

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION DIRECTIVE  
MEMORANDUM**

**GENERAL SUBJECT:** CONSTRUCTION ENGINEERING AND INSPECTION (CEI)      **NUMBER:** CD-2008-13

**DATE:** June 4, 2008

**SPECIFIC SUBJECT:** FMS-II PHASE 9104 (CONSTRUCTION) ACTIVITY CODES      **SUPERSEDES:** N/A

**DATE EFFECTIVE** June 10, 2008      **SUNSET/EXPIRES:** June 4, 2013

Original with signature on file in the office  
of the Scheduling and Contract Division

**JANICE S. LONG, CPA, CIA  
VDOT CONTROLLER**

Original with signature on file in the office  
of the Scheduling and Contract Division

**W. BYRON COBURN, JR., P.E.  
STATE CONSTRUCTION ENGINEER**

**DIRECTED TO - DISTRICT ADMINISTRATORS**

Effective June 10, 2008, Division Administrators and District Administrators or their appropriate designee shall ensure that both Department personnel and contractors (e.g., consultants) utilize the following FMS-II Phase-9104 (Construction) Activity Codes to record Construction Engineering and Inspection (CEI) salaried and non-salaried charges on all projects with Universal Project Codes (UPC):

<b>Activity</b>	<b>Description</b>
X4201	Construction Inspection
X4204	Construction Manager, Area Construction Engineer
X4205	Environmental
X4206	Location and Design
X4207	Public Affairs
X4208	Residency State Force
X4209	Right-of-Way
X4210	Structure & Bridge
X4211	Systems Operations
X4212	Law Enforcement Support
X4213	Construction Program Management
X4214	Project Controls
X4215	Contract Administration
X43	Materials
X48	Civil Rights
X49	Const Inspection & Engineering Educational Courses

Note: "X" = "6" for charges eligible for Federal reimbursement or "7" for non-reimbursable charges.

Effective June 10, 2008, Division Administrators and District Administrators or their appropriate designee shall ensure that both Department personnel and contractors (e.g., consultants) discontinue use of the following the FMS-II Phase-9104 (Construction) Activity Codes:

<b>Activity</b>	<b>Description</b>
X33	State Forces Const
X34	Const Identification Signs
X36	Constr/PE - PE on Constr Job
X37	Constr/RW - RW on Constr Job
X41	Construction Surveys
X42	Construction Engineering
X44	Final Estimate Surveys
X45	Final Estimate Prep

Note: "X" = "6" for charges eligible for Federal reimbursement or "7" for non-reimbursable charges.

Both the individual charging labor hours or expenditures to a project and their supervisor with approval authority in FMS-II are wholly responsible for ensuring that the correct activity code is utilized; that the work performed is within the project scope; and that sufficient funding is authorized for expenditure for those activities.

Division Administrators and District Administrators or their appropriate designee shall ensure that all charges and expenditures reported in FMS-II are legitimate and coincide with baseline cost estimates used to establish project budgets unless modified in accordance with CD-2006-02.

The following links\* provides a brief tutorial on using these new charge codes:

[Link to CD-2008-13 Attachment No.1, Phase-9104 Activity Code Descriptions](#)

[Link to CD-2008-13 Tutorial](#)

\* See electronic version of CD-2008-13 on VDOT website.

CLW/

C:           Commissioner  
              Deputy Commissioner  
              Commissioner's Staff  
              Division Administrators  
              District Construction Engineers  
              District Maintenance Engineers  
              District Materials Engineers  
              District Preliminary Engineering Managers  
              District Location and Design Engineers  
              District Bridge Engineers (Only if Bridge related)  
              District Civil Rights Managers  
              District Contract Administrators  
              Regional Operations Directors  
              Residency Administrators  
              Area Construction Engineers

Construction Managers  
Project Inspectors  
Federal Highway Administration  
Office of the Attorney General  
Virginia Department of Minority Business Enterprise  
Virginia Transportation Construction Alliance  
Old Dominion Highway Contractors Association  
Virginia Asphalt Association  
American Concrete Pavement Association  
Virginia Ready-Mixed Concrete Association  
Precast Concrete Association of Virginia  
Division Library