

SMITHSONIAN ASTROPHYSICAL OBSERVATORY

New Program Code Crosswalk eff. Jan. 1st, 2011

SAO Code	PeopleSoft		Title	Description
	Old	New		
U02	0140	0100	Fund 420 Business Activities	<p>Fund 420 business activities including but not limited to:</p> <ul style="list-style-type: none"> • Sales of merchandise from Folklife Festival Business Activities, Folkways, and Cooper-Hewitt Museum Shops • Programs offered by the Smithsonian Associates • Exhibition catalogs • Folkways recordings • Smithsonian parking • Membership expenses related to fulfilling member benefits such as providing the Smithsonian Magazine, free tickets to events, etc. <p>Excludes:</p> <ul style="list-style-type: none"> • Costs coded to federal appropriations, gifts, grants or discretionary funds (Use applicable program code) • Fund 801 expenses associated with the gift portion of a membership (Use 9500) • Fund 420 expenses associated with activities for which a fee is charged but whose proceeds are used to defray the program costs and not to make a profit (Use applicable program code)
E14	1145	1100	Education	<p>Education programs, activities and materials whose intent is to foster learning in general audiences (all ages).</p> <p>Includes:</p> <ul style="list-style-type: none"> • Educational programs, lectures and symposia not specifically targeted to grades preK-12 (1120) or to museums, higher education and the professional community (1130) • Evaluation of programs • Administrative and IT activities in support of educational activities <p>Excludes:</p> <ul style="list-style-type: none"> • Public programs (Use 1000) • TSA educational programs under fund 420 (Use 0100) • PreK-12 (Use 1120) • Outreach activities for external audiences related to Web and New Media (Use 0006)

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E01	1125	1120	Education – Grades PreK-12	<p>Education programs whose intent is to foster learning in grades PreK-12.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Students and teachers/educators • Evaluation of programs <p>Excludes:</p> <ul style="list-style-type: none"> • Public programs (Use 1000) • General audiences (Use 1100) • Higher education – colleges/universities (Use 1130)
E15	1205	1200	Reference Services	<p>Responses to Inquiries</p> <p>Includes:</p> <ul style="list-style-type: none"> • All activities undertaken to respond to inquiries for information related to the subject matter, collections and records of Smithsonian units. • Inquiries made by internal and external scholars and other professionals, as well as general public <ul style="list-style-type: none"> o Assistance locating archival materials o Questions regarding artifacts and objects, e.g., specific artists, identification of insects, etc. • Inquiries made in person and/or by mail, telephone, fax, email or website <p>Excludes:</p> <ul style="list-style-type: none"> • Inquiries that require substantial research, such as identification of bones should be referred to Research (Use 4XXX) <p>Interlibrary Loans</p> <p>Includes:</p> <ul style="list-style-type: none"> • Requests for loans of archival materials in SI Libraries or Archives • Materials located at other institutions when not available in SI Libraries or Archives <p>Consulting Services and Advice</p> <p>Includes:</p> <ul style="list-style-type: none"> • Advice relating to museum operations/activities provided by the unit to other Smithsonian and non-Smithsonian clients <ul style="list-style-type: none"> o Does not relate specifically to an increase in knowledge for scholarly purposes. o Examples include consultations related to exhibition development and education programming <p>Excludes:</p> <ul style="list-style-type: none"> • Inquiries relating to access to Smithsonian facilities, programs and services (Use Public Programs - 1000).

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G99	4008	4000	Research - General	<p>Research support related activities that cannot be applied to a specific research program.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Administrative, IT and other activities in support of Research activities <p>Excludes:</p> <ul style="list-style-type: none"> • Data management of digital research information (Use 0007) • Web and New Media outreach including to scientific peers. (Use 0006)
R29	4210	4210	Astronomy	<p>Research that deals with the study of celestial objects (e.g. stars, planets, comets) and phenomena that originates outside of the Earth's atmosphere.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Laboratory astrophysics, optical astronomy, radio astronomy, theoretical astrophysics
F03/F51	5100/5360	5000	Facilities	<p>Activities involving all phases of operations, maintenance and minor repair/modification of existing facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Office of Facilities Management and Reliability; Office of Planning and Project Management; Office of Engineering Design and Construction • All facilities operations, such as custodial work, snow removal and grounds care, pest control, utilities, postage, rent/lease costs, transportation, and mail delivery • Facilities maintenance and minor repairs required to keep facility systems functioning through their estimated useful life. Examples include lubrication and cleaning of equipment; spot repairs to roofs, roads and walkways; testing and inspection of building systems; and replacement of broken parts • IT and administrative activities directly supporting Facilities work, including development and application system activities <p>Excludes:</p> <ul style="list-style-type: none"> • Facilities activity captured under codes 5310, 5350, 5400, 5500 • Exhibition and other program-related activities (Use 2000, etc., as applicable) • Unit funded leasing for the housing of collections captured under code 3300 • Security and Safety activities captured under code 6XXX
F61	5310	5310	Other Revitalization	<p>Activities under \$5 million that restore an aging or failed real property facility or system to its designated functional purpose or modify an existing space for a new purpose.</p>

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F55	5500	5500	Facilities Construction & Expansion	Facilities acquisition through new construction or acquisition. New construction may include additions to existing buildings and the conversion of donated buildings to SI use. Also includes sale of buildings or land.
T02	6210	6210	Safety	<p>Activities to ensure a safe and healthy environment for visitors and staff.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Office of Safety, Health and Environmental Management • Identification, evaluation and control of occupational health hazards, including fire protection programs, occupational and emergency medical services, hazardous waste material, safety inspections and training • Enforcement of safety codes and correction of unsafe conditions, such as the removal/ abatement of hazardous materials and installing safety equipment • IT activities directly supporting Safety activities, including development and application system activities <p>Excludes:</p> <ul style="list-style-type: none"> • Costs captured in the Security program code (Use 6110)
		8100	Policy, Planning & Executive Management	<p>Costs incurred by:</p> <ul style="list-style-type: none"> • Office of the Secretary • Offices of the Undersecretaries • Office of Policy & Analysis • Office of the General Counsel • Office of the Inspector General • Office of Sponsored Projects • Office of Fellowships & Internships <p>Includes:</p> <ul style="list-style-type: none"> • Directors, deputies, office staff providing direct support to the above groups • IT activities directly supporting policy, planning and executive management activities, including development and application system activities and security <p>Excludes:</p> <ul style="list-style-type: none"> • Costs captured in a specific Operations program category (e.g., HR Management, Financial Management, Public & Governmental Affairs, etc. – Use applicable 8XXX code) • Assistant/Associate Directors and their staff directly supporting non-administrative functions such as Public Programs, Exhibitions, Collections, and Research (Use 1XXX, 2XXX, 3XXX, etc., as applicable)

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		8200	Human Resources Management	<p>Costs incurred by staff whose primary responsibility is human resource management such as:</p> <ul style="list-style-type: none"> • Classification • Recruiting • Labor Relations • Training • Processing Personnel Actions • Tracking Performance Awards • Developing Position Descriptions <p>Includes:</p> <ul style="list-style-type: none"> • OHR activities other than OEEMA (Use 8210 for OEEMA activities) • Costs of employee/volunteer recognition and appreciation activities <ul style="list-style-type: none"> o Secretary's holiday party o Unsung Hero awards • IT activities directly supporting HR management activities, including development and application system activities and security
		8300	Financial Management	<p>Costs incurred by staff with primary responsibility for:</p> <ul style="list-style-type: none"> • Financial Management • Budget • Related Services and Fiscal Activities <p>Includes:</p> <ul style="list-style-type: none"> • Office of the Chief Financial Officer • Office of the Comptroller • Office of Planning, Management & Budget • Office of the Treasurer • Office of Investments • Unit finance personnel who support the entire unit across functional areas • IT activities directly supporting financial management activities, including development and application system activities and security

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		8600	Procurement	<p>Costs incurred by staff with primary responsibility for procurement of goods/services.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Office of Contracting & Personal Property Management • Costs in support of the entire unit across functional areas • IT activities directly supporting procurement activities, including development and application system activities and security <p>Excludes:</p> <ul style="list-style-type: none"> • Activities that support specific program categories such as Public Programs, Exhibitions, Collections, Research should be coded directly to those categories (Use 1XXX, 2XXX, 3XXX, etc., as applicable)
A01	8700	8700	General Administration & Management	<p>Costs incurred by staff fulfilling multiple administrative functions (e.g., financial management, procurement, HR management) across the entire unit.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Administrative Directors • Administrative Officers • Other Administrative Staff who do not support specific, functional areas • IT activities directly supporting general administrative and management activities, including development and application system activities and security
D07/D01	9007/9008	9000	Development – Admin/IT	<p>All Administrative and Information Technology activities that directly support the execution and delivery of development operations and other development programs.</p> <p>Includes:</p> <ul style="list-style-type: none"> • All development and application system activities and application system security • Website creation and maintenance • Online giving systems

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D91	9100	9100	Major Gifts - Individuals	<p>All salary and expenses related to the cultivation and solicitation of major gifts, as defined by the unit.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary and benefits (either full or fractional staff expense) • Creation of proposals • Fundraising event costs • Donor cultivation and travel expenses <p>Excludes:</p> <ul style="list-style-type: none"> • Membership program expenses (Use 9500) • Corporate and foundation program expenses (Use 9200) • Non-major gift program expenses (Use 9600) • IT and administrative related expenses (Use 9000)
D92	9200	9200	Gifts - Corps/ Foundations	<p>All staff and expenses related to cultivation and solicitation of gifts from corporations and foundations. This program code applies to gifts of any size from corporations or foundations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary and benefits (either full or fractional staff expense) • Creation of proposals • Fundraising event costs • Corporate membership program expense • Donor cultivation and travel expenses <p>Excludes:</p> <ul style="list-style-type: none"> • Expenses related to gifts from individuals (Use 9100 – major; 9600 – non-major) • Prospect development expenses (Use 9400) • IT and administrative related expenses (Use 9000)

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D93	9300	9300	Planned Giving	<p>All staff and expenses related to the cultivation, solicitation, stewardship, and execution of deferred gifts, including, but not limited to, bequests, charitable trusts, charitable gift annuities, pooled income fund gifts, and gifts of life insurance and retirement plan assets.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary and benefits (either full or fractional staff expense) • Planned giving advertising and brochures • Fundraising event costs and other cultivation activities • Travel expenses <p>Excludes:</p> <ul style="list-style-type: none"> • Membership program expenses (Use 9500) • Prospect development expenses (Use 9400) • IT and administrative related expenses (Use 9000)
D94	9400	9400	Prospect Development/ Research	<p>All staff and expenses related to the discovery, research, and tracking of prospects.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary and benefits (either full or fractional staff expense) • Scoring and modeling of prospects • Cost of information and research services <p>Excludes:</p> <ul style="list-style-type: none"> • IT and administrative related expenses (Use 9000)

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D95	9500	9500	Membership	<p>All staff and expenses related to the cultivation, solicitation, and stewardship of gifts through membership programs. This category applies to memberships of any dollar amount.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary and benefits (either full or fractional staff expense) • Membership benefit expenses • Fundraising event costs • Direct mail and telemarketing • Donor cultivation and travel <p>Excludes:</p> <ul style="list-style-type: none"> • Membership expenses under fund 420 related to fulfilling member benefits such as providing the Smithsonian Magazine, free tickets to events, etc. (Use 0100) • Any expenses related to major gifts (Use 9100) or non-membership individual gifts (Use 9600) • IT and administrative related expenses (Use 9000)
D96	9600	9600	General Development	<p>All staff and expenses related to the production, cultivation, and solicitation of all gifts and pledges other than major gifts, corporation/foundation, and memberships gifts. This program code covers expenses generated by development activity designed to generate gifts that are not part of a membership program, but don't meet the major gift threshold.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Salary/benefits (either full or fractional staff expense) • Production of brochures and proposals • Fundraising event costs • General purpose publications and brochures • Donor cultivation and travel expenses <p>Excludes:</p> <ul style="list-style-type: none"> • Membership program related-expenses (Use 9500) • Major gift-related expenses (Use 9100 – Individual; 9200 – Corps/Foundation) • IT and administrative related expenses (Use 9000)