

Instructions for Completing 2012 FAIR Act Inventory

Review last year's inventory	
Complete the FAIR Act Inventory Data Table by providing the requested information following the instructions below: (See Attachment No. 1)	
Agency Name	U.S. Nuclear Regulatory Commission
Office Name	Enter the name of your office
Function Code	Enter the most applicable function code from the listing. (See Attachment No. 2)
Pilot Use of Product or Service Codes	Do not complete. Not applicable.
Office of Federal Procurement Policy Letter 11-01	Do not complete. Not applicable.
Total full-time equivalents (FTE)	Enter the total number of full-time and part-time equivalents for each applicable activity under a function code. The FTE reported should be consistent with the estimated FTE funding levels for fiscal year 2012. Therefore, all budgeted FTE should be included regardless of personnel status and whether the FTE is filled, vacant, on a non-reimbursable detail or on extended leave. The Office of Management and Budget allows for the reporting of fractional FTE in instances such as part-time or seasonal employees. Office FTE allocations can be found at the following site: http://portal.nrc.gov/OCM/ocfo/ocfo_admin/dpba/FTE%20Allocation/FY%202012%20FTE%20Allocation%20Tables.xls.
Reason Code	Enter the most applicable reason code for each Commercial Activity from the listing. Inherently Governmental Functions will always be coded as "I." Reason Codes and definitions are listed in Attachment No. 3.
Country	Enter the country where your agency is located.
State	Enter the state where your agency is located.
City	Enter the city where your agency is located.
First Year On Inventory	Applies only to commercial activities. Required by the Federal Activities Inventory Reform Act. Initial value was 1999. Enter the first year that the activity appeared on the inventory from the drop down listing. Use date from 2011 inventory, if applicable. Should be blank when activity is inherently governmental.
Unit Name	Do not complete. Not applicable.