
97	05	1975	DOD NSA	NATIONAL SECURITY AGENCY	DOD
97	09	1975	DOD OFF SECTY DEF	OFFICE OF SECRETARY OF DEFENSE	DOD
97	99	1985	DOD SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	DOD
97	11	1975	DOD US CRT MIL APPL	UNITED STATES COURT OF MILITARY APPEALS	DOD
97	07	1975	DOD US/CAN DEF BRD	PERM JOINT BOARD ON DEFENSE-UNITED STATES AND CANADA	DOD
89	00	1975	DOE	DEPARTMENT OF ENERGY	DOE
89	40	1989	DOE - MRS COMM	MONITORED RETRIEVABLE STORAGE COMMISSION	DOE
89	05	1982	DOE ALBUQUERQUE OPER	ALBUQUERQUE OPERATIONS OFFICE	DOE
89	17	1977	DOE APA	DEPARTMENT OF ENERGY (APA)	APA
89	14	1977	DOE BPA	DEPARTMENT OF ENERGY (BPA)	BPA
89	09	1982	DOE CHICAGO OPER OFF	CHICAGO OPERATIONS OFFICE	DOE
89	02	1977	DOE FERC	FEDERAL ENERGY REGULATORY COMMISSION	FERC
89	08	1982	DOE IDAHO OPER OFF	IDAHO OPERATIONS OFFICE	DOE
89	13	1979	DOE NAV PETRO SHALE	NAVAL PETROLEUM AND OIL SHALE RESERVES	DOE
89	04	1982	DOE NEVADA OPER OFF	NEVADA OPERATIONS OFFICE	DOE
89	18	1982	DOE OAK RIDGE OPER	OAK RIDGE OPERATIONS OFFICE	DOE
89	11	1982	DOE PITTSBGH NAV REA	PITTSBURGH NAVAL REACTORS OFFICE	DOE
89	01	1977	DOE RICHLAND OP OFF	RICHLAND OPERATIONS OFFICE	DOE

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
89	42	1993	DOE ROCKY FLATS OFF	ROCKY FLATS OFFICE	DOE
89	06	1982	DOE SAN FRANCISCO OP	SAN FRANCISCO OPERATIONS OFFICE	DOE
89	10	1982	DOE SAVANNAH RIV OPE	SAVANNAH RIVER OPERATIONS OFFICE	DOE
89	07	1982	DOE SCHNETDY NAV REA	SCHENECTADY NAVAL REACTORS OFFICE	DOE
89	15	1977	DOE SEPA	DEPARTMENT OF ENERGY (SEPA)	SEPA
89	03	1977	DOE STR PETR RESV PR	STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE	DOE
89	99	1985	DOE SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	DOE
89	16	1977	DOE SWPA	DEPARTMENT OF ENERGY (SWPA)	DOE
89	12	1978	DOE WAPA	WESTERN AREA POWER ADMINISTRATION	DOE
15	10	1975	DOJ OLA	OFFICE OF LEGISLATIVE AFFAIRS	DOJ
69	00	1975	DOT	DEPARTMENT OF TRANSPORTATION	DOT
69	13	1975	DOT ALASKA RR	ALASKA RAILROAD	DOT
69	08	1975	DOT AMA	AMTRAK	DOT
69	03	1975	DOT COAST GUARD	COAST GUARD	CG
69	05	1975	DOT FAA	FEDERAL AVIATION ADMINISTRATION	FAA
69	07	1975	DOT FED HWY ADM	FEDERAL HIGHWAY ADMINISTRATION	FHA
69	09	1975	DOT FED RR ADM	FEDERAL RAILROAD ADMINISTRATION	FRA
69	15	1975	DOT FED TRANSIT ADM	FEDERAL TRANSIT ADMINISTRATION	FTA
69	12	1975	DOT HWY TRFC SFT ADM	NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION	DOT
69	04	1979	DOT IG	OFFICE OF INSPECTOR GENERAL	DOT
69	10	1981	DOT MARITIME ADM	MARITIME ADMINISTRATION	DOT
69	18	1996	DOT NATL HWY INST	NATIONAL HIGHWAY INSTITUTE	DOT
69	01	1975	DOT OFF SECTY	OFFICE OF THE SECRETARY	DOT
69	02	1978	DOT RES SP PROG ADM	RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION	DOT
69	90	1975	DOT ST HWY DEPTS	STATE HIGHWAY DEPARTMENTS	DOT
69	11	1975	DOT ST LWRN DEV CORP	ST. LAWRENCE SEAWAY DEVELOPMENT CORPORATION	DOT
69	99	1985	DOT SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	DOT
69	14	1996	DOT SURF TRANS	SURFACE TRANSPORTATION BOARD	DOT
69	49	1976	DOT TRANS SYS CENT	TRANSPORTATION SYSTEMS CENTER	DOT
69	17	1993	DOT TRANSPORTN STAT	BUREAU OF TRANSPORTATION STATISTICS	DOT
69	06	1979	DOT WCF	WORKING CAPITAL FUND	DOT
10	44	1999	DST CLERK	DISTRICT CLERK	DST
10	45	1999	DST EXEC	DISTRICT EXECUTIVE	DST
10	40	1999	DST JUD CHMBRS	DISTRICT JUDGE CHAMBERS	DST
10	41	1999	DST JUD CTRMS	DISTRICT JUDGE COURTROOMS	DST
10	48	1999	DST UNSTAFF LIB	DISTRICT UNSTAFFED LIBRARY	DST
91	99	1985	EDUC SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	EDUC
95	05	1975	EEF	EISENHOWER EXCHANGE FELLOWSHIP PROGRAM TRUST FUND	EEF
45	00	1975	EEOC	EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	EEOC
45	99	1985	EEOC SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	EEOC
11	07	1975	EO CEA	COUNCIL ON ECONOMIC ADVISORS	CEA
11	05	1975	EO CIA ACT	COMMISSION ON CIA ACTIVITIES WITHIN U.S.	CCIA
11	32	1975	EO CNCL ECON OPP	NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY	CEO
11	02	1975	EO CNCL ENVIRON QLTY	COUNCIL ON ENVIRONMENTAL QUALITY	ECEQ
11	31	1978	EO COM PEN POL	COMMISSION ON PENSION POLICY	COPP
11	12	1975	EO EXEC LEG JUD SAL	COMM ON EXECUTIVE, LEGISLATIVE AND JUDICIAL SALARIES	EO
11	06	1975	EO INT-AM FD	INTER-AMERICAN FOUNDATION	IAF

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
11	47	1989	EO NAT DRUG CTL PLCY	OFFICE OF NATIONAL DRUG CONTROL POLICY	NDCP
11	10	1975	EO NAT HAW STU COM	NATIVE HAWAIIAN STUDY COMMISSION	NHSC
11	33	1990	EO NATL SPACE CNCL	NATIONAL SPACE COUNCIL	ENSC
11	11	1975	EO NSC	NATIONAL SECURITY COUNCIL	NSC
11	23	1975	EO OFF CONSMR AFFRS	OFFICE OF CONSUMER AFFAIRS	OCA
11	15	1975	EO OFF POLICY DEVLPM	OFFICE OF POLICY DEVELOPMENT	ODB
11	21	1975	EO OFF U.S. TRADE RE	OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE	USTR
11	16	1975	EO OFF VP	OFFICE OF THE VICE PRESIDENT	OVP
11	01	1975	EO OMB	OFFICE OF MANAGEMENT AND BUDGET	OMB
11	22	1975	EO PNTS LIGHT FOUNDT	POINTS OF LIGHT FOUNDATION	PLF
11	14	1975	EO PROP PREVIEW BD	PROPERTY REVIEW BOARD	PRB
11	19	1975	EO REFORM 88	EXECUTIVE OFFICE OF THE PRESIDENT - REFORM 88	EOPR
11	41	1977	EO SCIENCE TECH POL	OFFICE OF SCIENCE AND TECHNOLOGY POLICY	OSTP
11	08	1975	EO US JAPAN EC REL	U.S. JAPAN ECONOMIC RELATIONS GROUP	JERG
11	46	1975	EO WAGE & PRICE STAB	COUNCIL ON WAGE AND PRICE STABILITY	CWPS
11	25	1975	EO WH CF ORG FRE AME	WHITE HOUSE CONFERENCE FOR A DRUG FREE AMERICA	WHDA
11	17	1975	EO WHITE HOUSE	THE WHITE HOUSE	WH
68	00	1975	EPA	ENVIRONMENTAL PROTECTION AGENCY	EPA
68	07	1975	EPA OFF ADM	OFFICE OF THE ADMINISTRATOR	EPA
68	03	1975	EPA OFF AIR PRGMS	OFFICE OF AIR PROGRAMS	EPA
68	02	1975	EPA OFF PSTCDS PRGMS	OFFICE OF PESTICIDES PROGRAMS	EPA
68	01	1975	EPA OFF WTR PRGMS	OFFICE OF WATER PROGRAMS	EPA
68	06	1975	EPA RAD PRGMS	RADIATION PROGRAMS	EPA
68	04	1975	EPA REGN OFFS	REGIONAL OFFICES	EPA
68	05	1975	EPA SOL WASTE PRGMS	SOLID WASTE PROGRAMS	EPA
68	99	1985	EPA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	EPA
11	00	1975	EXEC OFF PRES	EXECUTIVE OFFICE OF THE PRESIDENT	EOP
56	00	1984	EXEC OFF PRES	EXECUTIVE OFFICE OF THE PRESIDENT	EPO
83	00	1975	EXP/IMP BANK US	EXPORT - IMPORT BANK OF THE UNITED STATES	EIB
78	00	1975	FCA	FARM CREDIT ADMINISTRATION	FCA
78	01	1975	FCA BANK COOP	BANKS FOR COOPERATIVES	FCA
78	07	1975	FCA FARM CRED ADMIN	FARM CREDIT ADMINISTRATION	FCA
78	03	1975	FCA FED INT CRED BNK	FEDERAL INTERMEDIATE CREDIT BANKS	FCA
78	05	1975	FCA FED LAND BANKS	FEDERAL LAND BANKS	FCA
27	00	1975	FCC	FEDERAL COMMUNICATIONS COMMISSION	FCC
27	99	1985	FCC SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	FCC
51	00	1975	FDIC	FEDERAL DEPOSIT INSURANCE CORPORATION	FDIC
51	99	1985	FDIC SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	FDIC
76	07	1975	FDR MEMORIAL COMM	FRANKLIN DELANO ROOSEVELT MEMORIAL COMMISSION	FDR
95	43	1991	FED FIN INST EXM CNL	FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL	FFIE
54	00	1975	FED LAB REL AUT	FEDERAL LABOR RELATIONS AUTHORITY	FLRA
65	00	1975	FED MARITIME COMM	FEDERAL MARITIME COMMISSION	FMC
93	00	1975	FED MED & CONCIL SRV	FEDERAL MEDIATION AND CONCILIATION SERVICE	FMCS
26	00	1975	FED RETIRE THRIFT BD	FEDERAL RETIREMENT THRIFT INVESTMENT BOARD	FRTB
95	06	1975	FEDERAL ELECT COMM	FEDERAL ELECTION COMMISSION	FEC
58	00	1975	FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY	FEMA
58	40	1980	FEMA DISASTER SPACE	FEMA DISASTER SPACE	FEMA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
58	02	1979	FEMA EPPM	EMERGENCY PLANNING PREPAREDNESS AND MOBILIZATION(EPPM)	FEMA
58	01	1979	FEMA HMDA	HAZARD MITIGATION AND DISASTER ASSISTANCE(HMDA)	FEMA
58	99	1985	FEMA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	FEMA
54	99	1985	FLRA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	FLRA
12	30	1975	FNS	FOOD AND NUTRITION SERVICE	FNS
10	02	1999	FPD FED PUB DEFEND	FEDERAL PUBLIC DEFENDERS	FPD
00	78	1975	FRS	FEDERAL RESERVE SYSTEM	FRS
29	00	1975	FTC	FEDERAL TRADE COMMISSION	FTC
47	49	1998	FTS IT SOLN,FAST FAC	FTS, IT SOLUTIONS, FAST FACILITIES	FTS
47	48	1975	FTS IT SOLN,ISTS FAC	FTS, IT SOLUTIONS, ISTS FACILITIES	FTS
47	76	1999	FTS ITI FEDSIM	FTS INFORMATION TECHNOLOGY INTEGRATION-FEDSIM	FTS
47	75	1994	FTS, ISMF	FTS, INFORMATION SECURITY MANAGEMENT FACILITIES	FTS
47	23	1975	FTS, IT SOLN FAC	FTS, IT SOLUTIONS FACILITIES	FTS
47	24	1975	FTS, NET SVCS FAC	FTS, NETWORK SERVICES FACILITIES	FTS
05	00	1975	GAO	GENERAL ACCOUNTING OFFICE	GAO
05	99	1985	GAO SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	GAO
10	49	1999	GJS GRAND JURY SUITES	GRAND JURY SUITES	GJS
95	33	1988	GOLDWTR EDUC FOUNDTN	GOLDWATER SCHOLARSHIP & EXCELLENCE IN EDUC. FOUNDATION	GEF
04	00	1975	GPO	GOVERNMENT PRINTING OFFICE	GPO
04	01	1994	GPO SD/LIB PROG SERV	SUPERINTENDENT OF DOCUMENTS/LIBRARY PROGRAMS SER	GPO
04	99	1985	GPO SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	GPO
47	00	1975	GSA	GENERAL SERVICES ADMINISTRATION	GSA
48	96	1999	GSA	GENERAL SERVICES ADMINISTRATION	GSA
47	13	1975	GSA ARCH REC SRVC	NATIONAL ARCHIVES AND RECORDS SERVICE	GSA
47	12	1975	GSA BD CONTRACT APPL	BOARD OF CONTRACT APPEALS	BOCA
47	25	1975	GSA COMB USE	CENTRAL OFFICE COMBINED USE FACILITIES	GSA
47	03	1975	GSA COMPTROLLER	OFFICE OF COMPTROLLER	GSA
47	10	1975	GSA COMPTROLLER (ITC)	OFFICE OF COMPTROLLER, INDIAN TRIBAL CLAIMS	GSA
47	16	1975	GSA CSA CLOSE OUT	COMMUNITY SERVICES ADMINISTRATION CLOSE OUT	GSA
47	05	1975	GSA ETHIC CIVIL RGTS	OFFICE OF ETHICS AND CIVIL RIGHTS	GSA
47	26	1976	GSA FORMER PRES	ALLOWANCE FOR FORMER PRESIDENTS	GSA
47	18	1978	GSA FPRS	FEDERAL PROPERTY RESOURCES SERVICE	FPRS
47	09	1975	GSA FSS ALL OTHER	FEDERAL SUPPLY SERVICE, ALL OTHER	FSS
47	19	1975	GSA IRMS, CO FAC	IRMS, CENTRAL OFFICE FACILITIES	IRMS
47	88	1975	GSA JOINT USE	JOINT USE SPACE	JTUS
47	85	1989	GSA LEASE PURCHSD BD	LEASE IN PURCHASED BUILDINGS	GSA
47	31	1979	GSA OCIO	OFFICE OF THE CHIEF INFORMATION OFFICER	CIO
47	02	1979	GSA OFF ACQ POL	OFFICE OF ACQUISITION POLICY	GSA
47	01	1975	GSA OFF ADMINSTRTR	OFFICE OF THE ADMINISTRATOR	GSA
47	11	1975	GSA OFF GEN COUN	OFFICE OF GENERAL COUNSEL	GSA
47	04	1975	GSA OFF IG	OFFICE OF INSPECTOR GENERAL	GSA
47	30	1979	GSA OFF MGT SVS HR	OFFICE OF MANAGEMENT SERVICES AND HUMAN RESOURCES	GSA
47	27	1982	GSA OFF OPERATIONS	OFFICE OF OPERATIONS	GSA
47	06	1975	GSA OFF POL PLN EVAL	OFFICE OF POLICY, PLANNING AND EVALUATION	GSA
47	33	1975	GSA OPA,CIC	OFFICE OF PUBLIC AFFAIRS, CONSUMER INFORMATION CENTER	GSA
47	28	1976	GSA OUTGOING PRES	TRANSITION, OUTGOING PRESIDENT	GSA
47	87	1975	GSA OUTLEASE	OUTLEASED SPACE	GSA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
47	86	1989	GSA OUTLEASED HIST	OUTLEASED-HISTORIC BUILDINGS	GSA
47	15	1975	GSA PBS	PUBLIC BUILDINGS SERVICE-FBF	PBS
47	66	1975	GSA PBS FLD OFF	PUBLIC BUILDINGS SERVICE, FIELD OFFICES	PBS
47	14	1975	GSA PBS OTHER	PBS, ALL OTHER	PBS
47	20	1975	GSA PRES TRANS	PRESIDENTIAL TRANSITION	GSA
47	32	1975	GSA REG ADM	REGIONAL ADMINISTRATOR'S OFFICE	GSA
47	71	1982	GSA REG ALD	AGENCY LIAISON DIVISION	GSA
47	74	1975	GSA REG COM USE	REGIONAL COMMON USE FACILITIES	GSA
47	38	1975	GSA REG CSL	REGIONAL OFFICE OF GENERAL COUNSEL	GSA
47	54	1975	GSA REG FPRS WHSE OP	REGIONAL FPRS WAREHOUSING OPERATIONS	FPRS
47	42	1975	GSA REG FSS	FEDERAL SUPPLY SERVICE	FSS
47	53	1983	GSA REG FSS CSC	FEDERAL SUPPLY SERVICE,CUSTOMER SUPPLY CENTERS	FSS
47	55	1975	GSA REG FSS LAB	FEDERAL SUPPLY SERVICE, LABORATORY	FSS
47	68	1975	GSA REG FSS MP	FEDERAL SUPPLY SERVICE,INTERAGENCY MOTOR POOL	FSS
47	59	1983	GSA REG FSS MRP	FEDERAL SUPPLY SERVICE,MATERIAL RETURNS PROGRAM	FSS
47	57	1975	GSA REG FSS PROP CT	FEDERAL SUPPLY SERVICE,PERSONAL PROPERTY CENTERS	FSS
47	56	1975	GSA REG FSS SD	FEDERAL SUPPLY SERVICE, SUPPLY DIST WAREHOUSE OPER	FSS
47	58	1975	GSA REG FSS SSS	FEDERAL SUPPLY SERVICE,SELF-SERVICE STORES	FSS
47	69	1979	GSA REG FSS TRANS	FEDERAL SUPPLY SERVICE,TRANSPORTATION	FSS
47	72	1975	GSA REG FSS UTIL OFF	FEDERAL SUPPLY SERVICE, UTILIZATION OFFICES	FSS
47	51	1975	GSA REG IRMS FIC	IRMS, FEDERAL INFORMATION CENTER	IRMS
47	44	1975	GSA REG NARS	REGIONAL NATIONAL ARCHIVES AND RECORDS SERVICE	GSA
47	60	1975	GSA REG NARS RDO	REGIONAL NARS, RECORDS DEPOSITING OPERATIONS	GSA
47	36	1975	GSA REG OA FIN MGT	OFFICE OF ADMINISTRATION -FINANCIAL MANAGEMENT	GSA
47	52	1980	GSA REG OA PERSONNEL	OFFICE OF ADMINISTRATION - PERSONNEL	GSA
47	39	1975	GSA REG OFF OPERATIN	OFFICE OF OPERATIONS	GSA
47	47	1987	GSA REG PBS	PUBLIC BUILDINGS SERVICE-DELEGATED BUILDINGS	PBS
47	46	1975	GSA REG PBS	REGIONAL PUBLIC BUILDINGS SERVICE	PBS
47	64	1975	GSA REG PBS DIST OFF	PUBLIC BUILDINGS SERVICE, DISTRICT OFFICES	PBS
47	62	1975	GSA REG PBS MCO	REGIONAL PBS, MAINTENANCE AND CUSTODIAL OPERATIONS	PBS
47	22	1975	GSA SPEC PROJ	SPECIAL PROJECTS	GSA
47	29	1977	GSA TRANS OUT V PRES	TRANSITION OUTGOING VICE PRESIDENT	GSA
47	37	1975	GSA WCF	WORKING CAPITAL FUND	GSA
47	07	1975	GSA,FSS OE	FEDERAL SUPPLY SERVICE, OE	FSS
95	10	1976	HARRY S TRUMAN FD	HARRY S. TRUMAN FOUNDATION	HSTF
75	17	1986	HHS ACF	ADMINISTRATION FOR CHILDREN AND FAMILIES	HHS
75	18	1990	HHS AHCPR	AGENCY FOR HEALTH CARE POLICY AND RESEARCH	HHS
75	51	1975	HHS AM PRNT HS BLIND	AMERICAN PRINTING HOUSE FOR THE BLIND	HHS
75	19	1992	HHS AOA	ADMINISTRATION ON AGING	HHS
75	09	1975	HHS CDC	CENTER FOR DISEASE CONTROL	HHS
75	00	1975	HHS DEPT	DEPARTMENT OF HEALTH & HUMAN SERVICES	HHS
75	20	1992	HHS DM (IG)	DEPARTMENTAL MANAGEMENT (IG)	HHS
75	06	1975	HHS FDA	FOOD AND DRUG ADMINISTRATION	FDA
75	52	1975	HHS GALLAUDET COLL	GALLAUDET COLLEGE	HHS
75	05	1975	HHS HCFA	HEALTH CARE FINANCING ADMINISTRATION	HHS
75	53	1975	HHS HOWARD UNIV	HOWARD UNIVERSITY (INCLUDING HOSPITAL)	HHS
75	03	1975	HHS HRSA	HEALTH RESOURCES AND SERVICES ADMINISTRATION	HHS

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
75	10	1983	HHS IHS	INDIAN HEALTH SERVICE	HHS
75	08	1975	HHS NIH	NATIONAL INSTITUTE OF HEALTH	HHS
75	01	1975	HHS OFF SECTY	OFFICE OF THE SECRETARY	HHS
75	16	1975	HHS OHD	HHS-WH CONFERENCE ON AGING	HHS
75	11	1975	HHS PSC	HHS PROGRAM SUPPORT CENTER (PSC)	HHS
75	13	1975	HHS SAMHSA	SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES	HHS
75	99	1985	HHS SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	HHS
75	50	1975	HHS SURP PRO	STATE AGENCY FOR SURPLUS PROPERTY	HHS
95	27	1983	HOLOCAUST MEM CNCL	U.S. HOLOCAUST MEMORIAL COUNCIL	HHS
00	05	1975	HOUSE OF REPS	HOUSE OF REPRESENTATIVES	HR
01	09	1975	HOUSE OFFICE BLDG	HOUSE OFFICE BUILDING	HOB
86	03	1975	HUD ASST MET PLN DEV	ASST SECRETARY FOR METRO PLANNING AND DEV	HUD
86	00	1975	HUD DEPT	DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	HUD
86	06	1975	HUD EO	ASSISTANT SECRETARY FOR EO	HUD
86	12	1975	HUD FLD OFF	FIELD OFFICES	HUD
86	07	1975	HUD GNMA	GOVERNMENT NATIONAL MORTGAGE ASSOCIATION	HUD
86	05	1975	HUD HP&M FED HS COMM	ASST SEC, HOUSING PROD & MORTGAGE CRED, FED HOUSING COM	HUD
86	11	1975	HUD HSNG MGMT	ASSISTANT SECRETARY FOR HOUSING MANAGEMENT	HUD
86	14	1978	HUD NAT COM NEIGHBOR	NATIONAL COMMISSION ON NEIGHBORHOODS	HUD
86	02	1975	HUD OFF GC	OFFICE OF GENERAL COUNSEL	HUD
86	08	1975	HUD OFF PERS UN CONF	OFFICE OF PERSONNEL-UNION CONFERENCE CALLS	HUD
86	01	1975	HUD OFF SECTY	OFFICE OF THE SECRETARY	HUD
86	04	1975	HUD PD & R	ASST SEC FOR PD & R	HUD
86	13	1975	HUD SECTY ADMIN	ASSISTANT SECRETARY FOR ADMINISTRATION	HUD
86	99	1985	HUD SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	HUD
00	53	1975	IADS	INTER-AMERICAN DEFENSE BOARD	IADS
00	56	1975	IAEA	INTERNATIONAL ATOMIC ENERGY AGENCY	IAEA
00	58	1975	ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION	ICAO
00	55	1975	ICEM	INTERGOV COMM ON MOVEMENT FOR MIGRANTS FROM EUROPE	ICEM
14	21	1975	ID AIRCRAFT SER	OFFICE OF AIRCRAFT SERVICES	IDAS
14	23	1975	ID BU OF RECLAMATION	BUREAU OF RECLAMATION	BR
14	09	1975	ID BUR INDIAN AFF	BUREAU OF INDIAN AFFAIRS	BIA
14	11	1975	ID BUR LAND MGMT	BUREAU OF LAND MANAGEMENT	BLM
14	10	1982	ID BUR MINERAL MGT S	BUREAU OF MINERALS MANAGEMENT SERVICE	BMMS
14	15	1975	ID BUR MINES	BUREAU OF MINES	BM
14	42	1981	ID CONST MANAGMT	CONSTRUCTION MANAGEMENT	CM
14	36	1975	ID FISH&WLF SRVC	FISH AND WILDLIFE SERVICE	FWLF
14	07	1975	ID GEOLOGICAL SURVEY	GEOLOGICAL SURVEY	USGS
14	43	1990	ID NAT INDIN GAM COM	NATIONAL INDIAN GAMING COMMISSION	NIGC
14	17	1975	ID NATL PARK SRV	NATIONAL PARK SERVICE	NPS
14	08	1975	ID OFF HEAR & APPL	OFFICE OF HEARING AND APPEALS	OHA
14	41	1981	ID OFF IG	OFFICE OF INSPECTOR GENERAL	ID
14	25	1975	ID OFF SECTY	OFFICE OF THE SECRETARY	ID
14	27	1975	ID OFF SOLICITOR	OFFICE OF THE SOLICITOR	OFS
14	33	1975	ID OFF TRRTRL AFFRS	OFFICE OF TERRITORIAL AFFAIRS	IDTA
14	12	1996	ID OSTAI	OFFICE OF SPEC. TRUSTEE FOR AMER. INDIANS	STAI
14	06	1978	ID SUR MIN REG ENF	OFFICE OF SURFACE MINING AND REGULATION ENFORCEMENT	SMRE

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
00	59	1975	IFC	INTERNATIONAL FINANCE CORPORATION	IFC
00	51	1976	INAUG COMM	INAUGURAL COMMITTEE	IA
95	00	1975	IND GOV OFS	INDEPENDENT US GOVERNMENT OFFICES	IND
95	32	1989	INST AMER IND ARTS	INSTITUTE OF AMERICAN INDIAN ARTS	IAIA
59	04	1984	INSTITUTE MUSM SERV	INSTITUTE OF MUSEUM SERVICES	IMS
48	02	1976	INT MIG COOP ECN DEV	COMM STUDY OF INTERN'L MIGRATION COOP ECON DEVELPMT	IMCE
14	99	1985	INT SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	INT
95	19	1983	INTELL COMMITY OVSGT	INTELLIGENCE COMMUNITY OVERSIGHT	ICO
34	00	1975	INTER TRADE COMM	INTERNATIONAL TRADE COMMISSION	ITC
00	54	1975	INTER-AM DEV BNK	INTER-AMERICAN DEVELOPMENT BANK	IADB
14	00	1975	INTERIOR DEPT	DEPARTMENT OF THE INTERIOR	ID
00	57	1975	INTL BNK RECON DEV	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT	IBRD
48	03	1976	INTL CULT TRADE CT	INTERNATIONAL CULTURAL & TRADE CENTER COMM.	ICTC
00	60	1975	INTL MON FUND	INTERNATIONAL MONETARY FUND	IMF
00	61	1975	ITU	INTERNATIONAL TELECOMMUNICATIONS UNION	ITU
15	03	1975	JD ANTITRST DIV	ANTITRUST DIVISION	JDAD
15	19	1975	JD BUR PRISONS	BUREAU OF PRISONS	BOP
15	07	1975	JD CIVIL DIV	CIVIL DIVISION	JD
15	09	1975	JD CIVIL RIGHTS DIV	CIVIL RIGHTS DIVISION	CRD
15	40	1996	JD CLPEFBD	CIVIL LIBERTIES PUBLIC ED. FUND BOARD OF DIR.	CLPE
15	29	1975	JD COMNTY RLNS SRVC	COMMUNITY RELATIONS SERVICE	CRS
15	23	1979	JD COMP TECH TEL STF	COMPUTER TECHNOLOGY AND TELECOMMUNICATIONS STAFF	CTTS
15	41	1997	JD CONS COMM NETW	CONSOLIDATED COMMUNICATIONS NETWORK	CCN
15	11	1975	JD CRIM DIV	CRIMINAL DIVISION	JD
15	32	1975	JD DRUG ENF	DRUG ENFORCEMENT ADMINISTRATION	DEA
15	17	1975	JD ENV & NAT RES	ENVIRONMENT AND NATURAL RESOURCES DIVISION	ENRD
15	26	1975	JD EO IMM REV	EXECUTIVE OFFICE FOR IMMIGRATION REVIEW	EOIR
15	13	1975	JD FBI	FEDERAL BUREAU OF INVESTIGATIONS	FBI
15	14	1975	JD FED PRISON IND	FEDERAL PRISON INDUSTRIES, INC.	FPI
15	36	1980	JD FOR CL SET COMM	FOREIGN CLAIMS SETTLEMENT COMMISSION	FCSC
15	15	1975	JD IMM & NAT SRV	IMMIGRATION AND NATURALIZATION SERVICE	INS
15	37	1984	JD IMM UNFR EMP PRC	OFF. SPEC. CNCL RELATED TO UNFAIR EMPLOYMENT PRACTICES	JDEP
15	30	1979	JD INFORM SYSTS STF	INFORMATION SYSTEMS STAFF	ISS
15	08	1979	JD INTERPOL-USNCB	INTERPOL-UNITED STATES NATIONAL CENTRAL BUREAU	INCB
15	02	1975	JD JUSTICE MGMT DIV	JUSTICE MANAGEMENT DIVISION	JMD
15	16	1977	JD NATL INST CORR	NATIONAL INSTITUTE OF CORRECTIONS	NIC
15	06	1975	JD OAG	OFFICE OF ASSOCIATE ATTORNEY GENERAL	OAAG
15	05	1977	JD OFF ATTY GEN	OFFICE OF ATTORNEY GENERAL	OAG
15	12	1975	JD OFF DEP ATTY GEN	OFFICE OF THE DEPUTY ATTORNEY GENERAL	ODAG
15	33	1980	JD OFF INT POL REV	OFFICE OF INTELLIGENCE POLICY AND REVIEW	OIPR
15	28	1975	JD OFF JUSTICE PROG	OFFICE OF JUSTICE PROGRAMS DIVISION	OJPD
15	18	1975	JD OFF LEGAL COUNSEL	OFFICE OF LEGAL COUNSEL	OLC
15	27	1975	JD OFF PLCY DEVLPMNT	OFFICE OF POLICY DEVELOPMENT DIVISION	OPDD
15	20	1975	JD OFF SOL GEN	OFFICE OF SOLICITOR GENERAL	JDSC
15	34	1980	JD OFF SPEC PROS	OFFICE OF THE SPECIAL PROSECUTOR	OSP
15	35	1975	JD OFF US ATTYS	OFFICE OF U.S. ATTORNEYS	USAO
15	39	1989	JD OFFICE OF IG	OFFICE OF INSPECTOR GENERAL	JDIG

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
15	22	1979	JD OPA	OFFICE OF PUBLIC AFFAIRS	JD
15	04	1979	JD OPR	OFFICE OF PROFESSIONAL RESPONSIBILITY	OPR
15	24	1975	JD PARDON ATT	PARDON ATTORNEY	JDPA
15	21	1975	JD TAX DIV	TAX DIVISION	JDTD
15	25	1975	JD US MARSHALS SRV	UNITED STATES MARSHALS SERVICE	USMS
15	31	1975	JD US PAROLE COMM	UNITED STATES PAROLE COMMISSION	USPC
15	01	1979	JD US TRUSTEES	UNITED STATES TRUSTEES	UST
48	21	1975	JFK ASSAS RCDS RV BD	JOHN F. KENNEDY ASSASSINATION RECORDS REVIEW BOARD	JFKB
95	41	1990	JM MADSN MEM FLLWSHI	JAMES MADISON MEMORIAL FELLOWSHIP	JMMF
10	01	1975	JUD AD OFF US CRTS	ADMINISTRATIVE OFFICE OF U S COURTS	AUSC
10	04	1983	JUD BICENT CONF/US	BICENT COMM OF THE JUDICIAL CONFERENCE OF THE US	BCUS
10	03	1975	JUD CRTS DC	COURTS OF THE DISTRICT OF COLUMBIA	CDC
10	91	1975	JUD CTS JNT USE	COURTS, JOINT USE (FEDERAL AND STATE)	JJTU
10	05	1975	JUD DST CRTS US	DISTRICT COURTS OF THE UNITED STATES	USDC
10	20	1975	JUD FED JUD CNTR	FEDERAL JUDICIAL CENTER	FJC
10	21	1975	JUD PNL M-DIST LEG	JUDICIAL PANEL ON MULTI-DISTRICT LEGISLATION	PMDL
10	02	1975	JUD PUB DEF SRVC	PUBLIC DEFENDER SERVICE	FPD
10	90	1975	JUD STATE CTS	STATE COURTS	JUD
10	99	1985	JUD SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	JUD
10	09	1975	JUD TERR CRTS	TERRITORIAL COURTS	USTC
10	07	1975	JUD U.S. BNKRPTCY CT	UNITED STATES BANKRUPTCY COURT	USBC
10	17	1975	JUD US CAFC	UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT	CAFC
10	13	1975	JUD US CLAIMS CT	UNITED STATES CLAIMS COURT	USCC
10	11	1975	JUD US CRT APP	UNITED STATES COURT OF APPEALS	USCA
10	19	1975	JUD US SUP CT	UNITED STATES SUPREME COURT	USSC
10	00	1975	JUDICIARY	JUDICIARY	JUD
15	99	1985	JUS SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	JD
15	00	1975	JUSTICE DEPT	DEPARTMENT OF JUSTICE	JD
76	17	1990	KING JR FED HLDY COM	MARTIN LUTHER KING JR. FEDERAL HOLIDAY COMMISSION	MLKC
16	00	1975	LABOR DEPT	DEPARTMENT OF LABOR	LD
16	99	1985	LABOR SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	LD
16	29	1976	LD ADMIN LAW JUDGES	ADMINISTRATIVE LAW JUDGES	ALJ
16	36	1997	LD AM	ADMINISTRATION AND MANAGEMENT (MSHA)	MSHA
16	02	1975	LD ASST SECTY ADMT	ASST SECY FOR ADM&MGMT INCLNAT COM ON EMP&UNEMP STATUS	OSAM
16	33	1997	LD BAT	BUREAU OF APPRENTICESHIP AND TRAINING	BAT
16	07	1985	LD BLMRCP	BUREAU OF LABOR MGT RELATION & COOPERATIVE PROG	BLMR
16	09	1975	LD BUR INTL LAB AFF	BUREAU OF INTERNATIONAL LABOR AFFAIRS	BILA
16	15	1975	LD BUR LAB STAT	BUREAU OF LABOR STATISTICS	BLS
16	10	1991	LD CFO	OFFICE OF THE CHIEF FINANCIAL OFFICES	CFO
16	38	1997	LD CMSH	COAL MINE SAFETY AND HEALTH (MSHA)	MSHA
16	16	1975	LD EMPLMNT TRNG ADM	EMPLOYMENT TRAINING ADMINSTRATION	ETA
16	40	1997	LD EPD	EDUCATIONAL POLICY AND DEVELOPMENT (MSHA)	MSHA
16	18	1975	LD ESA	EMPLOYMENT STANDARDS ADMINISTRATION	ESA
16	03	1978	LD MINE SAFE HEALTH	MINE SAFETY HEALTH ADMINISTRATION	MSHA
16	39	1997	LD MNMSH	METAL AND NONMETAL MINE SAFETY AND HEALTH (MSHA)	MSHA
16	35	1997	LD OAS	OFFICE OF ASSISTANT SECRETARY (MSHA)	MSHA
16	14	1975	LD OCC SFTY&HLTH ADM	OCCUPATIONAL SAFETY&HEALTH ADMINISTRATION	OSHA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
16	32	1997	LD OFCCP	OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS	FCCP
16	28	1975	LD OFF FIN MGMT SRV	OFFICE FINANCIAL AND MANAGEMENT SERVICE	OFMS
16	04	1983	LD OFF INSPECTOR GEN	OFFICE OF INSPECTOR GENERAL	LD
16	17	1975	LD OFF SECTY	OFFICE OF THE SECRETARY	OSEC
16	19	1975	LD OFF SOLICITOR	OFFICE OF THE SOLICITOR	SOL
16	34	1997	LD OJC	OFFICE OF JOB CORPS	JC
16	08	1985	LD OLMS	OFFICE OF LABOR MANAGEMENT STANDARDS	OLMS
16	37	1997	LD OS	OFFICE OF ASSESSMENTS (MSHA)	MSHA
16	41	1997	LD OSRV	OFFICE OF STANDARDS, REGULATIONS AND VARIANCES (MSHA)	MSHA
16	30	1997	LD OWCP	OFFICE OF WORKERS' COMPENSATION PROGRAMS	OWCP
16	06	1975	LD PEN BEN GUAR CORP	PENSION BENEFIT GUARANTEE CORPORATION	PBGC
16	05	1975	LD PWBA	PENSION AND WELFARE BENEFITS ADMINISTRATION	PWBA
16	42	1997	LD TS	TECHNICAL SUPPORT (MSHA)	MSHA
16	20	1984	LD VETS - BAC 267	VETERANS EMPLOYMENT AND TRAINING SERVICE	VETS
16	31	1997	LD WHD	WAGE AND HOUR DIVISION	WHD
09	00	1982	LEGISLATIVE, OTHER	UNITED STATES BOTANIC GARDEN	USBG
03	99	1985	LIB CONG SUBCONT PRI	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	LCSP
01	11	1975	LIBRARY CONGR BLDG	LIBRARY OF CONGRESS BUILDING	LOCB
03	00	1975	LIBRARY OF CONGRESS	LIBRARY OF CONGRESS	LOC
16	49	1975	LS ANTI/POV PGMS	ANTI-POVERTY PROGRAMS (FSS USE ONLY)	LS
10	42	1999	MAG JUD CHMBRS	MAGRISTRATE JUDDGE CHAMBERS	MAG
10	42	1999	MAG JUD COURTROOMS	MAGISTRATE JUDGE COURTROOMS	MAG
95	13	1976	MARINE MAMM COMM	MARINE MAMMAL COMMISSION	MMC
48	53	1998	MEDPAC	MEDICARE PAYMENT ADVISORY COMMISSION	MPAC
95	04	1975	MIN SAF COM	FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION	MSC
00	81	1975	MIS NONAPP FUND	MISCELLANEOUS GOVERNMENT NONAPPROPRIATE FUND ACTIVITIE	GNFA
48	00	1975	MISC COMM	MISCELLANEOUS COMMISSIONS	MC
00	87	1977	MISC NON-GOVT ACCTS	MISCELLANEOUS NON-GOVERNMENT ACCOUNTS	MNGA
00	83	1975	NABUSMEN	NATIONAL ALLIANCE OF BUSINESS MEN	NABM
88	00	1985	NARA	NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NARA
88	01	1985	NARA C.O. & PRES. LI	CENTRAL OFFICE AND PRESIDENTIAL LIBRARIES	NARA
88	03	1985	NARA NAT ARCH CTRS	NATIONAL ARCHIVES CENTERS	NARA
88	99	1985	NARA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	NARA
00	62	1975	NAS	NATIONAL ACADEMY OF SCIENCES	NAS
80	00	1975	NASA	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NASA
80	02	1975	NASA AMES RES CTR	AMES RESEARCH CENTER	NASA
80	18	1977	NASA CAN PK IND PLNT	CANOGA PARK INDUSTRIAL PLANT	NASA
80	19	1977	NASA DOWNEY IND PLNT	DOWNEY INDUSTRIAL PLANT	NASA
80	20	1977	NASA EDWARDS TEST ST	EDWARDS TEST STATION	NASA
80	03	1975	NASA FLIGHT RES CTR	FLIGHT RESEARCH CENTER	NASA
80	17	1975	NASA GLDSTN TRKNG ST	GLADSTONE TRACKING STATION	NASA
80	04	1975	NASA GODD SP FL CTR	GODDARD SPACE FLIGHT CENTER	NASA
80	01	1975	NASA HDQTS	NATIONAL AERONAUTICS & SPACE ADMINISTRATION HDQTS	NASA
80	05	1975	NASA JET PROP LAB	JET PROPULSION LABORATORY	NASA
80	06	1975	NASA JOHNSON SP CTR	JOHNSON SPACE CENTER	NASA
80	07	1975	NASA KENNEDY SP CTR	KENNEDY SPACE CENTER	NASA
80	08	1975	NASA LANGLEY RES CTR	LANGLEY RESEARCH CENTER	NASA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
80	09	1975	NASA LEWIS RES CTR	LEWIS RESEARCH CENTER	NASA
80	11	1975	NASA MCHD ASSY FAC	MICHOUD ASSEMBLY FACILITY	NASA
80	10	1975	NASA MRSHL SP FL CTR	MARSHALL SPACE FLIGHT CENTER	NASA
80	13	1975	NASA PASADENA OFC	PASADENA OFFICE	NASA
80	21	1977	NASA PLUM BROOK ST	PLUM BROOK STATION	NASA
80	23	1977	NASA SLID COMPT CMPX	SLIDELL COMPUTER COMPLEX	NASA
80	22	1977	NASA ST SUS IND PLNT	SANTA SUSANA INDUSTRIAL PLANT	NASA
80	12	1975	NASA STENNIS SP CTR	JOHN C. STENNIS SPACE CENTER	NASA
80	99	1985	NASA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	NASA
80	14	1975	NASA WALLOPS FLT CTR	WALLOPS FLIGHT CENTER	NASA
80	15	1975	NASA WEST LAUNCH OPR	WESTERN LAUNCH OPERATIONS	NASA
80	16	1975	NASA WHT SNDS TST FC	WHITE SANDS TEST FACILITY	NASA
48	07	1975	NAT AL FUEL COM	NATIONAL ALCOHOL FUELS COMMISSION	NAFC
95	28	1983	NAT COMM LIB INF SCI	NATIONAL COMM. ON LIBRARIES AND INFORMATION SCIENCE	NCLI
95	34	1989	NAT COMM MIGRNT EDUC	NATIONAL COMMISSION MIGRANT EDUCATION	NCME
95	36	1989	NAT COMM ON AIDS	NAT'L COMM. ON ACQUIRED IMMUNE DEFICIENCY SYNDROME	NCA
95	29	1984	NAT COUNCL DISABILIT	NATIONAL COUNCIL ON DISABILITY	NCD
95	31	1986	NATL AFRO AMER COMM	NATIONAL AFRO-AMERICAN HISTORY & CULTURE COMM	NAAC
09	03	1984	NATL COMM CHILDREN	NATIONAL COMMISSION ON CHILDREN	NCC
48	51	1997	NATL COMM COST HI ED	NATIONAL COMMISSION ON THE COST OF HIGHER EDUCATION	NCCE
48	06	1975	NATL COMM RESTR IRS	NATIONAL COMMISSION ON RESTRUCTURING THE IRS	NCRI
00	85	1976	NATL CONSUM COOP BNK	NATIONAL CONSUMER COOPERATIVE BANK	NCCB
48	04	1979	NATL ECONOMIC COMM	NATIONAL ECONOMIC COMMISSION	NEC
95	08	1975	NATL TRNS SFTY BD	NATIONAL TRANSPORTATION SAFETY BOARD	NTSB
00	77	1975	NATL TRUST HIST PRES	NATIONAL TRUST FOR HISTORICAL PRESERVATION	NTHP
00	75	1975	NATO	NORTH ATLANTIC TREATY ORGANIZATION	NATO
84	02	1992	NAVAL HOME	UNITED STATES NAVAL HOME	NAVY
17	50	1994	NAVAL SUPPLY CENTER	FLEET & INDUSTRIAL SUPPLY CENTER	NAVY
17	00	1975	NAVY DEPT	DEPARTMENT OF NAVY	NAVY
17	99	1985	NAVY SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	NAVY
14	24	1975	NBC	NATIONAL BUSINESS CENTER	NBC
25	00	1975	NCUA	NATIONAL CREDIT UNION ADMINISTRATION	NCUA
15	42	1999	NDIC	NATIONAL DRUG INTELLIGENCE CENTER	NDIC
95	40	1990	NEGHBRHD REVST CORP	NEIGHBORHOOD REINVESTMENT CORPORATION	NR
97	16	1975	NIMA/MSB	NATIONAL IMAGERY MAPPING AGENCY	NIMA
63	00	1975	NLRB	NATIONAL LABOR RELATIONS BOARD	NLRB
31	99	1985	NRC SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	NRC
49	00	1975	NSF	NATIONAL SCIENCE FOUNDATION	NSF
95	02	1975	NTL CAP PLAN COMM	NATIONAL CAPITAL PLANNING COMMISSION	NCPC
48	44	1975	NTL COM STU FIN AST	NATIONAL COMMISSION ON STUDENT FINANCIAL ASSISTANCE	NCSA
95	11	1976	NTL COMM PROD WK LF	FEDERAL HOUSING FINANCE BOARD	FHFB
59	02	1975	NTL ENDOW ARTS	NATIONAL ENDOWMENT FOR THE ARTS	NEFA
59	01	1975	NTL ENDOW HMNTS	NATIONAL ENDOWMENT FOR HUMANITIES	NEFH
59	00	1975	NTL FNDN ARTS/HMNTS	NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES	NFAH
59	03	1975	NTL FNDN ARTS/HMNTS	NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES	NFAH
48	50	1997	NTL GMB IMP ST COMM	NATIONAL GAMBLING IMPACT STUDY COMMISSION	NGIS
95	24	1977	NTL MED BD	NATIONAL MEDIATION BOARD	NMB

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
31	00	1976	NUCLEAR REG COMM	NUCLEAR REGULATORY COMMISSION	NRC
48	12	1975	NUCLR WASTE NEGOTATR	OFFICE OF NUCLEAR WASTE NEGOTIATOR	NWN
48	10	1975	NUCLR WASTE REVW BD	NUCLEAR WASTE TECHNICAL REVIEW BOARD	NWRB
00	63	1975	OAS	ORGANIZATION OF AMERICAN STATES (PAN AMERICAN UNION)	OAS
95	14	1976	OCC/HLTH REV COMM	OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION	OSHC
11	26	1976	OE OFF ADMIN	OFFICE OF ADMINISTRATION	OE
09	06	1996	OFF COMPLNCE	OFFICE OF COMPLIANCE	OC
24	00	1975	OFF PERS MGMT	OFFICE OF PERSONNEL MANAGEMENT	OPM
09	02	1984	OFF TECH ASSESSMT	OFFICE OF TECHNOLOGY ASSESSMENT	OTA
95	42	1991	OFFICE GOVT ETHICS	U.S. OFFICE OF GOVERNMENT ETHICS	OGE
13	13	1975	OIG	OFFICE OF INSPECTOR GENERAL - OIG	OIG
24	01	1982	OPM BUD MAN	OFFICE OF BUDGET AND MANAGEMENT	OBM
24	17	1975	OPM PER INC	PRESIDENT'S COMMITTEE ON PERSONNEL INTERCHANGE	OPM
24	99	1985	OPM SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	OPM
24	16	1975	OPM WHITE HOUSE FLWS	PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWS	OPM
71	00	1975	OVRSEAS PRI INV CORP	OVERSEAS PRIVATE INVESTMENT CORPORATION	OPIC
47	17	1975	PA AVE ACTIVITIES	PENNSYLVANIA AVENUE ACTIVITIES	PAA
00	64	1975	PAHO	PAN AMERICAN HEALTH ORGANIZATION	PAHO
00	65	1975	PAN AM RWY CONG	PAN AMERICAN RAILWAY CONGRESS	PARC
95	21	1980	PAN CANAL COMM	PANAMA CANAL COMMISSION	PCC
11	13	1977	PEACE CORP	PEACE CORP	PC
52	00	1975	PEFIAGP	PERMIT AND ENFORC,FED INSP FOR ALASKA GAS PIPELINE	PEAP
42	00	1975	PENN AVE DVLPMT CORP	PENNSYLVANIA AVENUE DEVELOPMENT CORPORATION	PADC
95	03	1975	PHYSICIAN PAY REV CO	PHYSICIAN PAYMENT REVIEW COMMISSION	PPRC
48	13	1975	PRES COM PEN POL	PRESIDENT'S COMMISSION ON PENSION POLICY	PCPP
11	04	1975	PRES COMM MED ETHICS	PRESIDENT'S COMMISSION ON MEDICAL ETHICS	PCME
95	25	1977	PRES CR PREV CNCL	PRESIDENTS CRIME PREVENTION COUNCIL	PCPC
00	20	1983	PRES TRANSITION	PRESIDENTIAL TRANSITION	PT
95	35	1989	PRESCRPTN DRUG COMM	PRESCRIPTION DRUG PAYMENT REVIEW COMMISSION	PDPC
95	37	1989	PRESV AMER HRTG ABRD	COMM. FOR PRESERVATION OF AMERICA'S HERITAGE ABROAD	PAHA
10	47	1999	PRETRIAL SVS	PRETRIAL SERVICES	PS
48	01	1978	PREVT INFANT MORTLTY	NATIONAL COMMISSION TO PREVENT INFANT MORTALITY	PIM
10	46	1999	PROBATION	PROBATION	PRO
95	23	1984	PROSP PAY ASSMT COMM	PROSPECTIVE PAYMENT ASSESSMENT COMMISSION	PPAC
18	14	1975	PS BUR PLAN/MKTNG	BUREAU OF PLANNING AND MARKETING	USPS
18	01	1975	PS CHF PST INSPCTR	CHIEF POSTAL INSPECTOR	USPS
18	17	1977	PS COMM POSTAL SRVC	COMMISSION ON POSTAL SERVICE	USPS
18	16	1975	PS DIST MGRS	DISTRICT MANAGERS	USPS
18	03	1975	PS FACILITIES	FACILITIES	USPS
18	05	1975	PS FIN/ADMIN	FINANCE AND ADMINISTRATION	USPS
18	11	1975	PS OFF PMSTR GEN	OFFICE OF POSTMASTER GENERAL	USPS
18	07	1975	PS OPERATIONS	OPERATIONS	USPS
18	09	1975	PS PERSONNEL	PERSONNEL	USPS
18	10	1975	PS POST SUP DEP	POSTAL SUPPLY DEPOTS	USPS
18	31	1975	PS POSTAL RATE COMM	POSTAL RATE COMMISSION	USPS
18	12	1975	PS POSTMASTERS	POSTMASTERS	USPS
18	13	1975	PS RGNL CMPTRLR	REGIONAL COMPTRROLLER	USPS

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
18	15	1975	PS TRANS/INTL SRV	TRANSPORTATION AND INTERNATIONAL SERVICE	USPS
48	49	1975	REFM RECVRY & ENFCMN	NATL. COMM. FIN. INSTIT. REFORM RECVRY ENFCMNT	RREC
47	50	1975	REG FTS ADP	FTS, IT SOLUTIONS, REGIONAL ADP FACILITIES	FTS
47	70	1975	REG FTS LOC TELE	FTS, REGIONAL LOCAL TELECOMMUNICATIONS FACILITIES	FTS
46	00	1975	RGNL COMMS	REGIONAL COMMISSIONS	RC
89	19	1983	RICHLAND OPS. OFFICE	RICHLAND OPERATIONS OFFICE	ROO
60	00	1975	RRB	RAILROAD RETIREMENT BOARD	RRB
60	02	1975	RRB DISCT	DISTRICT OFFICE	RRB
60	01	1975	RRB WASH	WASHINGTON LIAISON OFFICE	RRB
73	00	1975	SBA	SMALL BUSINESS ADMINISTRATION	SBA
73	99	1985	SBA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	SBA
19	03	1975	SD AFRICAN AFFRS	AFRICAN AFFAIRS	AA
19	08	1981	SD BUR INTER NAR MTR	BUREAU OF INTERNATIONAL NARCOTICS MATTERS	BINM
19	42	1975	SD BUR PERS	BUREAU OF PERSONNEL	BP
19	12	1982	SD BUR REFUGEE PRGS	BUREAU FOR REFUGEE PROGRAMS	BRP
19	29	1975	SD CONSULAR AFFRS	CONSULAR AFFAIRS	SDCA
19	06	1975	SD CUB HAIT TASK FOR	CUBAN HAITIAN TASK FORCE	CHTF
19	35	1975	SD DP ASST BUD FIN	DEPUTY ASSISTANT SECRETARY FOR BUDGET AND FINANCE	DASB
19	61	1999	SD DPLM TELECOM SVCE	DIPLOMATIC TELECOMMUNICATIONS SERVICE PROGRAM OFFICE	DTSP
19	09	1975	SD EAST ASIAN AFFRS	EAST ASIAN AND PACIFIC AFFAIRS	EAPA
19	05	1975	SD ECON BUS AFFRS	ECONOMIC AND BUSINESS AFFAIRS	EBA
19	07	1975	SD EUROPEAN AFFRS	EUROPEAN AFFAIRS	SDEA
19	37	1975	SD FRAN SRV INST	FOREIGN SERVICE INSTITUTE	FSI
19	24	1975	SD HUMAN AFFRS	HUMAN RIGHTS AND HUMANITARIAN AFFAIRS	HRHA
19	28	1982	SD INFORM SYSTM OFF	INFORMATION SYSTEMS OFFICE	ISO
19	38	1975	SD INSP GEN	INSPECTOR GENERAL	IG
19	11	1975	SD INTEL & RSRCH	INTELLIGENCE AND RESEARCH	IR
19	13	1975	SD INTER/AM AFFRS	INTER-AMERICAN AFFAIRS	SDIA
19	21	1975	SD INTL ORG AFFRS	INTERNATIONAL ORGANIZATION AFFAIRS	IOA
19	39	1975	SD LEGAL ADVISOR	LEGAL ADVISER	LA
19	01	1975	SD MANG AND ADM	BUREAU OF ADMINISTRATION	BOA
19	10	1981	SD MULTINATL FRC OB	MULTINATIONAL FORCE AND OBSERVERS	MFO
19	49	1975	SD NO BUR ID	NO BUREAU IDENTIFICATION	NBI
19	23	1975	SD NR EAST ASIA AFFR	NEAR EASTERN AND SOUTH ASIAN AFFAIRS	NEAA
19	22	1975	SD OCEAN SCI AFFRS	OCEAN AND INTERNATIONAL ENVIRONMENTAL SCIENTIFIC AFFAI	OESA
19	36	1975	SD OF FRN BLDGS	OFFICE OF FOREIGN BUILDINGS	OFB
19	34	1975	SD OFF COMMUNICAT	OFFICE OF COMMUNICATIONS	SDOC
19	30	1983	SD OFF FORGN MISSNS	OFFICE OF FOREIGN MISSIONS	OFM
19	40	1975	SD OFF MGMT	OFFICE OF MANAGEMENT	OM
19	41	1975	SD OFF OPRNS	DEPUTY ASSISTANT SECRETARY FOR OPERATIONS	SD
19	27	1975	SD OFF SECTY	OFFICE OF THE SECRETARY	SD
19	43	1975	SD OFF SECURITY	DEPUTY ASSISTANT SECRETARY FOR SECURITY	SD
19	02	1982	SD OFF UND SEC MGT	OFFICE OF THE UNDER SECRETARY FOR MANAGEMENT	OUSM
19	04	1979	SD POL MIL AFFRS	POLITICO-MILITARY AFFAIRS	PMA
19	25	1975	SD PUBLIC AFFRS	PUBLIC AFFAIRS	PA
19	31	1975	SD US MSSN TO UN	UNITED STATES MISSION TO THE UNITED NATIONS	MUN
19	17	1975	SD US/CAN INTL BNDRY	INTERNATIONAL BOUNDARY COMMISSION, U.S. AND CANADA	IBC

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
19	19	1975	SD US/CAN INTL COMM	INTERNATIONAL JOINT COMMISSION, U.S. AND CANADA	IJC
19	15	1975	SD US/MEX INTL BNDRY	INTERNATL BOUNDARY AND WATER COMM, U.S. & MEXICO	IBWC
50	00	1975	SEC	SECURITIES AND EXCHANGE COMMISSION	SEC
00	19	1975	SENATE	SENATE	SENT
01	13	1975	SENATE OFFICE BLDG	SENATE OFFICE BUILDING	SOB
33	01	1975	SI ARCH AM ART	ARCHIVES OF AMERICAN ART	AAA
33	03	1975	SI ASTROPHY OBS	SMITHSONIAN ASTROPHYSICAL OBSERVATORY	SAO
33	05	1975	SI BD TRUSTEES	BOARD OF TRUSTEES	SBT
33	30	1975	SI DIV PRFRM ARTS	DIVISION OF PERFORMING ARTS	DPA
33	09	1975	SI FREER GAL ART	FREER GALLERY OF ART	FGA
33	11	1975	SI INTL EXCH SRV	INTERNATIONAL EXCHANGE SERVICE	IES
33	28	1975	SI JHH MUS SCUL GARD	JOSEPH H HIRSHHORN MUSEUM AND SCULPTURE GARDEN	JHMG
33	22	1975	SI MAR SCIENCE CTR	MARINE SCIENCE CENTER	SIMC
33	17	1975	SI NTL AIR/SPC MUS	NATIONAL AIR AND SPACE MUSEUM	NASP
33	19	1975	SI NTL COL FIN ARTS	NATIONAL COLLECTION OF FINE ARTS	NCFA
33	21	1975	SI NTL GAL ART	NATIONAL GALLERY OF ART	NGA
33	13	1975	SI NTL MUS HIST/TECH	NATIONAL MUSEUM OF HISTORY AND TECHNOLOGY	NMHT
33	15	1975	SI NTL MUS NAT HIST	NATIONAL MUSEUM OF NATURAL HISTORY	MNNH
33	20	1975	SI NTL PORTRT GAL	NATIONAL PORTRAIT GALLERY	NPG
33	23	1975	SI NTL ZOO PARK	NATIONAL ZOOLOGICAL PARK	NZP
33	29	1975	SI OFF PUB AFF	OFFICE OF PUBLIC AFFAIRS	SI
33	24	1975	SI RAD BIO LAB	RADIATION BIOLOGY LABORATORY	RBL
33	31	1975	SI SMTHSN MUS SHOPS	SMITHSONIAN MUSEUM SHOPS	SMS
33	07	1975	SI TROP RES INST	SMITHSONIAN TROPICAL RESEARCH INSTITUTE	STRI
33	27	1975	SI US NTL MUS	UNITED STATES NATIONAL MUSEUM	USNM
33	00	1975	SMITHSONIAN INST	SMITHSONIAN INSTITUTION	SI
33	99	1985	SMTHSON SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	SI
00	66	1975	SO PAC COMM	SOUTH PACIFIC COMMISSION	SPC
28	00	1975	SOCIAL SECURITY ADMN	SOCIAL SECURITY ADMINISTRATION	SSA
84	01	1992	SOLDIERS AIRMEN HOME	UNITED STATES SOLDIERS' AND AIRMEN'S HOME	SAH
28	04	1995	SSA	SOCIAL SECURITY ADMINISTRATION	SSA
90	00	1975	SSS	SELECTIVE SERVICE SYSTEM	SSS
19	00	1975	STATE DEPT	DEPARTMENT OF STATE	SD
08	00	1975	STATE GOVS	STATE GOVERNORS (FTS USE ONLY)	SG
19	99	1985	STATE SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	SD
01	15	1975	SUPREME COURT	SUPREME COURT	SC
32	00	1975	SYN FUEL CORP	SYNTHETIC FUELS CORPORATION	SFC
23	00	1975	TAX CRT US	TAX COURT OF THE UNITED STATES	TCUS
20	00	1975	TD	DEPARTMENT OF THE TREASURY	TD
20	07	1975	TD ASST INTL AFFRS	ASSISTANT SECRETARY FOR INTERNATIONAL AFFAIRS	ASIA
20	15	1975	TD BUR AL TOB FI ARM	BUREAU OF ALCOHOL, TOBACCO AND FIRE ARMS	BATF
20	09	1975	TD BUR ENGR PRINT	BUREAU OF ENGRAVING AND PRINTING	BEP
20	17	1975	TD BUR PUB DEBT	BUREAU OF PUBLIC DEBT	BPD
20	18	1997	TD BUR PUB DEBT	BUREAU OF PUBLIC DEBT	BPD
20	05	1975	TD CUSTOMS SERV	U.S. CUSTOM'S SERVICE	USCS
20	01	1975	TD GOVT FIN OPER	BUREAU OF GOVERNMENT FINANCIAL OPERATIONS	BGFO
20	34	1997	TD IRS MIDSTATES	IRS MIDSTATES REGION	IRSM

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
20	11	1975	TD IRS NATIONAL	IRS NATIONAL OFFICE	IRS
20	35	1997	TD IRS NORTHEAST	IRS NORTHEAST REGION	IRSN
20	32	1997	TD IRS SOUTHEAST	IRS SOUTHEAST REGION	IRSS
20	33	1997	TD IRS WESTERN	IRS WESTERN REGION	IRSW
20	29	1975	TD LAW ENF TRNG CTR	CONSOLIDATED FEDERAL LAW ENFORCEMENT TRAINING CENTER	LETC
20	03	1975	TD OFF CMPT CRRNCY	OFFICE OF THE COMPTROLLER OF THE CURRENCY	OCC
20	19	1975	TD OFF SECTY	OFFICE OF THE SECRETARY	OS
20	31	1990	TD OFF THRFT SUPRVSN	OFFICE OF THRIFT SUPERVISION	OTS
20	30	1989	TD OIG	OFFICE OF THE INSPECTOR GENERAL	TD
20	23	1975	TD ORS	OFFICE OF REVENUE SHARING	ORS
20	13	1975	TD U.S. MINT	UNITED STATES MINT	USM
20	27	1975	TD US SECRET SRV	UNITED STATES SECRET SERVICE	USSS
20	25	1975	TD US SVGS BOND DIV	UNITED STATES SAVINGS BOND DIVISION	USSB
11	48	1996	TDA	U.S. TRADE AND DEVELOPMENT AGENCY	TDA
13	17	1975	TECH. ADMIN.	PATENT OFFICE	TAPO
20	38	1999	TIGTA	DEPARTMENT OF TREASURY, ACTING ASST. DIRECTOR	TD
48	20	1975	TOM JEFFRSN COMEMRTN	THOMAS JEFFERSON COMMEMORATION COMMISSION	TJCC
69	20	1998	TRAN ADMIN SERV CNTR	TRANSPORTATION ADMINISTRATIVE SERVICE CENTER	TASC
20	99	1985	TREAS SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	TD
00	22	1997	TRIBAL ORG	TRIBAL ORGANIZATIONS	TO
64	00	1975	TVA	TENNESSEE VALLEY AUTHORITY	TVA
64	99	1985	TVA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	TVA
95	39	1990	U.S. CT VETRNS APPLS	UNITED STATES COURT OF VETERANS APPEALS	CVA
95	30	1986	U.S. INSTITUTE PEACE	UNITED STATES INSTITUTE OF PEACE	USIP
62	00	1990	U.S. OFF SPEC COUNSE	U.S. OFFICE OF SPECIAL COUNSEL	OSC
00	67	1975	UN	UNITED NATIONS	UN
00	86	1976	UN INFORMATION	UNITED NATIONS INFORMATION SERVICE	UNIS
00	82	1977	UN INT LAB OFF	UNITED NATIONS INTERNATIONAL LABOR OFFICE	UNLO
00	68	1975	UNESCO	UN EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORG	ESCO
00	69	1975	UNIV POSTAL UN	UNIVERSAL POSTAL UNION	UPU
94	00	1975	US ARMS CNTRL DIS AG	UNITED STATES ARMS CONTROL AND DISARMAMENT AGENCY	ACDA
21	45	1999	US ARMY SYSTEMS	US ARMY SYSTEMS ANALYSIS ACTIVITY	ASAA
09	01	1984	US BOT GARD	UNITED STATES BOTANIC GARDEN	USBG
48	18	1975	US COMM IMPRV EFF UN	U.S. COMM ON IMPROVING EFFECTIVENESS OF UNITED NATIONS	CEUN
10	15	1975	US CRT INTRNAT TRADE	US COURT OF INTERNATIONAL TRADE	CIT
00	52	1975	US FAO	FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED STATES	FAO
95	12	1976	US JAPAN FRSHIP COMM	U.S. JAPAN FRIENDSHIP COMMISSION	JFC
18	00	1975	US POST SRVC	UNITED STATES POSTAL SERVICE	USPS
98	00	1975	US R R ASSOC	UNITED STATES RAILROAD ASSOCIATION	USRA
21	33	1975	USA AA	AUDIT AGENCY	ARMY
21	11	1975	USA ADJ GEN CORPS	ADJUTANT GENERAL CORPS	ARMY
21	41	1975	USA AFR	ARMED FORCES RECRUITING	ARMY
21	43	1975	USA ALASKA COMMAND	ALASKA COMMAND	ARMY
21	04	1975	USA AR	ARMY RESERVE	ARMY
21	36	1975	USA BMDCA	BALLISTIC MISSILE DEFENSE COMMUNICATIONS ACTIVITY	ARMY
21	08	1975	USA COE	CORPS OF ENGINEERS	COE
21	48	1999	USA COMM ELECT CMND	US ARMY COMMUNICATIONS ELECTRONICS COMMAND	ARMY

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
21	01	1979	USA COMMUM COM	COMMUNICATION COMMAND	ARMY
21	14	1979	USA CRIM INVEST COM	CRIMINAL INVESTIGATION COMMAND	ARMY
21	38	1975	USA DARCOM	MATERIEL DEVELOPMENT AND READINESS COMMAND	ARMY
21	00	1975	USA DEPT	DEPARTMENT OF ARMY	ARMY
21	40	1975	USA FORSCOM	ARMY FORCES COMMAND	ARMY
21	16	1979	USA HEALTH SERV COM	HEALTH SERVICES COMMAND	ARMY
21	03	1979	USA INF SYS COM	U.S. ARMY INFORMATION SYSTEMS COMMAND	ARMY
21	12	1975	USA INT SEC COM	INTELLIGENCE AND SECURITY COMMAND	ARMY
21	05	1981	USA INTEL AGCY	U.S. ARMY INTELLIGENCE AGENCY	ARMY
21	20	1979	USA JUDG ADVOC GEN	THE JUDGE ADVOCATE GENERAL	ARMY
21	42	1975	USA MIL ENLIST PROC	MILITARY ENLISTMENT PROCESSING COMMAND	ARMY
21	22	1975	USA MIL POL CORPS	MILITARY POLICE CORPS	ARMY
21	26	1979	USA MIL REVIEW BD	MILITARY REVIEW BOARD	ARMY
21	29	1979	USA MISC ARMY ACT	MISCELLANEOUS DEPARTMENT OF THE ARMY ACTIVITIES	ARMY
21	35	1975	USA MTMC	MILITARY TRAFFIC MANAGEMENT COMMAND	ARMY
21	18	1975	USA NAT GUARD BUR	NATIONAL GUARD BUREAU	ARMY
21	39	1975	USA PERSONNEL CT	U.S. ARMY PERSONNEL CENTER	ARMY
21	47	1999	USA RESEARCH LAB	US ARMY RESEARCH LABORATORY	ARMY
21	46	1999	USA SIM TRNG & INSTM	US ARMY SIMULATION, TRAINING AND INSTRUMENTATION COMMAND	ARMY
21	06	1975	USA SURGEON GENERAL	SURGEON GENERAL	ARMY
21	49	1999	USA TEST& EVAL CMND	US ARMY TEST AND EVALUATION COMMAND	ARMY
21	37	1975	USA TRADOC	TRAINING AND DOCTRINE COMMAND	ARMY
21	02	1979	USA WASH DC	U.S. ARMY WASHINGTON, D.C.	ARMY
57	27	1990	USAF AAC	ALASKAN AIR COMMAND	USAF
57	08	1975	USAF AFC	ACCOUNTING AND FINANCE CENTER	USAF
57	10	1975	USAF AFCC	AIR FORCE COMMUNICATIONS COMMAND	USAF
57	12	1975	USAF AFRES	AIR FORCE RESERVE SERVICE	USAF
57	16	1975	USAF AIR UNIVERSITY	AIR UNIVERSITY	USAF
57	32	1990	USAF ANG	AIR NATIONAL GUARD	USAF
57	23	1975	USAF APPELLATE RVIEW	APPELLATE REVIEW	USAF
57	15	1975	USAF ATC (RECRUIT)	AIR TRAINING COMMAND (RECRUITING SERVICE)	USAF
57	00	1975	USAF DEPT	DEPARTMENT OF AIR FORCE	USAF
57	04	1975	USAF DISTRICT WASH	AIR FORCE DISTRICT OF WASHINGTON	USAF
57	14	1975	USAF ESC	ELECTRONIC SECURITY COMMAND	USAF
57	02	1975	USAF HDQ (AIR STAFF)	HEADQUARTERS (AIR STAFF)	USAF
57	17	1975	USAF LOGISTICS COMMD	AIR FORCE LOGISTICS COMMAND	USAF
57	18	1975	USAF MIL ARLFT COMMD	MILITARY AIRLIFT COMMAND	USAF
57	26	1975	USAF OFF SPEC INVEST	OFFICE OF SPECIAL INVESTIGATIONS	USAF
57	28	1990	USAF PACAF	PACIFIC AIR FORCES	USAF
57	22	1975	USAF PERS MGMT EVAL	PERSONNEL MANAGEMENT EVALUATION	USAF
57	25	1975	USAF PUB DISTRIB CEN	AIR FORCE PUBLICATION DISTRIBUTION CENTER	USAF
57	24	1975	USAF REGION CIV ENGR	REGIONAL CIVIL ENGINEERS	USAF
57	06	1975	USAF SPACE COMMAND	AIR FORCE SPACE COMMAND	USAF
57	31	1990	USAF SSC	STANDARD SYSTEMS CENTER	USAF
57	19	1975	USAF STRAT AIR COMMD	STRATEGIC AIR COMMAND	USAF
57	20	1975	USAF SYSTEMS COMMAND	AIR FORCE SYSTEMS COMMAND	USAF
57	21	1975	USAF TACT AIR COMMD	TACTICAL AIR COMMAND	USAF

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
57	29	1990	USAF USAFA	U.S. AIR FORCE ACADEMY	USAF
57	30	1990	USAF USAFE	U.S. AIR FORCE EUROPE	USAF
12	03	1975	USDA AMS	AGRICULTURAL MARKETING SERVICE	USDA
12	50	1975	USDA AMS CONTR	AMS CONTRACTORS	USDA
12	34	1975	USDA APHIS	ANIMAL & PLANT HEALTH INSPECTION SERVICE	USDA
12	05	1975	USDA ARS	AGRICULTURAL RESEARCH SERVICE	USDA
12	58	1997	USDA BCA	BOARD OF CONTRACT APPEALS	USDA
12	61	1997	USDA CR	OFFICE OF CIVIL RIGHTS	USDA
12	40	1975	USDA CREA	CIVIL RIGHTS ENFORCEMENT AND ADJUDICATION	USDA
12	10	1975	USDA CSREES	COOPERATIVE STATE RESEARCH, EDUCATION, & EXTENSION SERV.	USDA
12	59	1997	USDA DAMS	DEPARTMENTAL ADMINISTRATION MANAGEMENT SERVICES	USDA
12	49	1981	USDA ERS	ECONOMIC RESEARCH SERVICE	USDA
12	46	1978	USDA EXTERNAL SERV	EXTERNAL SERVICES	USDA
12	21	1975	USDA FAS	FOREIGN AGRICULTURAL SERVICE	USDA
12	23	1975	USDA FS	FOREST SERVICE	USDA
12	01	1975	USDA FSA	FARM SERVICE AGENCY	USDA
12	93	1975	USDA FSA - CTY	FARM SERVICE AGENCY - COUNTY	USDA
12	37	1975	USDA FSIS	FOOD SAFETY AND INSPECTION SERVICE	USDA
12	26	1977	USDA GIPSA	GRAIN INSPECTION, PACKERS, & STOCKYARDS ADMINISTRATION	USDA
12	52	1976	USDA GS	USDA GRADUATE SCHOOL	USDA
12	42	1975	USDA HRM	HUMAN RESOURCES MANAGEMENT	USDA
12	53	1976	USDA ICA COMM	INTERNATIONAL COTTON ADVISORY COMMISSION	USDA
41	00	1975	USDA MSPB	DEPT OF AGRICULTURE	USDA
12	56	1996	USDA NAD	NATIONAL APPEALS DIVISION	USDA
12	02	1975	USDA NASS	NATIONAL AGRICULTURAL STATISTICS SERVICE	USDA
12	62	1997	USDA NCR	USDA, NATIONAL CAPITAL REGION	USDA
12	35	1975	USDA NRCS	NATURAL RESOURCES CONSERVATION SERVICE	USDA
12	39	1975	USDA OALJ	OFFICE OF ADMINISTRATIVE LAW JUDGES	USDA
12	41	1975	USDA OBPA	OFFICE OF BUDGET AND PROGRAM ANALYSIS	USDA
12	27	1975	USDA OC	OFFICE OF COMMUNICATIONS	USDA
12	57	1997	USDA OCE	OFFICE OF CHIEF ECONOMIST	USDA
12	47	1978	USDA OCFO	OFFICE OF THE CHIEF FINANCIAL OFFICER	USDA
12	09	1975	USDA OCIO	OFFICE OF THE CHIEF INFORMATION OFFICER	USDA
12	32	1975	USDA OCIO NITC - FC	OFF OF THE CHIEF INFORMATION OFFICER NITC - FT. COLLINS	USDA
12	38	1975	USDA OCIO NITC - MO	OFF OF THE CHIEF INFORMATION OFFICER NITC-MAINFRAME OP.	USDA
12	25	1975	USDA OGC	OFFICE OF THE GENERAL COUNSEL	USDA
12	18	1975	USDA OI	OFFICE OF INVESTIGATION	USDA
12	55	1990	USDA OIG	OFFICE OF THE INSPECTOR GENERAL	USDA
12	14	1975	USDA OIRM-WCC	OFF OF THE CHIEF INFORMATION OFFICER - WASH SERV CENTER	USDA
12	44	1975	USDA OO	OFFICE OF OPERATIONS	USDA
12	51	1976	USDA OPEDA	ORGANIZATION OF PROFESSIONAL EMPLOYEES	USDA
12	60	1997	USDA OPPM	OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT	USDA
12	33	1975	USDA OSEC	OFFICE OF THE SECRETARY	USDA
12	07	1975	USDA RDA	RURAL DEVELOPMENT ADMINISTRATION	USDA
12	15	1975	USDA RHS	RURAL HOUSING SERVICE	USDA
12	17	1975	USDA RMA	RISK MANAGEMENT AGENCY	USDA
12	31	1975	USDA RUS	RURAL UTILITIES SERVICES	USDA

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
12	06	1975	USDA SDBU	OFFICE OF SMALL AND DISADV BUSINESS UTILIZ	USDA
12	90	1975	USDA SOIL DISTR SRV	STATE CONSERVATION SERVICE	USDA
12	92	1975	USDA ST EXT SRV	STATE EXTENSION SERVICE	USDA
12	91	1975	USDA ST FOREST COMM	STATE FORESTRY COMMISSION	USDA
12	99	1985	USDA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	USDA
67	00	1975	USIA	U.S. INFORMATION AGENCY	USIA
17	45	1975	USMC 12TH DIST	12TH MARINE CORPS DISTRICT	USMC
17	41	1975	USMC 1ST DIST	1ST MARINE CORPS DISTRICT	USMC
17	44	1975	USMC 4TH DIST	4TH MARINE CORPS DISTRICT	USMC
17	40	1975	USMC 6TH DIST	6TH MARINE CORPS DISTRICT	USMC
17	43	1975	USMC 8TH DIST	8TH MARINE CORPS DISTRICT	USMC
17	42	1975	USMC 9TH DIST	9TH MARINE CORPS DISTRICT	USMC
17	37	1975	USMC ABEAST	MARINE CORPS AIR BASES - EASTERN AREA	USMC
17	38	1975	USMC ABWEST	MARINE CORPS AIR BASES - WESTERN AREA	USMC
17	39	1975	USMC ARTRCOM	MARINE AIR RESERVE TRAINING COMMAND	USMC
17	12	1975	USN BUMED	BUREAU OF MEDICINE & SURGERY	NAVY
17	23	1977	USN CG 4TH MAR DIV	COMMANDING GERENAL,4TH MARINE DIVISION	NAVY
17	48	1975	USN CHINFO	CHIEF OF INFORMATION	NAVY
17	33	1975	USN CHNAVATRA	CHIEF OF NAVAL AIR TRAINING	NAVY
17	10	1975	USN CHNAVPERS	CHIEF OF NAVAL PERSONNEL	NAVY
17	28	1975	USN CHNAVRES	CHIEF OF NAVAL RESERVE	NAVY
17	46	1975	USN CHNAVTECH TR	CHIEF OF NAVAL TECHNICAL TRAINING	NAVY
17	06	1975	USN CHNO	CHIEF OF NAVAL OPERATIONS	NAVY
17	05	1975	USN CINCLANTFLT	COMMANDER IN CHIEF ATLANTIC FLEET	NAVY
17	03	1975	USN CINCPAFLT	COMMANDER IN CHIEF PACIFIC FLEET	NAVY
17	26	1975	USN CMSLC	COMMANDER MILITARY SEALIFT COMMAND	NAVY
17	19	1975	USN CNAVASYSKOM	COMMANDER NAVAL AIR SYSTEMS COMMAND	NAVY
17	15	1975	USN CNAVELESYSKOM	COMMANDER NAVAL ELECTRONIC SYSTEMS COMMAND	NAVY
17	11	1975	USN CNAVFACECOM	COMMANDER NAVAL FACILITIES ENGINEERING COMMAND	NAVY
17	36	1975	USN CNAVRECOM	COMMANDER NAVAL RECRUITING COMMAND	NAVY
17	17	1975	USN CNAVSUPSYSKOM	COMMANDER NAVY SUPPLY SYSTEMS COMMAND	NAVY
17	24	1975	USN CNAVWEASER COM	COMMANDER,NAVAL WEATHER SERVICE COMMAND	NAVY
17	08	1975	USN CNET	CHIEF OF NAVAL EDUCATION&TRAINING	NAVY
17	30	1975	USN COMDTMC	COMMANDANT OF THE MARINE CORPS	NAVY
17	09	1975	USN COMNAVAILANT	COMANDER NAVAL AIR ATLANTIC FLEET	NAVY
17	13	1975	USN COMNAVIRPAC	COMMANDER NAVY AIR PACIFIC FLEET	NAVY
17	07	1975	USN COMNAVSEASYSKOM	COMMANDER,NAVAL SEA OPERATIONS COMMAND	NAVY
17	04	1975	USN COMPT	COMPTROLLER OF THE NAVY	NAVY
17	22	1975	USN NAVINTCOM HDQ	NAVAL INTELLIGENCE COMMAND HEADQUARTERS	NAVY
17	14	1975	USN NAVMATCOM	NAVY MATERIAL COMMAND	NAVY
17	29	1975	USN NAVRESO	NAVY RESALE SYSTEMS OFFICE	NAVY
17	18	1975	USN NAVTELCOM	NAVAL TELECOMMUNICATIONS COMMAND	NAVY
17	16	1975	USN OCEANAV	OCEANOGRAPHER OF THE NAVY	NAVY
17	02	1975	USN ONR	CHIEF OF NAVAL RESEARCH	NAVY
17	49	1977	USN RUITAREA EIGHT	NAVAL RECRUITING AREA EIGHT	NAVY
17	34	1977	USN RUITAREA FIVE	NAVAL RECRUITING AREA FIVE	NAVY
17	32	1977	USN RUITAREA FOUR	NAVAL RECRUITING AREA FOUR	NAVY

Agency Code	Bureau Code	Year	Short Name	Long Name	FIS Code
17	21	1977	USN RUITAREA ONE	NAVAL RECRUITING AREA ONE	NAVY
17	35	1977	USN RUITAREA SEVEN	NAVAL RECRUITING AREA SEVEN	NAVY
17	31	1977	USN RUITAREA THREE	NAVAL RECRUITING AREA THREE	NAVY
17	20	1975	USN SECGRACT	NAVY SECURITY GROUP ACTIVITY	NAVY
17	01	1975	USN SECTY NAVY	SECRETARY OF THE NAVY	NAVY
18	99	1985	USPS SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	USPS
36	00	1975	VA	DEPARTMENT OF VETERANS AFFAIRS	VA
36	14	1987	VA ADMIN SERVICE	ADMINISTRATIVE SERVICE	VA
36	13	1975	VA CONTROLLER	OFFICE OF CONTROLLER	VA
36	10	1975	VA DMA	DEPARTMENT OF MEMORIAL AFFAIRS	VA
36	16	1997	VA EASAC	EASTERN AREA SERVICE AND ASSISTANCE CENTER	VA
36	01	1975	VA IG	INSPECTOR GENERAL	VA
36	20	1998	VA NATL EES	THE NATIONAL EES PROGRAM#777	VA
36	05	1975	VA OFFICE FACILITIES	OFFICE OF FACILITIES	VA
36	07	1975	VA OIS & T	OFFICE OF INFORMATION SYSTEMS AND TELECOMMUNICATIONS	VA
36	99	1985	VA SUBCONT PRIV	SUBCONTRACTORS/PRIVATE SECTOR WITH FEDERAL AGENCIES	VA
36	15	1997	VA TRNG ACDMY	TRAINING ACADEMY	VA
36	03	1975	VA, OA &MM	VA OFFICE OF ACQUISTION & MATERIAL MANAGEMENT	VA
36	11	1975	VBA	VETERANS BENEFITS ADMINISTRATION	VBA
36	09	1975	VHA	VETERANS HEALTH ADMINISTRATION	VHA
46	04	1984	WA METRO TRAN AUTH	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	WMTA
88	02	1985	WASH NAT REC CTR	WASHINGTON NATIONAL RECORDS CENTER	WNRC
00	70	1975	WHO	WORLD HEALTH ORGANIZATION	WHO
00	71	1975	WMO	WORLD METEOROLOGICAL ORGANIZATION	WMO
85	01	1975	WRC GT LAKS BAS COMM	GREAT LAKES BASIN COMMISSION	GLBC
85	07	1975	WRC WTR RES CNCL HDQ	WATER RESOURCES COUNCIL HEADQUARTERS	WRCH
85	00	1975	WTR RES CNCL	WATER RESOURCES COUNCIL	WRC
		1999	BLDG	BUILDING COMMON	BLDG
		1999	PRKN	PARKING	PRKN
		1999	TOTL	TOTAL BUILDING GROSS	TOTL

Other codes:

BLDG:BLDG
 PRKN:PRKN
 TOTL:TOTL
 VAC:4789

**SECTION 4
ROOM NAME**

List of approved room names. For any omissions, obtain Regional CIFM Program Manager approval.

ATM	Entry Lobby	Lobby	Supply
Attic Space	Entry Vest.	Lockers	Tele.
Auditorium	Equip. Room	LOG	Teller
Box Lobby	Evidence	Mail Room	Toilet
Break Area	Exam	Mech.	Total Gross
Break Room	Exercise Room	Men	Training
Cafeteria	File/Storage	Office	Vault
Canopy	File/Supply	Open Office	Vending
Classroom	Files	Open to Below	Vert. Pen.
Closet	Freight Elev.	Parking	Vest.
Computer	Fr. Elev. Vest.	Print Room	Waiting
Conference	Full Serv. Cntr.	Ramp	Warehouse
Control Booth	Furring	Reception	Weight Room
Copy	Garage	Residence	Wet Area
Copy/File	Hearing	Robing Area	Women
Copy/Storage	Hldg. Cell	Robing Room	Work Room
Corr.	Interview	Roof 1, 2, 3, 3 etc.	
Courtroom	Judge's Chamber	Roof A, B, C, etc.	
Cust.	Jury Assembly	Sallyport	
Elec.	Jury Room	Shop	
Elev. Lobby	Kitchen	Snack Bar	
Elev. Vest.	Laboratory	Stair 1, 2, 3, etc.	
Elevator	Law Clerk	Stair A, B, C, etc.	
Elevator Pit	Library	Storage	
Elevators	Loading Dock	Storage/Supply	

SECTION 5 ANSI/BOMA CATEGORY

ANSI categories and the placement of area lines. Hierarchy for area line placement.

1. Office space. ANSI Category 01 will be tagged to all spaces that are tenant space. The following is a list of examples of office/tenant spaces:
 - a. Space being used and leased by a single tenant as primary office space.
 - b. Space being used and leased by a single tenant as storage space.
 - c. Private telephone closets, uninterrupted power supply rooms, or mechanical rooms designed for the exclusive use of one tenant.
 - d. Private toilets that are used by one Agency that not required by code.
 - e. Space available for the use of all the Government tenants in a building or complex.
Examples include:
 - (1) Common use library
 - (2) Cafeteria space
 - (3) Fitness or wellness centers
 - (4) Conference/training centers

Note: see also building joint use in SECTION 7 SPACE CATEGORY.

2. Building common. ANSI Category 02 will be tagged to all spaces that are primarily used to support the entire building. The following is a list of examples of building common spaces:
 - a. Public corridors that are used by all tenants in the building. Corridors that are used by only tenants on one floor will be considered ANSI Category 03 Floor Common.
 - b. Mechanical rooms that service more than one floor (or the whole building) that are not specialty spaces for a single Agency.
 - c. Telephone and electrical rooms that service more than one floor (or the whole building) that are not specialty spaces for a single Agency.
 - d. Public toilets that are used by the whole building that are not necessary by code for the floor where they are located. The plumbing chases that are associated with public toilets should be added to the square footage of the public toilet that they are adjacent to as the ANSI/BOMA Standard states that plumbing chases are not major vertical penetrations.

Note: see also SECTION 7 SPACE CATEGORY.

3. Floor common. ANSI Category 03 will be tagged to all spaces that are primarily used to support a single floor of a building. The following is a list of examples of floor common space:
 - a. Public corridors that are used by multiple Agencies on a particular floor of a building.
 - b. Mechanical rooms that service one floor of the building. Mechanical spaces that service a single Agency will be assigned to that particular Agency and tagged ANSI Category 01.

- c. Telephone and electrical rooms that service one floor. Telephone and electrical spaces that service a single Agency will be assigned to that particular Agency and tagged ANSI Category 01.
- d. Public toilets necessary by code for the floor where they are located. The plumbing chases that are associated with public toilets should be added to the square footage of the public toilet that they are adjacent to as the ANSI/BOMA Standard states that plumbing chases are not major vertical penetrations.

Note: see also Building Common in SECTION 7 SPACE CATEGORY.

- 4. Vertical penetrations. ANSI Category 04 will be tagged to all spaces that are major penetrations in the floor slab. For a space to be considered a major vertical penetration it must meet the following criteria:
 - a. It must be large enough for a person to fit comfortably through the penetration (around nine square feet). Source: BOMA boot camp.
 - b. The space must be deducted from the floor slab that it penetrates. Sleeved slabs are not vertical penetrations.
 - c. The space is not a plumbing, electrical, or telephone chase.
 - d. The following is a list of spaces that are normally considered vertical penetrations:
 - (1) Atrium spaces that are not an amenity to a single tenant
 - (2) Attic space on a mezzanine floor level
 - (3) Elevator shafts
 - (4) Incinerator chimneys
 - (5) Public and or multi-tenant stairs
 - (6) Return/supply air chases larger than nine square feet
- 5. **CAUTION:** The ANSI/BOMA Standard provides that in certain circumstances, space normally classified as vertical penetrations (normally not included in rentable measurements) and common areas, should be measured and assigned to a tenant as useable area.
 - a. Base building slab penetrations, such as elevator shafts, fire-egress stairwells, multi-story atriums, etc., do not count in either rentable or usable floor calculations and are coded under ANSI Category 04, PBS Space Type CRV, Space Category 10 Unmarketable.
 - b. Slab penetrations or voids, which are specifically made or designed to serve a tenant, are measured *as if the slab was still there*. In other words, the void counts in *both* the usable and rentable calculations. In PBS controlled space, examples of these voids include two-story spaces such as courtrooms, auditoriums, stages with fly-lofts, private elevators, communicating stairs between floors but outside of the building core, dumbwaiters, and air shafts for laboratory hood exhausts (if not part of the base building design). These penetrations should be coded as ANSI Category 01 Office, PBS Space Type TFC Tenant Floor Cut, PBS Space Category 01 Assigned New or 13 Backfill.

Note: under ANSI/BOMA, if an entire floor is double height (such as the ground floor of certain buildings), then there is no rent charge for the double height space on that floor because there is no penetrated slab to be measured. This will be true for some courtrooms and for some space housing Postal Service mail sorting operations.
 - c. Space normally classified as Floor Common area may be measured and assigned to a tenant as usable area depending upon whether the space is used exclusively for and controlled by

that tenant. For example, if a single tenant controls the circulation corridor (those beyond the code requirements for fire egress) leading to and through his offices, that corridor space is assigned to that tenant as usable space since it is no longer usable by other tenants in the building. A second example would be a floor lobby that is used by a tenant as a reception area for that tenant's office suite. A third example of usable corridor space would be where a tenant chose to have a corridor built through his space. Generally, these areas would be assigned ANSI Category 01, PBS Space Type TTO Total Office.

- d. If there is any doubt concerning whether the above areas are reserved for the exclusive use of a single tenant, the Building Manager or the Asset Manager for the building should be consulted.

6. Area line hierarchy.

- a. The outside building gross line and the inside construction take precedence over all other area lines. These lines should be drawn first. Generally, construction is the space between outside gross (TTG) and inside gross (TTM).
- b. Vertical Penetration lines should be drawn after all TTG and TTM lines have been drawn. They will take the wall thickness of all enclosing walls except for the outside wall thickness (construction).
- c. Building Common and Floor Common lines should be drawn after all lines for vertical penetrations have been drawn. They will take the wall thickness of all enclosing walls except for the outside construction and vertical penetrations.
- d. Office Space lines should be drawn after all lines for building common and floor common have been drawn. They will take the wall thickness of all enclosing walls except for the outside construction, vertical penetrations, and building common and floor common.

**SECTION 6
SPACE TYPE**

PBS space types found in the STAR database. These three-letter acronyms are the only possible entries into the STAR database. These entries will be used to fill in the field SPACE_TYPE in the STAR database used by PBS nationwide.

1. ANSI Category 01 Office. The following space types are associated with this category:
 - a. ADP Automatic Data Processing. Automatic data processing rooms, computer rooms, and such as Liebert units or humidity control. These rooms usually have above building standard electrical in addition to the raised floor. Spaces that do not have raised floors must have both 24 hour air and excessive electrical to meet this criteria. Computer rooms that are just below the required build-out mentioned above will receive the space type classification CFT.
 - b. AUD Auditorium. For auditoriums that have structurally changed floors and/or ceilings. These spaces generally will have above building standard air conditioning and area in excess of 400 SF. All auditoriums that do not have structurally changed floors or ceilings and that are built-out with above building standard construction will be classified CFT.
 - c. CAF Cafeteria. For the seating area of cafeterias that do not have floor drains and/or plumbing in them.
 - d. CFT Conference/Training. For conference and training rooms that are built-out above building standard. As it is very hard to define what is above building standard, the following is a list of the most common items found in a building that are considered above standard. Numeric values have been assigned to each of these items to make the judgment of the build-out more objective. These numeric values are generally tied to the installation cost of the particular item. For a space to receive the space type classification of CFT, the space in concern must achieve a total numeric value of (2.00) from the list of above standard items found below. Above building standard items are those items that are considered special and are not used in the majority of the spaces in a building.

Special air	Mixing boxes that are tied into the building standard air conditioning system with thermostat in the room that is only adjusted by the maintenance staff	1.00
Separate air	Thermostat in the room that actually operates an air conditioning system that is separate from the building standard air	2.00
Standard chair rail	Inexpensive quarter round	0.25
Above std chair rail	Above standard stained hardwood	0.50
Sound board	When soundboard is not used as building standard for the majority of the offices and only in specific special cases it can be considered above standard build-out	1.00
Border carpet	Above building standard carpet with decorative border, not carpet squares	0.50
Curtains and/or mini blinds	Non-building standard	0.50
Storefront windows and/or Hurculite doors	Non-shell building build-out	1.00
Marker board	Inexpensive white board screwed to the wall	0.25
Above standard marker board	Built-in hardwood or equal	0.50

Example 1. A conference room with curtains (0.50), two inexpensive marker boards (2 x 0.25), and inexpensive chair rail (0.25) would equal a total of (1.25). It would not receive the CFT classification.

Example 2. A conference room with Hurculite doors (1.00), border carpet (0.50), and above standard chair rail (0.50) would equal a total of (2.00). It would receive the CFT classification.

- e. CLD Childcare. For childcare facilities that contain above office standard build-out. This may include, but is not limited to, the following items: built-in bunk beds, built-in countertops with or without bar sinks, store front glass for observation, and spaces that resemble classrooms. This classification will not be used for the adjoining office space and or corridors within a childcare area that are built out to the same level as building standard office space. The restrooms that are located within a classroom area will be classified HUT (health unit/private toilet).
- f. CRJ Courtroom Judiciary. For courtrooms that have extensive millwork, unique ceiling ornamentation/plane changes, greater than normal column spacing, and/or ceiling heights that are higher than standard. These spaces are usually larger and more expensive to build than grand jury rooms. This classification is reserved for spaces that belong to the courts system.
- g. FIT Fitness Center. For spaces that are built out with materials that are above building standard. These items may include, but are not limited to, the following:
 - (1) Above standard flooring such as wood or rubber
 - (2) Ceiling fans
 - (3) Down lights
 - (4) Storefront glazing
 - (5) Mirrors on the walls
 - (6) Separate air conditioning
 - (7) Grab bars

Note: structurally changed flooring would be considered STC not FIT.

- h. FDS Food Service. For spaces that are built out to serve food. These spaces may contain above standard items such as ceramic tile or quarry tile flooring, floor drains, countertops that have plumbing, and/or stainless steel serving counters. The space type FDS will not be used for break rooms that do not have plumbing in them. The seating area of cafeterias will be assigned as CAF but the service line area will be assigned as FDS.
- i. GNS General Storage. For spaces that are built out below the normal office standard. Generally these spaces did not meet the level of office build-out. These items include but are not limited to the following:
 - (1) Unfinished walls
 - (2) Unfinished ceiling
 - (3) No air conditioning
 - (4) Poor lighting or no lighting
 - (5) Low head height
 - (6) No access for occupancy due to safety issues
 - (7) Non-abated space

Note: the basic difference between INS and GNS is that INS will have air conditioning to condition the space. If the space is not on an accessible floor or it contains asbestos it will be classified GNS not INS even if it has air conditioning.

- j. HUT Health Unit/Private Toilet. For two types of space (wet area):
 - (1) Health unit exam rooms that have plumbing.
 - (2) Private toilets that have plumbing and are used by one Agency.

- k. INS Light Industrial. For the following two different types of space:
 - (1) Covered docks. All docks and vehicular sally ports that are covered with a canopy or a roof.
 - (2) Air conditioned storage space. This space type is often confused with general storage (GNS). For this reason air conditioning has been determined to be the defining element that makes a space IND and not GNS. For this type of space, air conditioning may only be some type of humidity control or system that would not let the temperature drop below 60° F or rise above 80° F. Generally this type of space will have unfinished walls, open to structure ceilings, below office standard lighting, and concrete floors. This classification will not be used for spaces that are built out to the same level as office type space.

- l. JCC Judicial Chambers. For judicial chambers that have above building standard build-out. The receptionist area, the judge's chamber, and the law clerk's offices will receive this classification if they contain any of the following items:
 - (1) Supplemental or zoned air
 - (2) Millwork
 - (3) Wood base
 - (4) Above standard chair rail
 - (5) Fabric wall covering
 - (6) Vinyl wall covering
 - (7) Sound board
 - (8) Speakers
 - (9) CCTV monitors and/or cameras
 - (10) Panic buttons
 - (11) Recessed can lighting
 - (12) Ceiling fans

Note: the auxiliary areas in the judges' chambers such as the corridors, the workrooms, and the legal library will receive JCC only if they are truly built out above building office standard.

- m. JHR Judicial Hearing Room. For spaces that are built out that are above office standard yet not enough above standard to constitute the assignment of the space type CRJ. These items include but are not limited to the following:
 - (1) Built-in judges bench
 - (2) Wood millwork or wainscot
 - (3) Chair rail
 - (4) Sound system
 - (5) Recessed can lighting
 - (6) Separate air
 - (7) Walls to deck
 - (8) Crown molding
 - (9) Built-in podium
 - (10) Built-in spectator railing
 - (11) Above standard doors
 - (12) Sound lock entry
 - (13) Articulation in the ceiling

- n. LAB Laboratory. For spaces that have above office standard build-out items. These items include but are not limited to the following:
- (1) Corrosive resistant counter tops
 - (2) Gas supply plumbing in the wall or the floor
 - (3) Special venting equipment
 - (4) Stainless steel counter tops
 - (5) Quarry tile flooring
 - (6) Floor drains
 - (7) Light lock doors for photo labs
 - (8) Above standard electrical for testing equipment
 - (9) Special lighting
 - (10) Separate climate control systems
- Note:** spaces that only have Formica countertops and plumbing (bar sinks) will be classified with the space type FDS.
- o. QRR Quarters/Residence. For residential quarters for Government owned spaces. For example, military barracks and remote US Customs Border Station quarters.
- p. SNK Snack Bar. For space built out to accommodate a snack bar.
- q. STC Structurally Changed. For structurally expensive spaces to build. These spaces may contain combinations of the following above standard items:
- (1) Structurally upgraded floor loading will not be considered above standard if the entire building has higher than normal floor loading.
 - (2) Wall to deck will not be considered above standard if the walls went to deck for fire code or because they enclose a vertical penetration. Walls to deck alone do not constitute the STC classification.
 - (3) Cipher locks alone do not constitute the STC classification.
 - (4) Ballistic glass is normally found in waiting areas that protect Agencies such as the FBI, DEA, and the Secret Service.
 - (5) Vault doors and or structurally upgraded walls (concrete).
 - (6) Wire mesh in the wall or walls extended to the deck.
- r. TFC Tenant Floor Cut. Vertical penetration into floor plate for benefit of a specific client, such as a double height courtroom, private elevator, or private communicating stair.
- s. TTO Total Office. For general office space. This type of space must have the following qualities:
- (1) Flooring other than sealed concrete
 - (2) Lighting that is adequate for an office environment
 - (3) Finished walls
 - (4) Finished ceiling
 - (5) Head height that is greater than 7' - 6"
 - (6) Air conditioning
- t. WRH Warehouse Space. For spaces that meet the following criteria:
- (1) Industrial lighting
 - (2) Unfinished flooring
 - (3) Above standard floor loading
 - (4) Ceiling open to structure

- (5) Large column spacing'
- (6) Overhead doors
- (7) Minimal HVAC

Note: the covered loading docks of a warehouse are to be classified with the space type INS. Generally WRH type space is much larger than GNS space. Limited amounts of office space can be classified WRH if the offices are part of the envelope of the warehouse itself and have not been upgraded from that level of build-out.

2. ANSI Category 02 Building Common and 03 Floor Common. The following space types are associated with these categories:

a. CRH Circulation Horizontal. Building horizontal spaces not assignable to a client, such as corridors, elevator lobbies, etc. For all spaces that are used by more than one Agency for circulation in the horizontal plane. Generally the public will have access to these spaces without having to go through doors that may be locked by an Agency. The corridors that are behind the USDC Courtrooms that block off the public by the use of lockable doors will not be classified CRH.

b. CST Custodial. For custodial closets that have custodial sinks or floor drains in them.

Note: this space type may also be used for spaces that are necessary for the general operation of the building. These spaces include PBS building storage (for doors, ceiling tiles, light bulbs, and general loading docks), PBS paint room, and PBS maintenance shop. This space type is the source of much debate and should be addressed on a regional basis as it affects negatively the building add-on factor. As more space is assigned to the space type CST the building add-on factor gets higher. When a building has a large add-on factor it is considered to be an inefficient building. Generally, Agencies will not want to lease space in inefficient buildings, as it will cost more than space in efficient buildings. Consult the Regional CIFM Program Manager or Realty Specialist for further information about this space type.

c. MCH Building Mechanical. Building mechanical space, such as basement space and mechanical floors housing HVAC equipment, elevator equipment, etc. In other words, includes building mechanical areas that provide service to the normal operation of a particular building. This classification will not be used for mechanical areas that are for the primary use of a single Agency. In single tenancy buildings, spaces that are not normally necessary for the operation of a building will be assigned to the single tenant that is occupying the building. For example, UPS rooms are not normally building standard.

d. TLT Public Toilet. For all building restrooms and/or shower spaces that are used by more than one Agency and/or the public. This space type has had much debate in the past over how to handle in a single tenancy building. The ANSI/BOMA Standard resolves these issues with the introduction of an add-on factor. A single tenancy building will have restrooms that are the main restrooms. These restrooms will be classified TLT and the square footage for these spaces will be charged back to the single tenant through the add-on factor. All other non-public restrooms that are used by a single tenant will be classified HUT Health Unit/Private Toilet.

3. ANSI Category 04. The following space type is associated with this category:

a. CRV Circulation Vertical. For stairs and elevators that are used by more than one Agency. CRV will be tagged to all vertical penetrations. The classification CRV will not be used for freight elevators that are used primarily for transportation of prisoners for the USDC.

4. The following space types (4.a. through 4.f.) are not associated with any ANSI category. All (except Structured Parking) should be left blank in the ANSI_CAT and SPACE_CAT fields (Structured Parking is Space_Cat 09).
 - a. LND Land. To be used to identify open land that is collecting rent. This space type will not be included in the gross square footage of a building. LND should not be associated with a database for a building as it will make the total gross calculation incorrect.
 - b. OTH Other. DO NOT USE THIS SPACE TYPE. It is reserved for spaces in a building that are not part of the buildings gross square footage. If a space is not to be included in the buildings gross square footage it should not be tagged and therefore should not be part of the database.
 - c. STP Structured Parking. For covered parking. PBS does not calculate parking as a square footage number. The number of spaces are tracked that each Agency is using. For the purpose of the database, this space will be tagged as it affects the gross square footage of the building.
 - d. CON Construction. For the outside wall thickness as defined by BOMA. This space type will not be entered into a database as it will be calculated by using the sum of all polylines subtracted from the Total Gross (TTG).
 - e. TTG Total Gross. To be used to identify the total gross measurement of the building. Total gross building is defined in the ANSI/BOMA Standard.
 - f. TTM Total Measured. Total measured square footage in a building is calculated by using the following formula: $TTM = TTG - CON - STP$. This space type will not be tagged as it is a calculated value.

SECTION 7 SPACE CATEGORY

PBS space categories found in the STAR database.

1. There are fifteen STAR space categories. They are:

- 01 Assigned New
- 02 Building Common
- 03 Building Joint Use
- 04 Committed
- 05 Committed under Alteration
- 06 Facility Common
- 07 Facility Joint Use
- 08 Lease Common
- 09 Structured Parking
- 10 Unmarketable
- 11 Vacant
- 12 Under Construction
- 13 Backfill
- 14 Zero Square Feet
- 15 Lease Joint Use

2. Definitions.

- a. Assigned New (01). A tenant Agency assignment to new space.
- b. Building Common (02). The ANSI/BOMA Standard provides a clear definition of building common.
- c. Building Joint Use (03). Joint use space is not a space type, it is an assignment category. Any space type that PBS chooses to assign for billing purposes to all the tenants in a building is joint use space. This space category identifies the usable space associated with a specific building, such as cafeterias, conference rooms, credit unions, snack bars, etc., which is available for common use by personnel of any Federal Agency in that building.
- d. Committed (04). Space reserved for an Agency.
- e. Committed under Alteration (05). Reserved space under renovation.
- f. Facility Common (06). Building common space that serves several buildings that make up a facility. This space category identifies the sum of the facility square footage that is shared among all occupying organizations within the facility environment for a specific building.
- g. Facility Joint Use (07). Building joint use space that serves several buildings that make up a facility. It is usable space associated with a specific building, such as cafeterias, conference rooms, credit unions, snack bars, etc., which is available for common use by personnel of any Federal Agency occupying space or associated with that facility. For example, a cafeteria in one building that serves the tenants in other buildings in the facility.
- h. Lease Common (08). Building common space in space that is leased. See also Building Common above.
- i. Structured Parking (09). Inside or covered parking.

- j. Unmarketable (10). Construction area and vertical penetrations only.
- k. Vacant (11). Unassigned space.
- l. Under Construction (12). Space that is under construction and not yet assigned.
- m. Backfill (13). Space that is assigned to an Agency other than the original occupant Agency.
- n. Zero Square Feet (14). Used for antennas, boat docks, bridges, land, railroad crossings, and wareyards.
- o. Lease Joint Use (15). Similar to Facility Joint Use (07) except located in a leased space.

SECTION 8 CONTRACTOR CHECKLIST

Checklist for contractor and PBS to use during the project and at final completion.

1. Are all layer names from the approved layer tables provided by PBS? See SECTION 2 ASSIGNMENT DRAWINGS.
2. Are all AutoCAD blocks created on layer 0?
3. Are all blocks created with color and line style by layer?
4. Are the floors placed in relation to absolute zero (0,0,0) such that the building can be stacked and checked for column accuracy?
5. Do the elevators stack properly? Do the stairs line up?
6. Are there dimensions in the building that measure other than a quarter of an inch (1/4") in accuracy? If so, was the drawing sketched or is there a reason for this inaccuracy?
7. Do the out-to-out dimensions of the building match up with the original working drawings?
8. Are the floors of an office tower all the same size?
9. Do the windows have mullions and a glazing line?
10. PBS is to be notified in writing if the overall dimensions of the building are different than the original construction documents indicate. The overall building gross should never change during the Spatial Data Validation Project. If the length and width of the building are different, double check all dimensions and contact the Regional CIFM Program Manager.