Docket # 96-186

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FEDERAL COMMUNICATIONS COMMMISSION
OFFICE OF MANAGING DIRECTOR
M E M O R A N D U M

TO: ALL FCC EMPLOYEES

FROM: Managing Director [redacted]

SUBJECT: New Cost Accounting System for FY96

DATE: September 29, 1995

Beginning on October 1, all FCC employees will need to track and report how they spend their work time. Each pay period when you turn in time and attendance material to your timekeeper, you will also turn in a written account of how you spent your work hours. We need this information to document the amount of salary dollars spent on different activities. It is not being used to monitor your productivity or in any way determine performance ratings.

For the last two fiscal years, we have approximated how staff time has been spent for our regulatory fee rulemaking. Congress has indicated that the Commission needs to formalize this process by putting in place a cost accounting system which records actual time spent by employees. This will allow the Commission to more accurately adjust the regulatory fees we charge our licensees and others for the work we do on their behalf.

Nobody likes additional work or new forms to be completed; however, these fees bring in $116 million of our annual budget. When you are filling out these forms, please keep in mind that about two-thirds of your paycheck is being paid indirectly by the fees we will be charging based on this information.

To simplify the process, most employees will only be required to report time in eight hour/daily increments. Each day you will need to record by activity and project codes how you spent your time (either by a specific breakdown of hours or by assigning the full day to the activity requiring the majority of your time). As noted above, this information is then turned in to your timekeeper every pay period. The attached material explains this process in detail.

While it may seem complicated at first, the large number of codes were needed to account for how all FCC employees spend their time. You will actually use only a handful of these codes and you will likely record the same codes each pay period. Once you have identified, with the assistance of your supervisor, the appropriate codes to record your work, the process will require only a few moments of your time each pay period.

If you have any questions after reviewing this information, please discuss them with your supervisor. They are ultimately responsible for determining how their staff's time is to be charged. They have been briefed on these new procedures, as have most timekeepers, and should be able to advise you. During the next few weeks, we will be contacting each bureau and office to offer additional information or briefings as needed.

Attachments

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ATTACHMENT 1

BACKGROUND AND GENERAL INFORMATION

In 1993, the Congress passed Public Law 103-66 which established "user" fees related to FCC regulatory fee programs. This law also directed the Commission "to develop accounting systems necessary to making the adjustments authorized..." to regulatory fee rates. Congress expects the Commission to have a detailed cost accounting system in place by October 1, 1995, supporting the fees we charge and all the costs we incur.

Attachment 2 is a biweekly worksheet which can be used to record your time against the various activity and project codes (Attachment 3 is a list of these codes). This worksheet will also be available electronically on your PC. While both formats are provided for your convenience, you are not required to use either of them. If you prefer to keep handwritten notes or use some other method of keeping your time, you may. For each pay period, it is your responsibility to inform your timekeeper, in a timely manner, of how you spent your time, broken down by activity and project.

We have provided you with detailed instructions on how to record your time (Attachment 4). One particular requirement needs to be highlighted. **IF YOU ARE WORKING ON AUCTIONS OR REIMBURSABLE AGREEMENTS, YOU MUST REPORT YOUR TIME IN ONE HOUR INCREMENTS**. If you are working on any other projects, your time can be reported in eight hour increments. Some organizations or individuals may wish to be more detailed and report all time in less than eight hour increments. This is allowable, but is not required.

After you have reviewed all this information and begin to work with the system, you still may have questions. If you do, please discuss them with your supervisor who has been briefed on coding procedures. **Your supervisor is ultimately resonsible for determining how staff time is to be charged.** We will be sending out periodic E-Mails on cost accounting issues.

It is important that you realize the criticality of the data you are reporting. This information will be used to adjust the annual user fees which the Commission charges our licensees. These annual fees are an integral part of the funding of this agency, so you need to be as accurate as possible in recording your daily time and reporting it biweekly to your timekeeper.

Federal Communications Commission Time and Attendance /Cost Accounting Worksheet

Name:	**Office:**

A * Activity/ Project Code	First Week Daily Entries (Optional) **							B * 1st Wk Total	Second Week Daily Entries (Optional) **							C * 2nd Wk Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Employee Initials and Date: First Week Total:									Second Week Total:							

* Please ensure that at a minimum columns A, B, and C are completed before sending this record to your timekeeper.

** Room for daily entries is provided for your optional use.

FCC T&A Cost Accounting Activity and Project Codes Telecommunications Act Support Positions

ACTIVITY Codes ▶ The 4th and 5th Digits of the T&A Acct Code

- 11 - TeleCom Act - Authorization of Services
- 21 - TeleCom Act - Policy and Rule Making
- 31 - TeleCom Act - Enforcement
- 41 - TeleCom Act - Public Information Services
- 99 - All Categories of Leave

T&A Accounting Code Format: 601XXXXX *For example: 60111N51* (TeleCom Act Auth of Service/Cellular Unserved)

PROJECT Codes ▶ The 6th, 7th and 8th Digits of the T&A Acct Code

- N01 - Land Mobile - Exclusive Use
- N02 - Microwave
- N03 - Interactive Video Data Service (IVDS)
- N04 - Aviation (Aircraft)
- N05 - Aviation (Ground)
- N06 - Marine (Ship)
- N07 - Marine (Coast)
- N08 - General Mobile Radio Service (GMRS)
- N09 - Land Mobile - Shared Use
- N10 - Amateur Vanity Call Signs
- N11 - Cable Antenna Relay Service (CARS)
- N12 - Cable Television Systems
- N13 - Domestic Public Fixed Radio
- N14 - Cellular Radio
- N15 - Public Mobile Radio/CMRS/two-way paging
- N16 - Public Mobile Radio(one-way paging)
- N17 - International Public Fixed Radio
- N18 - Earth Stations
- N19 - Space Stations
- N20 - IXCS, LECS, and Other Providers
- N21 - International Bearer Circuits
- N22 - Personal Communication Services (PCS)
- N23 - AM Radio
- N24 - FM Radio
- N25 - VHF Television
- N26 - UHF Television
- N27 - Broadcast Auxiliary
- N28 - LPTV/Translators/Boosters
- N29 - International Short Wave
- N30 - Multipoint Distribution Service/MMDS
- N31 - Amateur Radio
- N32 - Direct Broadcast Satellite (DBS)
- N33 - Commercial Radio Operators
- N34 - Restricted Permits
- N35 - Citizens' Band and Radio Control
- N36 - Cert/Type Accept.& Approval/Notifications
- N37 - Other
- N38 - Low Earth Orbiting Satellites
- N39 - Signatory to Inmarsat and Instelsat

ATTACHMENT 4

GUIDELINES FOR CODING OF TIME USING ACTIVITY AND PROJECT CODES

INTRODUCTION:

Effective October 1, 1995, you will now take the following steps in reporting your time to your timekeeper:

Step 1. When you report for work, discuss with your supervisor how you should report your time against the project and activity codes (see Attachment 3). You should continue these discussions for as many pay periods as necessary to ensure accurate reporting and your comfort with the new system.

Step 2. Maintain a written record, during the pay period, accurately recording how you are spending your time. You must use only those project and activity codes provided to you. Remember that both an activity code (2 characters) in conjunction with a project code (3 characters) must be used.

Step 3. Forward your time reporting record to your timekeeper who will record it and your pay information into the PC TARE system.

Step 4. Review your printed timecard for pay and cost code accuracy. Initial card, if correct. If not, return to timekeeper for correction.

What Increments of Time Do I Report?

All time, **except for Spectrum Auction and Reimbursable Agreement,** is recorded in increments of 8 hours. If you desire, you may breakout this time in smaller increments - but in no case less than 1 hour. **You must record Spectrum Auction and Reimbursable Agreement work in increments of 1 hour.**

How Do I Know What Codes To Use?

As mentioned previously, your supervisor will provide you with a substantial amount of guidance in this area. Supervisors are primarily responsible for determining how your time should be charged.

FEE, SPECTRUM AUCTION AND REIMBURSABLE AGREEMENT WORK:

Step 1. Determine the proper activity code (2 characters) to use.

If you are working on a specific fee or auction project (N01 through N37) or a reimbursable agreement (P01 through P17), then you must use one of the following activities:

	Fee or Reimbursable	Auction
Auth. of Service	10	91
Policy & Rulemaking	20	92
Enforcement	30	93
Public Information	40	94
Legal Services	60	-

Step 2. Determine the proper project code (3 characters) from Attachment 3.

Use project codes N01 through N36 to identify which fee project you are working on. If you are working on a specific fee project, but it is not listed among N01 through N36, use project code N37 - Other.

OTHER WORK (OVERHEAD/SUPPORT):

The case may exist where the work you perform does not fall under any of the above categories. In this case (except for Spectrum Auction), you should follow the instructions below.

Only if your work is not directly attributable to spectrum auctions, reimbursable agreements or fee project group codes, may you use one of the two following combinations of activity and project codes:

ACTIVITY		PROJECT	
70	Executive Direction & Support	S01	Exec.Direction/Support
80	Bureau/Office Direction & Support	S02	Bur./Off. Dir/Support

The way to determine if you use Executive Direction and Support or Bureau/Office Direction and Support depends on where you work. If you work in CCB, WTB, MMB, CIB, IB, CSB or OET, use Bureau/Office Direction and Support activity (code 80) and project (S02). All other organizations outside of the Bureau designations outlined above use the Executive Direction and Support activity (Code 70) and project (S01).

These codes are specifically designed to capture management work and support that is not directly attributable to one of

the FCC's licensing or regulatory fee projects (Project codes N01 - N37). All work under activity 70 - Executive Direction and Support must be matched with project code S01 - Executive Direction and Support. In addition, work for activity 80 - Bureau/Office Direction and Support should be matched with project code S02 Bureau/Office Direction and Support. There are no exceptions to this matching rule or when you may use these activity and project codes.