



National Transportation Safety Board

Washington, D.C. 20594

Office of Administration

SUBJECT: Planned Analysis of FY2014 Service Contract Inventory

Section 743 of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, P.L. 111-117, requires civilian agencies to prepare an annual inventory of their service contracts and to analyze the inventory to determine if the mix of federal employees and contractors is effective or if rebalancing may be required. Additionally, each agency shall submit a report suitable for public disclosure discussing its analysis of the FY2014 service contract inventory and the use of contractors for the special interest functions that the agency selected to study. The National Transportation Safety Board (NTSB) has selected the following special interest functions, by Product and Services Code (PSC), from the FY2014 inventory to be analyzed.

Product Service Codes		Obligations
R408	Support – Professional: Program Management/Support	\$3,340,884
M1BG	Operation of Electronic and Communications Facilities	\$1,146,529
D304	IT and Telecom – Telecommunications and Transmissions	\$577,561
R431	Support – Professional: Human Resources	\$557,934
S206	Housekeeping – Guard	\$503,224

These PSCs have been selected due to their inclusion in the special interest functions identified by the Office of Management and Budget (OMB), the role these PSCs have in supporting the NTSB mission, and the dollar amounts obligated to these PSCs.

During the analysis, the NTSB will review the specific contract files covered by the selected PSCs and discuss the contract performance with the Contracting Officer, the Contracting Officer's Representative (COR), and other interested stakeholders. The analysis will take into account the desired outcomes of Section 743(e) of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, P.L. 111-117, which includes:

- (i) Each contract in the inventory that is a personal services contract has been entered into, and is being performed, in accordance with applicable laws and regulations;
- (ii) The agency is giving special management attention, as set forth in FAR 37.114, to functions that are closely associated with inherently governmental functions;
- (iii) The agency is not using contractor employees to perform inherently governmental functions;
- (iv) The agency has specific safeguards and monitoring systems in place to ensure that work being performed by contractors has not changed or expanded during performance to become an inherently governmental function;
- (v) The agency is not using contractor employees to perform critical functions in such a way that could affect the ability of the agency to maintain control of its mission and operations; and
- (vi) There are sufficient internal agency resources to manage and oversee contracts effectively.