NCPC
NATIONAL CAPITAL PLANNING COMMISSION

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September 16, 2002

Mr. Keith Coleman
Room 9013
Office of Federal Procurement Policy
Office of Management and Budget
Washington, DC 20503

Dear Mr. Coleman:

In compliance with the requirements of the Federal Activities Inventory Reform Act of 1998 (FAIR Act), the National Capital Planning Commission (NCPC) is submitting its fiscal year 2002 inventory of agency activities that may be considered for performance by the private sector.

For fiscal year 2002, NCPC has a total of 57 FTEs, eight (8) of which perform inherently government functions authorized under 40 U. S.C., Section 71A. Please see enclosure #1 for a list of these positions. Their activities include:

- Executive direction and management of the agency;
- Making policy recommendations to the Commission;
- Liaison with Congress, OMB, GSA, and OPM;
- Providing legal counsel to the Commission;
- Ensuring that the actions of the Commission comply with the statutory requirements of the Historic Preservation Act; and
- Preparing notices and agendas of the Commission meetings and managing the official records of the Commission.

Of the remaining 49 positions, 31 are performed by federal employees and are specifically exempt by the agency from the cost comparison requirements. Their activities include community planning, budgeting and financial administration, procurement, and public and media relations. The remaining 18 positions are currently performed by federal employees, but are subject to the cost comparison. These positions perform work in the areas of general management support and information technology. Please see enclosure # 2 for a list of these positions.

We appreciate your patience and thank you for providing your expert guidance and advice to our office throughout this process. If you have any questions regarding the enclosed report, please contact Sandra M. Quick or me on 202-482-7200.

Sincerely,

Connie M. Harshaw
Chief Operating Officer

Enclosures (2)

## 2002 FAIR ACT INVENTORY
## NATIONAL CAPITAL PLANNING COMMISSION
### SEPTEMBER 16, 2002

| Organization Unit | # FTEs | Activity Performed | Function Code | Reason Code | Year of First Appearance | Commercial Activity | Contact Person | Comparison of Conversion | FTE Savings | Annualized Cost Comparison | Post MEO Performance Review |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Connie Harshaw | | | | |
| Office of the Executive Drector | 1 | Executive Drector | Y160 | A | 2000 | | (202) 482-7220 | | | | |
| | 1 | Deputy Executive Director | Y160 | A | 2000 | | | | | | |
| | 1 | Chief Operating Officer | Y160 | A | 2000 | | | | | | |
| | 1 | Sr. Policy Advisor | Y160 | A | 2001 | | | | | | |
| | 1.25 | Commissioner | D100 | A | 2000 | | | | | | |
| | 1 | Executive Assistant | D000 | B | 2000 | | | | | | |
| Office of the General Counsel | 1 | General Counsel | Y401 | A | 2000 | | | | | | |
| | 1 | Attorney | Y400 | A | 2001 | | | | | | |
| Office of the Secretariat | 1 | Secretariat | D100 | B | 2000 | | | | | | |
| | 1 | Executive Assistant | D000 | B | 2000 | | | | | | |
| | 1 | Management Assistant | W000 | B | 2001 | | | | | | |
| Office of Public Affairs | 0.5 | Public Affairs Officer | S701 | A | 2001 | | | | | | |
| | 0.5 | Public Affairs Officer | S701 | A | 2000 | | | | | | |
| | 1 | Graphic Artist | S701 | B | 2000 | | | | | | |
| | 1 | Public Affairs Specialist | S701 | B | 2002 | | | | | | |
| | 1 | Writer / Editor | S701 | B | 2000 | | | | | | |
| | 1 | Receptionist | Y000 | B | 1999 | | | | | | |
| Office of Administration | 1 | Budget & Financial Mngt Spec | C315 | A | 2000 | | | | | | |
| | 1 | Prog & Mngt Analyst | B701 | B | 2002 | | | | | | |
| | 1 | HR Specialist | B700 | B | 2000 | | | | | | |
| | 1 | Administrative Officer | B701 | A | 2000 | | | | | | |
| | 1 | Management Asst | W000 | B | 2000 | | | | | | |
| | 1 | Messenger/Mail/File | B000 | B | 2000 | | | | | | |
| | 1 | Records Management Clerk | T820 | B | 2000 | | | | | | |
| | 1 | Support Services Specialist | F200 | A | 2001 | | | | | | |
| | 1 | Accountant | C400 | B | 2001 | | | | | | |
| Office Long Range Planning | 1 | Supv Community Planner | D702 | A | 1999 | | | | | | |
| | 1 | Management Asst. | W000 | B | 1999 | | | | | | |
| | 7 | Community Planner | E600 | A | 1999 | | | | | | |
| | 1 | Comm. Planner Asst. | W000 | A | 2000 | | | | | | |
| | 1 | Comm. Planning Technician | W000 | A | 2000 | | | | | | |
| Office of Plans Review | 1 | Supv Community Planner | D702 | A | 1999 | | | | | | |
| | 5 | Community Planner | E600 | A | 1999 | | | | | | |
| | 2 | Architect (U/D) | T804 | A | 1999 | | | | | | |
| | 1 | Historic Preservation Spec. | T999 | B | 1999 | | | | | | |
| | 1 | Management Asst. | W000 | B | 2000 | | | | | | |
| Technology Development & Applications Support | 1 | Supv. Community Planner | D702 | A | 2001 | | | | | | |
| | 1 | Community Planner GIS | T808 | B | 2000 | | | | | | |
| | 1.5 | WGIS Student Intern | T808 | B | 2000 | | | | | | |
| | 1 | Community Planner GIS | T808 | B | 2001 | | | | | | |
| | 2 | Community Planner CAD | W826 | B | 2000 | | | | | | |
| | 3 | Computer Specialist | W999 | B | 2001 | | | | | | |
| | 57 | | | | | | | | | | |

# 2002 FAIR ACT INVENTORY

Enclosure # 1

## NATIONAL CAPITAL PLANNING COMMISSION

September 16, 2002

EXEMPT EMPLOYEES

| Organization Unit | # FTEs | Activity Performed | Function Code | Reason Code | Year of First Appearance | Commercial Activity | Contact Person | Comparison or Conversion | FTE Savings | Annualized Cost Comparison | Post MEO Performance Review |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Connie Harshaw | | | | |
| Office of the Executive Director | 1 | Executive Director | Y160 | | 2000 | | (202) 482-7220 | | | | |
| | 1 | Deputy Executive Director | Y160 | | 2000 | | | | | | |
| | 1 | Chief Operating Officer | Y160 | | 2000 | | | | | | |
| | 1 | Sr. Policy Advisor | Y160 | | 2001 | | | | | | |
| | | Commissioners | D100 | | 2000 | | | | | | |
| Office of the General Counsel | 1 | General Counsel | Y401 | | 2000 | | | | | | |
| Office of Secretariat | 1 | Secretarat | D100 | | 2000 | | | | | | |
| Office of Administration | 1 | Administrative Officer | B701 | | 2000 | | | | | | |
| Office of Plans Review | 1 | Historic Preservation Spec. | T999 | | 1999 | | | | | | |
| | 8 | | | | | | | | | | |