



Department of Energy

IGCA Inventory Data Collection Tool Training

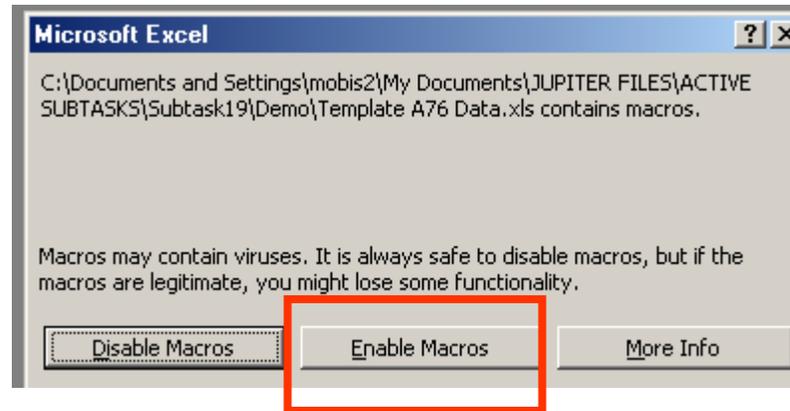
Office of Procurement & Assistance Management

Objective

To familiarize you with the Excel spreadsheet being provided for collecting the Inherently Governmental and Commercial Activities Inventory (IGCA). The collection tool enables the user to see side by side previous and current year data – allowing an “apples to apples” comparison.

Open the Spreadsheet

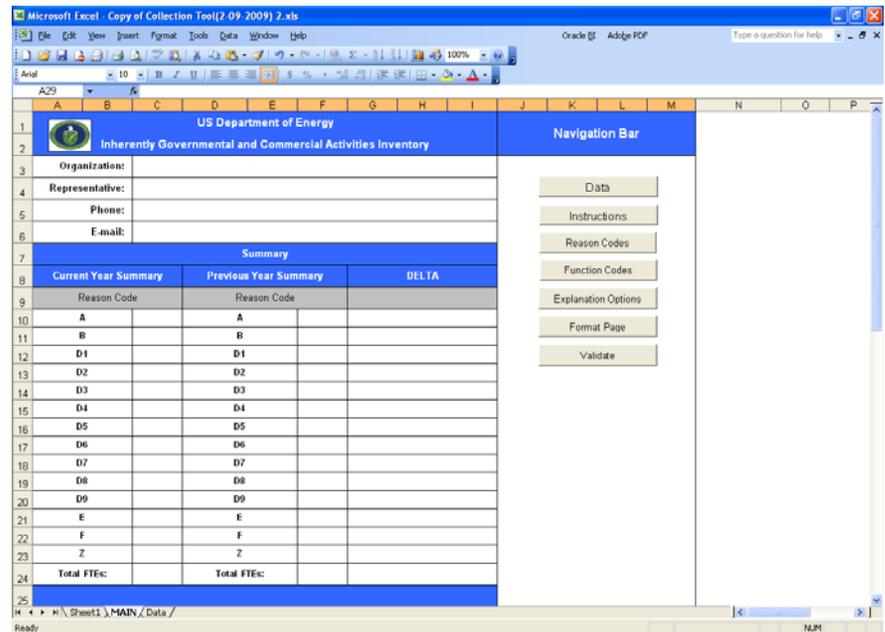
Because the spreadsheet contains macros, you will see this window when opening the spreadsheet.



Please select "Enable Macros" when this window appears.

MAIN Spreadsheet

- Includes a navigation bar with options to view additional information and tools to format and validate your data
- Provides an automated summary / comparison of your previous and current year data.
- Provides a designated space to input your narrative, explaining changes between last year's submission and this years.



MAIN Spreadsheet cont...

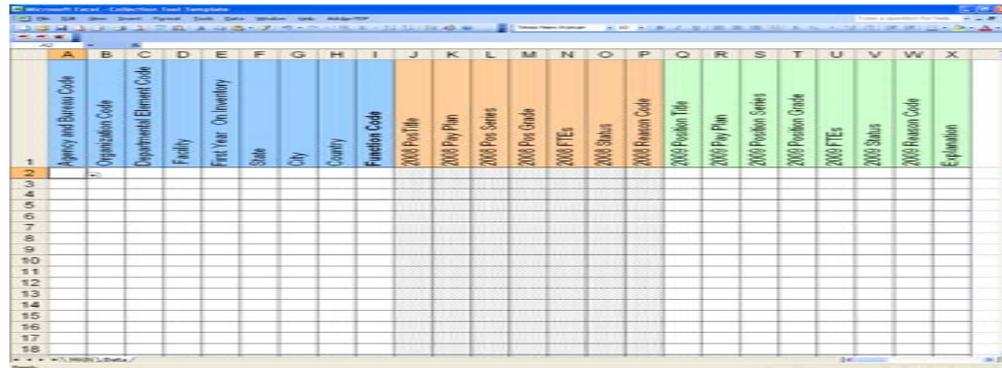
- To view and update previous year data click on
- To format your Data page click on
- To validate your data and check for missing data click on
 - This will highlight blank cells in your Data page in yellow

Data

Format Page

Validate

Data Spreadsheet



The screenshot shows a spreadsheet with columns color-coded into three groups. Group 1 (Blue) includes Agency and Bureau Code, Organization Code, Departmental Element Code, Facility, First Year on Inventory, State, City, Country, and Function Code. Group 2 (Orange) includes 2008 Pos Title, 2008 Pay Plan, 2008 Pos Series, 2008 Pos Grade, 2008 FTEs, 2008 Status, and 2008 Reason Code. Group 3 (Green) includes 2009 Pos Title, 2009 Pay Plan, 2009 Pos Series, 2009 Pos Grade, 2009 FTEs, 2009 Status, 2009 Reason Code, and Explanation.

Data groups

Group 1

Blue - General Data

- Agency and Bureau Code
- Organization Code
- Departmental Element Code
- Facility
- First Year on Inventory
- State
- City
- Country
- Function Code

Group 2

Orange - Previous Year Data

- 2008 Pos Title
- 2008 Pay Plan
- 2008 Pos Series
- 2008 Pos Grade
- 2008 FTEs
- 2008 Status
- 2008 Reason Code

Group 3

Green - Current Year Data

- 2009 Pos Title
- 2009 Pay Plan
- 2009 Pos Series
- 2009 Pos Grade
- 2009 FTEs
- 2009 Status
- 2009 Reason Code
- Explanation

Data Entry

Data from last year has been provided as a starting point.

Instructions:

1. If data has **not changed** between 2008 and 2009 - copy 2008 data (**Group 2**) and paste on 2009 data fields (**Group 3**). Under the "Explanation" column please select:
 - **No Change**
2. If data in (**Group 1**) and/or (**Group 2**) has **changed** - update data on (**Group 1**) and (**Group 3**). Under the "Explanation" column please select one of the following:
 - **Reason Code Change**
 - **More FTEs**
 - **Less FTEs**
 - **Other**

Data Entry cont...

3. If you need to add **new entries** – input new data in **(Group 1)** and **(Group 3)** at the bottom of the spreadsheet. Under the “Explanation” column please select:
 - **New Entry**
 - Make sure that under **(Group 2)**, which corresponds to FY 2008 data, you input **N/A** on every cell.

4. If previous year data is non-existent in FY 2009, input **N/A** in **(Group 3)** cells. Under the “Explanation” column please select:
 - **Non-existent in 2009**

Data Entry cont...

- The following table provides the list of possible Explanations available.

Explanation Options	Description:
Reason Code Change	If during the current fiscal year the function has been classified with a different reason code please select this option. This could be the result of a reorganization or management decision.
Function Code Change	If during the current fiscal year the function has been classified with a different function code please select this option. This could be the result of a reorganization or management decision.
No Change	If there has been no change please select this option.
More FTEs	If the function includes more FTEs please select this option.
Less FTEs	If the function includes less FTEs please select this option.
New Entry	If the function is new to your organization please select this option. Keep in mind that you must include the current year in the 'First year on Inventory' column. A new entry could be derived from a reorganization and/or A76 program. If the new entry belonged to a different organization on the previous fiscal year, please coordinate with the respective organization so that the FTE is not counted twice.
Non-existing	If the function no longer exists within your organization please use this option. If the function was eliminated due to a reorganization and/or A76 program please select this option. If the function was inherited by a different organization please coordinate with the respective organization so that the FTE is not counted twice.
Other	If the change is not described by any of the above options please use this option.

Format and Validate

After you input and/or modify your data:

1. Press the Format Page button. This tool will align all your rows and columns and wrap large text.

A rectangular button with a light beige background and a thin black border. The text "FORMAT PAGE" is centered in a dark grey, sans-serif font.

FORMAT PAGE

2. Press the Validate button. This tool will locate and highlight any cells left blank. Please fill in these cells with an appropriate entry.

A rectangular button with a light beige background and a thin black border. The text "VALIDATE" is centered in a dark grey, sans-serif font.

VALIDATE

END

If you have any questions on how to use the Excel spreadsheet contact Scott Jemison at (202) 287-1859 or by e-mail at Scott.Jemison@hq.doe.gov

After you have entered and verified your data please submit to:

John Bashista john.bashista@hq.doe.gov