

Commercial Reason Code A and Inherently Governmental Justification Template Instructions

Commercial A Justification Template Component:

- (1) Enter the MS Excel Sequence number
- (2) The name of your Agency and Sub-Agency
- (3) The letter and number of the function code
- (4) The title of the function code that was placed in (2) CA Function Code
- (5) Your Agency job titles that go under the function code
- (6) The number of the job series that are listed in (4) Applicable Occupational Titles
- (7) The cities where these job titles are located
- (8) The state where these jobs titles are located
- (9) This function code is commercial reason code A
- (10) The total amount of FTE listed as commercial A under this function code
- (11) A consolidated justification of all FTE in that function code that are designated as commercial reason code A

NOTE: Only the information provided in the highlighted sections will be forwarded to OMB. All other sections are for Operating Administrations internal use only.

Commercial Reason Code A Justification Template**Commercial Reason Code A Justification Template**

(1) MS Excel Sequence Numbers:	
(2) Agency/Sub-Agency:	
(3) CA Function Code:	(4) Commercial Reason Code A Function Code Title:
(5) Applicable Occupational Titles:	
(6) Applicable Job Series:	
Duty Location(s):	(7) City:
	(8) State:
(9) Category / Status: Commercial reason code A	
(10) Total FTE:	
(11) Justification Narrative:	
Examples of Commercial A Reasons <ol style="list-style-type: none">1. A need for a small number of personnel that have skills that are core to the mission of the agency2. Wanting to retain a small number of personnel that have historical knowledge of the organization3. Positions set aside or currently being staffed by personnel with disabilities	

Inherently Governmental Justification Template Instructions

Inherently Governmental Justification Template Component:

- (1) Enter the MS Excel Sequence number
- (2) Enter your Agency and Sub-Agency
- (3) The letter and number of the function code
- (4) The title of the function code that was placed in (2) IG Function Code
- (5) Your Agency job titles that go under the function code
- (6) The number of the job series that are listed in (4) Applicable Occupational Titles
- (7) The cities where these job titles are located
- (8) The state where these jobs titles are located
- (9) This function code is inherently governmental
- (10) The total amount of FTE listed as inherently governmental under this function code
- (11) A consolidated justification of all FTE in that function code that are designated as inherently governmental

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Inherently Governmental Justification Template

(1) MS Excel Sequence Numbers:

(2) Agency/Sub-Agency:	
(3) IG Function Code:	(4) IG Function Code Title:
(5) Applicable Occupational Titles:	
(6) Applicable Job Series:	
Duty	(7) City:
Location(s):	(8) State:
(9) Category / Status: Inherently Governmental	
(10) Total FTE:	
(11) Justification Narrative:	
<p>Inherently Governmental Activities</p> <p>An agency shall base inherently governmental justifications on the following criteria:</p> <ol style="list-style-type: none"> 1. Binding the United States to take or not to take some action by contract, policy, regulation, authorization, order or otherwise; 2. Determining, protecting, and advancing economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise; 3. Significantly affecting the life, liberty, or property of private persons; or 4. Exerting ultimate control over the acquisition, use, or disposition of United States property (real or personal, tangible or intangible), including establishing policies or procedures for the collection, control, or disbursement of appropriated and other federal funds. 	