

**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**CONSTRUCTION DIVISION (CD)**

**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM (IIM)**

<b>GENERAL SUBJECT:</b> CONSTRUCTION ENGINEERING AND INSPECTION (CEI)	<b>NUMBER:</b> IIM-CD-2013-10.01
<b>SPECIFIC SUBJECT:</b> FMS-II PHASE 9104 (CONSTRUCTION) ACTIVITY CODES	<b>DATE:</b> August 1, 2013
	<b>SUPERCEDES:</b> CD-2008-13
<p><b>APPROVED:</b></p> <p style="text-align: center;">Signature On File</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>Mark E. Cacamis, P.E., CCM</b> State Construction Engineer</p> <p><b>DATE:</b> <u>August 1, 2013</u></p>	

**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 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.

Both the individual charging labor hours or expenditures to a project and their supervisor with approval authority are 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 shall monitor charges and expenditures.