

WebTCAS Activity Codes

	CTA-GENRL	CTA-GLC	CTA-NRI	EQIP	AMA	SWCA	WHIP	CSP	EQIP-CIG	WRP	GRP	FRPP	CRP	SOIL	PMC	PL-06	WF-08	WF-03	EWP	RCD	BNFTS-ALL-PGMS
(Elig Det & Proc Apps) Eligibility Determinations / Processing Applications				X	X	X	X	X	X	X	X	X	X				X	X	X		
<p>Assistance provided when a customer files an application for cost-share of conservation practices and systems. Time spent on pre-application screening, determining eligibility, reviewing applications, ranking applications, and approving applications for funding. Time spent on conservation planning before an application has been approved for funding will be charged to “CTA - Conservation Planning”.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Assisting customers to understand and complete pre-application screening tools and submit applications · Determining eligibility · Establishing and/or participating in peer review panels · Reviewing application with customer to assure a complete package · Reviewing, scoring, and ranking applications · Entering application data into ProTracts · Approving applications for funding 																					
(Cnsrv Impl) Conservation Implementation	X	X		X	X	X	X	X		X	X		X				X	X	X		
<p>Survey, design, installation, checkout, and certification of all conservation practices. Time spent assisting the client with the implementation of the conservation plan (step 8 of the planning process).</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Preparation of construction specifications · Lay out of practices · Conducting construction and field checks · Preparing as-built plans · Performing site-specific soil and geologic investigations 																					
(Cntrct Plng) Contract Planning				X	X	X	X	X		X	X		X				X	X			
<p>Technical assistance for planning conservation treatment after an application has been approved for funding. Time spent developing the final management plan and ensuring that all planning activities are in accordance with the National Planning Procedures Handbook.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Completing job sheets and other worksheets · Developing descriptions of habitat types and functions being restored · Reference photography 																					
(Cntrct Dev & Mgmt) Contract Development & Management				X	X	X	X	X	X	X	X		X				X	X	X		
<p>Development and/or management of all new or existing contracts. Time spent preparing contract support documents, contract reviews, preparing and processing modifications and payment documents (including payment for TSP services), correcting errors and omissions, processing disputes and claims, and preparing reports for administrative hearings and appeals.</p> <p>(This code is for non-administrative staff. Administrative staff should use the “Administrative Support & Infrastructure” activity code under “Benefits All Programs”.)</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Finalizing contracts in ProTracts · Modifying contracts · Drafting grant agreements · Performing status reviews · Reviewing payment support documentation · Reviewing grant project progress reports · Certifying practices for payment · Preparing administrative record files · Providing technical oversight to grantees 																					

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(Prog Mgmt & Sppt) Program Management & Support	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<p>Developing policy, rules, and manuals specific to the program; providing operations management, supervision, analysis, and administration; developing, delivering, or receiving training (internal and external) specific to the program; and communications and relations. This includes presenting program- specific information to NRCS and partner employees and outreach to potential customers.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Assistance to local workgroups · Drafting requests for proposals · Preparing ranking criteria · Drafting program policy and guides · Preparing average cost and eligible practices · Analysis of costs and accomplishments · Performing program reviews · Performing quality assurance reviews · Correspondence (including email) · Entering time or progress data 																					
(Tech Consult) Technical Consultations	X	X																			
<p>Providing technical assistance that is not expected to result in formal planning assistance. The consultation may be with individuals, units of government, tribes, and organizations.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Developing and presenting inventories and evaluations (I&E) · Providing soils information over the counter · Direct responses to requests for technical information or products · Advising conservation districts who are responding to applications for development permits · Consulting with local units of government on sediment and erosion control plans; zoning ordinances; planning committees; etc. · Providing Technical Soil Services · Providing floodplain information over the counter 																					
(Cnsrv Plng) Conservation Planning	X	X																			
<p>Helping a client use the planning process, which is intended to result in a conservation plan (steps 1 through 7 of the NRCS planning process). Conservation planning is an ongoing process that continues after the plan has been implemented by continuing contact with the client to evaluate operation and maintenance needs and to determine if management systems and practices are performing properly and meeting the client's and NRCS's objectives (step 9 of the planning process). Conservation planning includes planning of land use and treatment decisions by individuals, units of government, tribes, and organizations.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Developing resource inventories for plan development (Soils, Range Similarity Index, Cultural Resources, etc...) · Developing and evaluating alternative treatments · Documenting client's decisions in an individual conservation plan · Making site visits to determine adequacy of conservation treatments · Evaluating plan as applied · Development of CNMPs 																					
(HEL Comply) HEL Compliance	X																				
<p>Activities undertaken to assure that farms receiving commodity payments are in compliance with the Highly Erodible Lands (HEL) provisions of the 1985 Food Security Act (FSA) as amended.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Making HEL determinations upon receipt of form AD-1026 from the Farm Services Agency · Making HEL determinations upon client's request · Performing FSA HEL compliance reviews · Preparing and maintaining lists of highly erodible soil map units · Work involved dealing with violations or appeals 																					

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(WET Comply) Wetland Compliance	X																					
<p>Actions undertaken to assure that farms receiving commodity payments are in compliance with the wetlands provisions of the 1985 Food Security Act (FSA) as amended.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Making wetland determinations on land/tracts in response to an AD-1026 indicating potential modifications of wetlands · Performing FSA compliance reviews according to the wetland requirements of the 1985 Food Security Act · Making wetland determinations on land/tracts at client's request · Maintaining maps of certified wetland determinations completed · Work involved with violations or appeals 																						
(Wtrshd & Area Plng) Watershed & Area-wide Planning	X															X	X	X		X		
<p>Providing technical assistance to develop a plan with a client or clients for a watershed or other geographical area defined by the client and stakeholders. The area-wide conservation plan addresses all resource problems identified, contains alternative solutions that meet the minimum quality criteria for each resource, and addresses applicable laws and regulations. Includes developing area or watershed plans, area or watershed assessments, disaster assessments, cooperative agreements, and memorandums of understanding (MOU).</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Analyzing watershed or area-wide resource needs · Developing watershed or area-wide alternative treatments · Preparing watershed or area-wide resource concern maps · Meetings to support locally-led efforts · Assisting watershed or area-wide stakeholders to develop coordinated resource management plans 																						
(Tech Dev) Technology Development	X	X																				
<p>Providing assistance to NRCS and others by creating the technology for conservation planning and application. Technology development includes creating standards and specifications, conservation guides, procedural handbooks, technical information databases, and conservation standards (urban and agricultural).</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Obtaining peer review of new or revised conservation practice standards · Revising conservation field manuals · Developing software to aid the design of conservation systems · Conservation Field Trials · Creating databases for use with the Revised Universal Soil Loss Equation · SSURGO production 																						
(Tech Transfer) Technology Transfer	X	X																				
<p>Providing assistance to assure that conservation technology is available, understood, and used by conservationists. Technology transferred is typically used to increase efficiency and/or quality in the application of conservation practices and systems. Technology transfer includes developing training materials, providing or attending training (internal and external to NRCS), and issuing Electronic Field Office Technical Guide updates.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Receiving technical training · Issuing documents such as technical notes to NRCS employees · Making presentations to national, state, and field staffs to present newly available technology · Preparing and providing technical training to NRCS and conservation district employees (does not include management, information technology, civil rights, supervisory, or general training) 																						

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(Easemt Acq & Agrmt) Easement Acquisition and Agreements										X	X	X							X		
Assistance provided after a landowner has indicated intent to continue the easement process. Includes completing the easement acquisition and recording, processing and arranging for easement payments to landowners or entities. Examples include tasks such as: <ul style="list-style-type: none"> Processing the landowner's documentation Determining the easement/agreement value Reviewing or conducting an appraisal Completing program specific documents such as hazardous substances evaluation checklist, preliminary certificate of inspection and possession, final certificate of inspection and possession Recording the easement Flagging and delineating the area Completing preliminary certificate of inspection and possession Reviewing title work 																					
(Easemt Mgmt) Easement Management										X	X	X							X		
Time spent monitoring enrolled lands, maintaining official case file records and documentation. Includes contacts with customers to determine if conservation systems are performing properly, meeting the client's needs, and achieving the program objectives. Examples include tasks such as: <ul style="list-style-type: none"> Completing monitoring reports Ensuring all easement boundaries are digitized Managing inspection records in a consistent manner Developing and follow-up on Compatible Use Authorizations Annual reference photography 																					
(Easemt Enforce) Easement Enforcement										X	X	X							X		
Time spent enforcing the easement or restoration agreement provisions. Includes recording findings, managing files, and preparing correspondence. Examples include tasks such as: <ul style="list-style-type: none"> Meeting with the landowner or entity about a possible violation Documenting a violation Conducting more frequent site visits that result from a violation Producing all correspondence relative to a violation 																					
(Fidpln Mgmt Study) Floodplain Management Studies																X					
Providing technical assistance to communities and rural areas to help them make decisions to avoid adverse impacts associated with occupying and modifying floodplains, and to help them prevent incompatible floodplain development. Examples include tasks such as: <ul style="list-style-type: none"> Participating in public meetings Gathering and analyzing resource information Determining the extent and impact of past storm events Developing and analyzing alternatives to reduce flood damages Completing study documentation and reports 																					
(Flood Ins Study) Flood Insurance Studies																X					
Providing technical assistance to carry out specific flood insurance studies as interagency agreements are developed between NRCS and the Federal Emergency Management Agency (FEMA). Examples include tasks such as: <ul style="list-style-type: none"> Meeting or coordinating with FEMA Developing interagency agreements Providing technical assistance to implement interagency agreements Conducting surveys and investigations Completing study documentation and reports 																					

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(Strct Dsgn Impl) Structural Design & Implementation																	X	X	X		
Survey, design, and installation of structural watershed improvement project measures. Includes tasks associated with construction or rehabilitation of structural measures used to protect and restore watersheds. Examples include tasks such as: <ul style="list-style-type: none"> · Conducting surveys, geologic investigations, and designs of structural measures · Preparing construction specifications · Conducting construction inspections · Preparing as-built plans 																					
(RC&D Area Plan) RC&D Area Plan																				X	
Time spent developing, modifying, or monitoring the official approved RC&D Area Plan. Examples include tasks such as: <ul style="list-style-type: none"> · Researching RC&D Area economic and natural resource conditions · Organizing planning meetings · Organizing and conducting public input meetings · Collecting and organizing data, public input, and Council direction · Monitoring Council progress on implementation of the Area Plan · Developing Annual Plans of Work · Assisting in preparing annual reports 																					
(Proj Plng) Project Planning																				X	
Time spent working with project sponsors to prepare proposals and plans for RC&D Council consideration. Includes time required to meet with planning committees, conduct research, and establish project goals, action items, and implementation schedules. Examples include tasks such as: <ul style="list-style-type: none"> · Researching and developing potential funding sources · Preparing schedule of project activities 																					
(Proj Mgmt & Impl) Project Management & Implementation																				X	
Time spent managing or implementing RC&D Council approved projects. Examples include tasks such as: <ul style="list-style-type: none"> · Scheduling project activities · Preparing progress reports for Council meetings · Assuring completed actions meet specifications · Entering progress data in RC&D POINTS 																					
(Council Capcty Dev) Council Capacity Development																				X	
Time spent on the design and implementation of development programs and materials related to the growth of local leadership for the RC&D Council. This includes assisting the Council in working with other federal, tribal, state, and local government agencies, as well as interested groups to foster communication, education, and provide information needed to achieve USDA/NRCS resource conservation and development goals and objectives. Examples include tasks such as: <ul style="list-style-type: none"> · Preparing and conducting RC&D Council training · Assisting in the preparation of RC&D Council organizational documents · Facilitating RC&D Council compliance with federal RC&D program requirements (including by-laws, articles of incorporation, IRS responsibilities, etc.) · Facilitating public meetings · Assisting Council leadership in development of meeting agendas 																					

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(Plant Eval & Release) Plant Evaluation and Release															X							
Time spent identifying, collecting, and evaluating improved plant materials. Includes selecting superior plant materials and developing, documenting, and promoting their conservation potential. Examples include tasks such as: <ul style="list-style-type: none"> Plot preparation and maintenance Collecting and processing germplasm Initial and advanced seed/plant production from unreleased materials Evaluating and selecting germplasm for release, including evaluation of materials by other PMCs and agencies Documenting attributes and procedures Preparing materials for the formal release process 																						
(Found Seed Maint) Foundation Seed Maintenance															X							
Time spent assuring that there is an adequate supply of breeder and foundation seed and vegetative materials. Includes storing and maintaining seed reserves. Examples include tasks such as: <ul style="list-style-type: none"> Planting and maintaining fields for breeder and foundation seed and vegetative materials Harvesting breeder and foundation seed and vegetative materials Processing and storage of seed and vegetative materials Testing quality and documenting seed reserves Inspection and certification of seed and vegetative materials 																						
(Plant Tech Dev & Trans) Plant Technology Development & Transfer															X							
Time spent on all aspects of plant technology studies and the gathering, preparing, and delivering of plant materials information within NRCS and to the public. Includes writing technical releases, preparing and giving oral presentations, and providing expert opinion on plant suitability. Examples include tasks such as: <ul style="list-style-type: none"> Preparing study plans, establishing plots, and evaluating study data Teaching at training sessions Conducting tours Establishing demonstrations, Field Plantings, and Conservation Field Trials, and supporting studies Presenting at professional meetings Developing informational pamphlets Preparing technical materials 																						
(Facility Maint) Facility Maintenance															X							
Time spent maintaining the facilities of a plant materials center to assure a safe, secure, and productive workplace. Includes new construction, remodeling, and maintenance of physical facilities and grounds/general areas. (It does not include plot maintenance.) Examples include tasks such as: <ul style="list-style-type: none"> Maintenance of seed storage facilities Mowing, painting, and other routine maintenance tasks Installing new and maintaining existing equipment and structures Maintaining equipment (tractors, planters, etc.) Implementing homeland security measures 																						
(Soil Surv E-Pub) Soil Survey e-Publication															X							
Includes all activities required to make soil information available in a useable form through the Internet, other electronic format or hard copy. Examples include tasks such as: <ul style="list-style-type: none"> Analyzing primary core data for completeness Technical review of data elements, tables added for e-publication Map finishing of spatial data Loading and maintaining databases at the staging server and soil data warehouse General Soil Map and Index Map production Negative preparation Page formatting, and preparing data for CDs 																						

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(Soil Surv Init)	Soil Survey – Initial																				
													X								
<p>Includes all activities required for initial soil survey information conducted primarily by project soil survey staff. Excludes tasks done primarily to support FOTG or SSURGO.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Mapping and related field data collection activities · Initial, progressive and final field reviews · Progressive and final correlation activities · Progressive compilation and digitizing (not done under SSURGO Initiative) · Developing mapping legends, map unit descriptions, official series descriptions, taxonomic descriptions, interpretations, and other Soil Survey Handbook information for the survey area · Technical edits · Digital map finishing data preparation · NASIS database development, editing and population · Pre-mapping activities (map sheet set up, geodatabase set up, etc.) 																					
(Soil Surv Maint & Updt)	Soil Survey - Maintenance & Update													X							
<p>Includes all activities required to maintain or update soil survey information conducted primarily by project soil survey staff. Excludes tasks done primarily to support FOTG or SSURGO.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Initial, progressive and final field reviews (updates) · Technical edits · Progressive compilation, digitizing (not completed under SSURGO Initiative) · Field work and data collection required to maintain/update existing soils information · Revising legends, map unit descriptions, official series descriptions, interpretations, etc. · Pre-mapping activities (map sheet set up, stereoscoping, electronic file and geodatabase set up, etc.) · Digital map finishing data preparation · NASIS database development, editing and population · Progressive and final correlation (correlation amendments) activities 																					
(Soil Tech Dev & Maint)	Soil Technology Development and Maintenance													X							
<p>Actions taken to develop, maintain and transfer soil survey technology and soil base data. Includes collecting benchmark or important soils data and maintaining benchmark soil data and descriptions, refining and testing statistical procedures, and transfer of developed technology to users.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Checking benchmark and important soils data for completeness · Testing state-of-the-art tools for field soil survey · Analysis of the web-usability of data and products · Developing and revising interpretations and reports · Characterization studies and long term monitoring · Research studies · Populating and maintaining LIMS database · Developing or maintaining handbooks, manuals, etc. 																					
(Data Coll)	Data Collection			X																	
<p>Time spent collecting and recording data for the annual inventory. Includes work at both field and remote sensing locations.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Traveling to and from the sample sites · Collecting data to establish baseline conditions · Collecting data for QC/QA · Assisting field staffs with data collection efforts 																					

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(Inv Plcy, Plng & Dsgn) Inventory Policy, Planning & Design				X																			
<p>Policy development, design, and planning for the national inventory. Includes establishing objectives, scientific principles and business requirements; establishing survey process, methods and protocols.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Identifying where samples will be taken · Establishing inventory protocols · Designing and guiding the implementation QA/QC processes, criteria, and methodology · Scheduling the inventory · Designing and guiding the implementation of CASIC system 																							
(Inv Prep and Sppt) Inventory Preparation and Support				X																			
<p>Time spent preparing for data collection. Includes identifying, acquiring, and preparing imagery products for remote sensing and field sampling. Also includes making sure field staff have the instructions, equipment, maps, and ancillary materials necessary to collect data.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Ordering imagery · Converting imagery to a digital format · Correlating imagery with sample PSUs · Writing data collection instructions · Organizing data collection background information · Developing data collection manuals and guidance 																							
(Analysis & Sppt) Analysis and Analytical Support				X																			
<p>Creating information from NRI data. Includes conducting statistical analysis, supporting product development, and collaborating on analytical projects and</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Coordinating with other agencies and stakeholders · Assisting internal and external data users · Performing help desk activities · Analyzing QC/QA data · Processing data · Interpreting results 																							
(Prod Dev & Pub) Product Development and Publication				X																			
<p>Formatting NRI information for internal and external release. Includes development of publications for the general public as well as for scientific and professional journals.</p> <p>Examples include tasks such as:</p> <ul style="list-style-type: none"> · Developing pamphlets and brochures · Preparing and delivering scientific papers and posters · Creating specialized customer service applications · Preparing reports 																							
(Admin Sppt & Infra) Administrative Support & Infrastructure																							X
<p>All administrative activities performed by personnel assigned to human resources, financial management, management services, information technology and civil rights staff, including other personnel assigned collateral duties in the above categories. Other activities performed by these personnel should be charged to the appropriate activity. This activity is not normally used by Field Office employees unless they are assigned collateral duties.</p>																							

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(Supervision) Supervision																						X
Providing or receiving supervisory assistance. Does not include program-specific supervision. Examples include tasks such as: <ul style="list-style-type: none"> · Preparing performance standards · Conducting individual performance reviews · Preparing award recommendations · Recruiting · Hiring 																						
(Oper Mgmt) Operations Management																						X
Management of operations includes the overall monitoring, analysis, status determination, corrective redirection, and forecasting of inputs and results to ensure an efficient and effective operation. Includes conducting or participating in reviews, such as functional, oversight and evaluation, management, administrative, field, and other quality assurance reviews. Does not include program-specific operations management. Examples include tasks such as: <ul style="list-style-type: none"> · Participating in staff meetings · Developing and reporting on business plans and budgets · Conducting workload analyses · Analyzing CIS reports · Entering time and progress data · Determining if services and practices meet policies, standards, and specifications · Spot checks for engineering and agronomic practices · Quality review of TSP work · Quality review with state technical or program specialists · Dam safety checks 																						
(Comm & Relations) Communications and Relations																						X
Developing and presenting conservation information for employees, partners, customers, and stakeholders. Also includes outreach to potential customers to inform them of program availability. Does not include program-specific communications and Examples include tasks such as: <ul style="list-style-type: none"> · Preparing or distributing pamphlets · Conducting public participation or public notification activities · Writing news or feature stories for local media · Preparing public service announcements · Planning, organizing and conducting tours · Attending conservation district and related meetings · Providing briefings to officials and partner organizations 																						
(Training) Training																						X
Training includes developing, delivering and attending non-technical training , both formal and informal. Includes self-paced modules, classroom training sessions, and satellite and distance learning courses. Does not include program-specific training. Examples include tasks such as: <ul style="list-style-type: none"> · Web TCAS training · PRS and POINTS training · Civil Rights training · Ethics training · Customer service training · Project management training 																						