



**Federal Aviation
Administration**



Financial Services
Fiscal Year 2011 Business Plan

2011 ABA Business Plan

The Office of the Assistant Administrator for Financial Services/Chief Financial Officer (ABA) serves as the Federal Aviation Administration's (FAA) primary resource steward. Our team has responsibility for managing the agency's \$16 billion budget, overseeing and maintaining financial systems, financial policy, financial reporting and spearheading cost efficiency as well as government-wide management reforms to ensure resources are managed with integrity.

ABA's key strategic efforts are anchored in the FAA's Flight Plan under the "Organizational Excellence" goal. We lead the agency's efforts to achieve the Cost Control Program and Clean Audit Performance Targets. By providing FAA's Lines of Business (LOB) and Staff Offices (SO) with an effective management environment and key business tools and resources, we indirectly support the organization's Increase Safety, Greater Capacity, and International Leadership goals.

In addition to our strategic work directly tied to the agency's Flight Plan, we have fundamental responsibilities key to maintaining a strong agency-wide foundation of accountability and financial management. This work is organized as Core Business in our Business Plan.

Over the long-term, ABA's contributions to the agency's success will be measured by how well cost and financial information is integrated into the agency's business processes and by the analytical contribution that ABA-generated information makes to data-based decision-making at the corporate and LOB levels.

Our highest priorities include improving business processes and resolving issues related to the Department of Transportation's (DOT) financial management system, DELPHI, and the FAA acquisition system, PRISM; maintaining a "clean" audit with a focus on managing agency assets; and spearheading the Cost Control Program in support of the Flight Plan. In support of our priorities, we will address the following emerging challenges in FY 2011:

- Continue to improve and simplify business processes
- Obtain a clean audit opinion
- Improve the quality, timeliness and usefulness of financial information for management decision-making.
- Implement an aggressive agency-wide cost efficiency program.
- Provide analytic, resource-based support to the agency's financial decision-making processes and in agency negotiations with our labor unions.

Organizational Excellence

The Office of the Assistant Administrator for Financial Services/CFO (ABA) co-leads (with the Assistant Administrator for Human Resource Management) and contributes directly to the Organizational Excellence goal.

The highest Organizational Excellence priorities for ABA include improving the business processes and resolving issues related to the DOT's financial management system (Delphi) and the FAA's acquisition system (Prism). We also continue work to maintain a "clean" audit with a focus on managing agency assets. Finally, we spearhead the Cost Control Program in support of the Flight Plan. Our core work includes:

- Development of FAA budget requests and providing appropriate budget justification -- ensuring budget needs are well justified and explained.
- Processing of all financial transactions as well as the management of the Delphi general ledger system and Prism, the FAA purchasing/acquisition system.
- Providing financial analyses required by the FAA Administrator, as well as preparation of economic analyses to support any IT spending requiring approval by the IT Executive Board.
- Hosting and operation of the FAA Cost Accounting System.

ABA contributions to the agency's success will be measured by the quality and timeliness of financial information and how well we support effective decision-making in the agency.

Flight Plan Target: Leadership and Accountability

(Objective) Make the organization more effective with stronger leadership, a results-oriented, high performance workforce, and a culture of accountability.

Strategic Initiative: Legislative Proposal for Reauthorization

Work with the Administration, Congress, and stakeholders to develop and implement FAA reauthorization legislation.

Strategic Activity: ABA FAA Reauthorization

Implement legislation as necessary for FAA's reauthorization.

Activity Target 1:

Implement legislation as necessary for FAA's reauthorization by dates consistent with the reauthorization legislation implementation plan. Due September 30, 2011

Strategic Initiative: Leadership Development

Each LOB/SO will track and report quarterly on their compliance with corporate leadership development policies and initiatives.

Strategic Activity: ABA Leadership Development Compliance

Each FAA organization will report quarterly in pbviews on steps taken to improve or sustain timely training and certification of probationary managers, participation in corporate leadership development programs such as PEL and SLDP, and maintenance of Continuing Management Education hours.

Activity Target 1:

Report on steps taken to improve or sustain timely completion of probationary training and certification. Reports are due quarterly starting December 31, 2010. Due September 30, 2011

Activity Target 2:

Report quarterly on steps taken to meet Continuing Management Education requirements for incumbent managers. Reports are due quarterly starting December 31, 2010. Due September 30, 2011

Strategic Initiative: Harassment, Reprisal, and Retaliation Free Workplace

Each FAA organization will track and report quarterly on LOB/SO actions to foster a workplace free of harassment, reprisal, and retaliation.

Strategic Activity: ABA Harassment- and Retaliation-Free Workplace Training

Each FAA organization will track and report quarterly in pbviews on their compliance with this initiative in terms of the numbers of people trained.

Activity Target 1:

Report quarterly the number of new managers who have completed Frontline Managers training, eLMS Course #FAA30200099 - Frontline Managers Course - Phase 1. Due September 30, 2011

Activity Target 2:

Report quarterly the number of managers who have completed eLMS course #FAA30200134 - Accountability Board Training for FAA Managers. Due September 30, 2011

Activity Target 3:

Report quarterly the number of employees who have completed in-person training sessions provided by the Accountability Board or by Accountability Board Human Resources Points of Contact. (eLMS Course #FAA30200174 - Supervisory Skills Training, Accountability Board Training for FAA Managers; or eLMS Course #FAA30200177 - Instructor-Led Accountability

Board Training for All Employees. Due September 30, 2011

Activity Target 4:

Report quarterly the number of employees who have completed any other training sessions that addressed harassment, retaliation, or reprisal in the workplace. (Your training coordinators should enter this data into eLMS with the appropriate course number or as an "External Event".) Due September 30, 2011

Strategic Initiative: New Hires with Targeted Disabilities

Each FAA organization will track and report quarterly on actions taken in support of the Secretary of Transportation's fiscal year goal that 3 percent of all new hires are individuals with targeted (severe) disabilities.

Strategic Activity: Actions in support of DOT FY goal that 3% of all new hires are individuals with targeted disabilities

ABA will track and report quarterly on actions taken in support of the Secretary of Transportation's fiscal year goal that 3 percent of all new hires are individuals with targeted (severe) disabilities.

Activity Target 1:

ABA will track and report quarterly on actions taken in support of the Secretary of Transportation's fiscal year goal that 3 percent of all new hires are individuals with targeted (severe) disabilities. Due September 30, 2011

Flight Plan Target: Cost Control

Organizations throughout the agency will continue to implement cost efficiency initiatives in 2011 such as: \$20 million in savings for strategic sourcing for selected products and services and a reduction of \$30 million in Information Technology operating costs. FY 2011 Target: 90% of targeted savings.

Strategic Initiative: Cost Control Program

Implement line of business-specific cost efficiency as well as agency-wide initiatives to reduce costs or improve productivity.

Strategic Activity: Corporate Leadership for Cost Control Initiatives

ABA will lead an agency-wide initiative to control and reduce the cost of operations.

Activity Target 1:

Establish FY 2011 cost control approved savings total. Due November 15, 2010

Activity Target 2:

Consolidate and report all line of business/staff office cost control savings/avoidance from FY 2005-FY 2010. Due May 31, 2011

Activity Target 3:

Initiate FY 2012 Cost Control Program. Due April 15, 2011

Activity Target 4:

Consolidate and report monthly all line of business/staff office cost control savings/avoidance for FY 2011; monthly for activities greater than \$1 million, quarterly for activities less than \$1 million. Due September 30, 2011

Activity Target 5:

Review and validate proposed cost control initiatives, making a determination as to suitability for cost control program, within 45 business days of receipt by ABA. Due September 30, 2011

Strategic Activity: ABA Cost Control Activity - SAVES

The SAVES Program applies strategic sourcing to FAA purchases of office supplies, office equipment, overnight mail, IT hardware, printing, and support contracts for the Office of Financial Services.

Activity Target 1:

Achieve 90% of the \$25.4M projected year end savings. Due September 30, 2011

Strategic Initiative: Productivity and Financial Metrics

Each FAA organization will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance. These measures will include: ATO cost per controlled flight, AIP grants administration, staff office overhead rates, grievance processing time, and cost per accounting transaction.

Strategic Activity: Corporate Leadership for Cost Efficiency Activities

As the agency lead for all cost control/efficiency efforts, ABA will provide leadership and guidance in the development of efficiency and financial metrics that can be used to track the efficiency and financial performance of each organization within the agency.

Activity Target 1:

Consolidate LOB/SO efficiency of financial metrics and report quarterly. Due September 30, 2011

Activity Target 2:

Initiate FY 2012 cost efficiency program Due March 31, 2011

Activity Target 3:

Review and validate proposed efficiency measures, making a determination as to the suitability for the Productivity and Financial Metrics program within 45 business days of receipt by ABA. Due September 30, 2011

Strategic Activity: FAA Staff Office Overhead Rate Efficiency Measure

ABA will track and report on agency overhead

measures for the staff offices. These overhead measures would, in most cases, be in addition to some other efficiency measure or financial metric tracked by the individual staff offices.

Activity Target 1:

Continue to report efficiency measures for FY2010, 4th quarter results against estimates/targets set for each staff office. Due October 31, 2010

Activity Target 2:

Continue to report efficiency measures on a quarterly basis against estimates/targets set for each staff office. Due January 31, 2011

Activity Target 3:

Continue to report efficiency measures on a quarterly basis against estimates/targets set for each staff office. Due April 30, 2011

Activity Target 4:

Continue to report efficiency measures on a quarterly basis against estimates/targets set for each staff office. Due October 31, 2010

Activity Target 5:

For each staff office, provide updated FY 2012 measure template for review and approval in time to be included in the FY 2012 Business Plan. Due June 15, 2011

Strategic Activity: ABA Efficiency Measure: ABA Overhead Rate

ABA will track and report ABA overhead labor costs as a percentage of total ABA labor costs. Cost accounting data will be used with overhead costs derived from specific project codes that have been determined to represent overhead or support activities within the ABA organization. The FY 2011 overhead target will average between 15 % and 20% of total labor costs.

Activity Target 1:

Continue to report FY 2010, 4th quarter results on ABA overhead costs. Due October 31, 2010

Activity Target 2:

Continue to report quarterly on ABA overhead costs. Due January 31, 2011

Activity Target 3:

Continue to report quarterly on ABA overhead costs. Due April 30, 2011

Activity Target 4:

Continue to report quarterly on ABA overhead costs. Due July 31, 2011

Activity Target 5:

Provide updated FY 2012 measure template for review and approval, allowing sufficient time to be included in the FY 2012 Business Plan. Due June 15, 2011

Strategic Activity: ABA Efficiency

Measure: Electronic payments

Track and report the percentage of the number of electronic payments to the total number of all payments, including both electronic and checks. The FY 2011 target is greater than or equal to 92 percent.

Activity Target 1:

Report FY 2010 4th quarter results to ABA for percentage of electronic payments to all payments. Due October 31, 2010

Activity Target 2:

Report FY 2011 1st quarter results to ABA for percentage of electronic payments to all payments. Due January 31, 2011

Activity Target 3:

Report FY 2011 2nd quarter results to ABA for percentage of electronic payments to all payments. Due April 30, 2011

Activity Target 4:

Report FY 2011 3rd quarter results to ABA for percentage of electronic payments to all payments. Due July 31, 2011

Activity Target 5:

Provide updated FY 2012 template for review and approval in time to be included in the FY 2012 Business Plan. Due June 15, 2011

Strategic Initiative: Integrate Performance to Budget

Integrate performance information into budgetary decision-making and presentation.

Strategic Activity: Budget Formulation and Presentation: Improved Responsiveness

Work with FAA LOBs/SOs to coordination of FAA's annual budget submissions and congressional presentations.

Activity Target 1:

Prepare FY 2012 Congressional Justification materials. Coordinate with OST and OMB, for submission to Appropriations Committee. Final dates will be determined by OMB guidance. Due February 15, 2011

Activity Target 2:

Meet all appropriation hearing deadlines, including preparation of questions for the record, transcripts and testimony. Submit these documents to OST/OMB and congressional committees. Due July 31, 2011

Activity Target 3:

Prepare FY 2013 OST and OMB Budget Justification materials. Final dates will be determined by OST and OMB guidance. Due September 30, 2011

Strategic Activity: ATO Budget

Formulation and Presentation: Improved Responsiveness

Improve responsiveness to external customers in formulating the ATO budget.

Activity Target 1:

Review and validate funding data in OMB Exhibit 300 documentation and report findings via related ABU checklist within two weeks of receipt to CFO, AIO, and program office. Due September 30, 2011

Strategic Initiative: Reduce Information Technology Operating Costs

Achieve an annual reduction of \$30 million in Information Technology operating costs.

Strategic Activity: Information Technology (IT) Cost Savings Validation

Information Technology (IT) cost savings are reported according to the approved cost control templates submitted to ABA. IT cost savings are reviewed, validated, and approved by ABA through the Cost Control Program.

Activity Target 1:

Review and validate proposed IT cost control initiatives, making a determination as to suitability for cost control program, within 45 business days of receipt by ABA. Due September 30, 2011

Flight Plan Target: Information Security Program

Achieve zero cyber security events that disable or significantly degrade FAA mission critical Line of Business systems. FY 2011 Target: 0

Strategic Initiative: Enterprise Architecture Conformance

Enable enterprise-wide conformance to information technology enterprise architecture.

Strategic Activity: Enterprise Architecture Conformance

Define and implement Enterprise Architecture (EA) goals.

Activity Target 1:

Update the ABA infrastructure and application inventory. Due December 31, 2010

Activity Target 2:

Define and implement EA goals as agreed to with AIO. Due August 31, 2011

Strategic Initiative: Unauthorized Disclosure

Protect FAA-sensitive and individual privacy information from unauthorized disclosure.

Strategic Activity: Stabilize Information Assurance/Privacy Operations

Protect FAA-sensitive and individual privacy information from unauthorized disclosure.

Activity Target 1:

Complete 100% of all PTAs and PIAs as required by the C&A anniversary date. Ensure PTA/PIA approval is obtained from Privacy Officer. Due September 30, 2011

Activity Target 2:

Support 100% of all Privacy Compliance activities conducted by the Privacy Office. Develop and implement compliance remediation plans for all identified findings. Due September 30, 2011

Activity Target 3:

Report 100% of all privacy breaches to the CSMC as they occur and take required remediation action in accordance with the FAA Privacy Order. Due September 30, 2011

Activity Target 4:

Reduce or eliminate social security number (SSN) from FAA Systems. Percentage to be determined after enterprise-wide plan is complete. Due September 30, 2011

Activity Target 5:

Reduce or eliminate personally identifiable information (PII) in FAA Systems. Percentage to be determined after enterprise-wide plan is complete. Due September 30, 2011

Activity Target 6:

Develop a plan that is approved by the Privacy Office to remediate PII vulnerabilities identified during DLP/Security scanning and Privacy compliance reviews and then implement remediation according to the plan. Due September 30, 2011

Activity Target 7:

Encrypt all PII systems for data in transit and data at rest. Due September 30, 2011

Flight Plan Target: OPM Hiring Standard

By FY 2010, 80 percent of FAA external hires will be filled within OPM's 45-day standard for government-wide hiring. FY 2011 Target: 80%

Strategic Initiative: External Recruiting

In external recruitment efforts, implement corporate strategies that expand the applicant pool to ensure equal opportunity to all applicants and result in attracting high quality candidates to the FAA.

Strategic Activity: ABA Mission-Critical Hiring

Identify mission-critical external hires.

Activity Target 1:

Update and submit FY11 and FY12 hiring projections for mission-critical occupations. Due February 28, 2011

Flight Plan Target: Unqualified Audit Opinion

Obtain an unqualified opinion on the agency's financial statements (Clean Audit with no material weaknesses) each fiscal year. FY 2011 Target: Unqualified audit opinion with no material weaknesses each fiscal year

Strategic Initiative: Document and Test Internal Controls

Comply with Office of Management and Budget (OMB) guidance by performing routine testing of internal controls to improve the quality of financial information.

Strategic Activity: Internal Controls

Comply with OMB guidance by performing routine testing of internal controls to improve the quality of financial information.

Activity Target 1:

Develop the FY 2011 plan for Internal Control testing. Due September 30, 2011

Activity Target 2:

Test key LOB processes in accordance with DOT A-123 plan. Due September 30, 2011

Strategic Activity: Inactive Obligations

Ensure LOB and staff offices perform a satisfactory review of inactive obligations.

Activity Target 1:

Obtain quarterly statements of assurance from key organizational heads that represent that inactive obligations have been analyzed and deobligated. Due quarterly by 30 days after end of each quarter. Due September 30, 2011

Activity Target 2:

Analyze LOB inactive obligations, performance results, and issue scorecard by 30 days after LOB reviews were required to be completed. Due March 31, 2011

Activity Target 3:

Analyze LOB inactive obligations, performance results, and issue scorecard by 30 days after LOB reviews were required to be completed. Due June 30, 2011

Activity Target 4:

Analyze LOB inactive obligations, performance results, and issue scorecard by 30 days after LOB reviews were required to be completed. Due September 30, 2011

Strategic Initiative: Improper Payments

Reduce both the number of and the dollar amount of improper payments.

Strategic Activity: Improper Payments

Support Airports in establishing and maintaining adequate controls surrounding the propriety of AIP grant payments and in responding to auditor requests.

Activity Target 1:

The dollar amount of improper payments for the year is less than 2.5 percent of total payments or \$10 million, whichever is greater. Due September 30, 2011

Strategic Initiative: Capitalization of Assets

Improve timeliness and accuracy of financial transactions by capitalizing assets in a timely manner.

Strategic Activity: ABA Property and Capitalization

Financial Services (ABA) will coordinate with the Air Traffic Organization (ATO), Assistant Administrator for Regions and Center Operations (ARC) and the Office of Operational Services (AMZ) to ensure timely and accurate capitalization of assets that have been placed in service and to enhance business processes.

Activity Target 1:

At the end of the year, 90% of assets are capitalized within 65 business days of the date placed in service. Due September 30, 2011

Activity Target 2:

Lead a review and validation (including a statistical verification of the results) of FAA capitalized personal property assets with a NBV less than \$100K as reported in the financial records as of 30 September 2010 and not included in FY 2010 asset validation process. Process any adjustments as necessary. Due September 30, 2011

Strategic Initiative: Closeout of Prior Year Audit Findings

Closeout of Prior Year Audit Findings during the fiscal year.

Strategic Activity: NFR Follow-Up Actions

Worked with LOB's to update their current year business plans with activities required to close out prior year high risk problem areas uncovered through the Notifications of Findings and Recommendations (NFR's) issued by the auditors.

Activity Target 1:

Coordinate updates to the FY 2011 Business Plan as a result of NFRs for organizations that have follow-up activities from the prior year fiscal statement audit. Due February 28, 2011

Strategic Initiative: IT Audit Findings

Closeout prior year information technology Audit Findings not later than the second quarter of each fiscal year, and receive no significant deficiencies related to new IT Notices of Findings and Recommendations (NFR).

Strategic Activity: IT AUDIT FINDINGS.

Correct High and Medium Vulnerabilities and receive no Significant Deficiencies related to new IT NFRs.

Activity Target 1:

Close out/complete corrective actions to prior year NFRs. Due March 31, 2011

Activity Target 2:

Within 1 month timeframe of being provided CIO produced scan report, system owners will implement corrective actions/fixes to High Vulnerabilities on that report. Due monthly. Due September 30, 2011

Activity Target 3:

Within 2 month timeframe of being provided CIO produced scan report, system owners will implement corrective actions/fixes to majority (51%) of Medium Vulnerabilities. Due bi-monthly. Due September 30, 2011

Activity Target 4:

Within 2 month timeframe of being provided CIO produced scan report, system owners will develop plan of action & milestones for correction of remaining Medium Vulnerabilities (49%) and develop 1 of 3 Activities that do not lead/support a Strategic Initiative or Core Business Initiative Risk Acceptance from System Authorizing Official for those vulnerabilities that will not be mitigated. Due bi-monthly. Due September 30, 2011

Activity Target 5:

Report on a monthly basis to the FAA CIO, for the vulnerabilities found in the CIO produced scan report, indicate vulnerabilities fixed, dates for planned fixes, and risk acceptance letters in place if any. Due monthly. Due September 30, 2011

Core Business Target: Conduct EEO Training

Assist agency efforts to prevent discrimination by increasing management and employee awareness with regard to EEO responsibilities and appropriate behaviors by training three percent (3%) of the FAA workforce and provide training to 50% of all new Air Traffic Student hires. Develop new EEO training course that will meet agency needs and create a library of EEO materials.

Core Business Initiative: Prevent Discrimination through EEO Training

Assist agency efforts to prevent discrimination by increasing management and employee awareness in

EEO through training.

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training

Conduct EEO training with regards to EEO responsibilities and appropriate behaviors to 3% of the FAA workforce. Additionally, FAA must comply with OPM requirement to administer the NO FEAR training to 100% of all FAA employees.

Activity Target 1:

Each LOB/SO's will partner with the Office of Civil Rights to provide training to at least 1.5% of the FAA workforce Due March 31, 2011

Activity Target 2:

Each LOB/SO's will partner with the Office of Civil Rights to provide training to an additional 1.5% of the FAA workforce for a total of 3%. Due September 30, 2011

Activity Target 3:

Each LOB/SO will ensure that 100% of all FAA employees complete the OPM mandated NO FEAR Training. Due December 31, 2010

Core Business Target: Corporate Administrative Support/ABA Administration Services

Provide to Human Resources 95 percent of requested personnel actions within two days of receipt of approved documentation from management.

Core Business Initiative: ABA Budget Oversight

Support the CFO and executives by ensuring timely and effective oversight and tracking of fiscal year budget allowance.

Core Activity: ABA Budget Oversight and Tracking

Maintain ongoing oversight and guidance of ABA's funding resources.

Activity Target 1:

Maintain ongoing oversight and guidance to each ABA staff office to ensure budget allowances are managed within the fiscal year allotment. Due September 30, 2011

Activity Target 2:

Conduct quarterly ABA budget review. Due October 31, 2010

Activity Target 3:

Conduct quarterly ABA budget review. Due January 31, 2011

Activity Target 4:

Conduct quarterly ABA budget review. Due April 30, 2011

Activity Target 5:

Conduct quarterly ABA budget review. Due July 31, 2011

Core Business Initiative: ABA Administrative and Resource Management Support

Support executives, managers, and staff by ensuring timely and effective administrative and resources management services.

Core Activity: Employee Hiring Administration

Timely and effective management of hiring all ABA employees.

Activity Target 1:

Complete all hiring paperwork within one week of receipt. Due September 30, 2011

Core Activity: Employee Training Administration

Ensure timely and effective training management for all ABA employees.

Activity Target 1:

Complete required training enrollment paperwork within 3 days of receipt. Due September 30, 2011

Core Activity: FAA Printing Program

Ensure that all printing requests are processed in a timely manner.

Activity Target 1:

Process all requests for printing within three days of receipt from customer. Due September 30, 2011

Core Activity: FAA Mail Program

Ensure that contracts for mail equipment and services are current, recompleted, and awarded to prevent a lapse in service.

Activity Target 1:

Provide confirmation of contract currency in quarterly reports to the ABA-10 manager. Due October 31, 2010

Activity Target 2:

Provide confirmation of contract currency in quarterly reports to the ABA-10 manager. Due January 31, 2011

Activity Target 3:

Provide confirmation of contract currency in quarterly reports to the ABA-10 manager. Due April 30, 2011

Activity Target 4:

Provide confirmation of contract currency in quarterly reports to the ABA-10 manager. Due July 31, 2011

Core Business Initiative: ABA Management Training

Ensure all ABA managers complete required management training on time.

Core Activity: Monitoring ABA Management Training

Monitor and manage scheduling of ABA management training

Activity Target 1:

Monitor requirements and scheduling of all ABA managers' training. Due September 30, 2011

Core Activity: Continuing Management Education

Ensure all ABU managers continue to learn and grow as organizational leaders.

Activity Target 1:

Identify at least one continuing management education opportunity for every division manager. Due September 30, 2011

Core Activity: ABU Manager Training

Ensure all probationary managers attend mandatory training and all managers continue to learn and grow as organizational leaders.

Activity Target 1:

Ensure all ABU probationary managers attend mandatory training (FMC-1, FMC-2, and FMC-3) as training slots become available. Due September 30, 2011

Activity Target 2:

Identify at least one continuing management education opportunity for every ABU division manager. Due September 30, 2011

Core Activity: AFC Manager Training

Ensure all AFC probationary managers attend mandatory training and all AFC managers continue to learn and grow as organizational leaders.

Activity Target 1:

Ensure all AFC probationary managers attend mandatory training (FMC-1, FMC-2, and FMC-3) as training slots become available. Due September 30, 2011

Activity Target 2:

Identify at least one continuing management education opportunity for every AFC division manager. Due September 30, 2011

Activity Target 3:

Identify at least one continuing management education opportunity for every AFC division manager. Due September 30, 2011

Core Activity: AFO Manager Training

Ensure all AFO probationary managers attend mandatory training and all managers continue to learn and grow as organizational leaders.

Activity Target 1:

Ensure all AFO probationary managers attend mandatory training (FMC-1, FMC-2, and FMC-3) as training slots become available. Due September 30, 2011

Activity Target 2:

Identify at least one continuing management education opportunity for every AFO division manager. Due September 30, 2011

Core Activity: AFR Manager Training

Ensure all AFR probationary managers attend mandatory training and all managers continue to learn and grow as organizational leaders.

Activity Target 1:

Ensure all AFR probationary managers attend mandatory training (FMC-1, FMC-2, and FMC-3) as training slots become available. Due September 30, 2011

Activity Target 2:

Identify at least one continuing management education opportunity for every AFR division manager. Due September 30, 2011

Core Business Initiative: ABA Employee Performance Management

Ensure all ABA employees are provided with annual performance plans and close out reports at the end of each year.

Core Activity: ABA Employee Performance Management Oversight

Ensure all ABA employees are provided with timely and effective performance management.

Activity Target 1:

Track, monitor and maintain management responsibility for all ABA employee performance management plans and close out reports. Due September 30, 2011

Core Activity: ABU Employee Performance Management

Ensure ABU employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 ABU employee evaluations
Due November 30, 2010

Activity Target 2:

Complete FY 2011 ABU employee performance plans. Due December 31, 2010

Core Activity: AFC Employee Performance Management

Ensure AFC employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 AFC employee evaluations.
Due November 30, 2010

Activity Target 2:

Complete FY 2011 ABU employee performance plans. Due December 31, 2010

Core Activity: AFR Employee Performance Management

Ensure AFR employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 AFR employee evaluations.
Due November 30, 2010

Activity Target 2:

Complete FY 2011 AFR employee performance plans. Due December 31, 2010

Core Activity: AFO Employee Performance Management

Ensure AFO employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 AFO employee evaluations.
Due November 30, 2010

Activity Target 2:

Complete FY 2011 AFO employee performance plans. Due December 31, 2010

Core Activity: ABA-20 Employee Performance Management

Ensure ABA-10 employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 ABA-20 employee evaluations.
Due November 30, 2010

Activity Target 2:

Complete FY 2011 ABA-20 employee performance plans Due December 31, 2010

Core Activity: ABA-10 Employee Performance Management

Ensure ABA-10 employee annual performance plans and evaluations are completed on time.

Activity Target 1:

Complete FY 2010 ABA-10 employee evaluations.
Due November 30, 2010

Activity Target 2:

Complete FY 2011 ABA-10 employee performance plans. Due December 31, 2010

Core Business Target: Acquisition Oversight

Complete review of 90 percent of submitted acquisitions within 60 days.

Core Business Initiative: Acquisition Financial Oversight

Provide financial oversight of Agency Acquisitions.

Core Activity: Review Proposed Acquisitions

Analyze, report and recommend approval/disapproval for CFO authorization for any procurement of \$10 million or more prior to issuing a purchase request.

Activity Target 1:

Review all acquisitions with a value of \$10 million or more. Due September 30, 2011

Activity Target 2:

Complete initial review of 90 % of all requests within 15 days of receipt. Due September 30, 2011

Activity Target 3:

Complete a review of approval condition compliance on all contracts approved by the CFO through the end of FY 2009. Conduct follow-up evaluations of approvals of air traffic control facilities approved in the preceding six months. Due September 30, 2011

Activity Target 4:

Review and revise as necessary the non-SCRB guidance in the AMS. Due June 30, 2011

Activity Target 5:

Review and revise as necessary the AFC intranet website. Due June 30, 2011

Activity Target 6:

Standardize format for SCRB meeting minutes and program office presentations. Due June 30, 2011

Activity Target 7:

Develop and implement procedures for joint AFC/ATO-F review of JRC acquisitions. Due June 30, 2011

Activity Target 8:

Develop and implement process for tracking progress of submitted proposals. Due June 30, 2011

Core Activity: Review Proposed Conferences

Analyze, report and recommend approval/disapproval for CFO authorization on any conference with an estimated cost of \$100,000 or more.

Activity Target 1:

Review all proposed conferences with an estimated value of \$100,000 or more. Due

September 30, 2011

Activity Target 2:

Complete initial review of 90 percent of all requests within 15 days of receipt. Due September 30, 2011

Core Business Target: Financial Reporting and Accountability

Obtain the Certificate of Excellence Accountability Reporting (CEAR) award from the Association of Government Accountants for the FY 2010 Performance and Accountability Report (PAR).

Core Business Initiative: Financial Statements and Reporting

Activities associated with preparing financial statements.

Core Activity: Agency Financial Statement Audit

Activities associated with preparation and audit of agency financial statements.

Activity Target 1:

Prepare the 2010 Quarter 4 financial statements within OMB deadlines. Due October 31, 2010

Activity Target 2:

Prepare the FY 2011 Quarter 1 financial statements within OMB deadlines. Due January 21, 2011

Activity Target 3:

Prepare the FY 2011 Quarter 2 financial statements within OMB deadlines. Due April 21, 2011

Activity Target 4:

Prepare the FY 2011 Quarter 3 financial statements within OMB deadlines. Due July 21, 2011

Activity Target 5:

Prepare the Standard Form 133, "Report on the Budget Execution and Budgetary Resources" monthly, by the 20th business day 80 percent of the time. Due September 30, 2011

Core Business Target: Small Business Goal and Corporate Citizenship

Award at least 25% of the total direct procurement dollars to Small Businesses.

Core Business Initiative: FAA Small Business Program

Support the FAA Major Procurement Program Goals

Core Activity: FAA Small Business Goal and Good Corporate Citizenship

Participate in the agency's outreach and training to small business with special emphasis on disadvantaged, women-owned and service-disabled veteran-owned businesses. Also, assign a Small Business Liaison Representative to assist in identifying procurement opportunities suitable for set-aside.

Activity Target 1:

Participate in the Annual FAA National Small Business Procurement Opportunities Training Conference and Trade Show during June or July of each fiscal year. Due July 30, 2011

Activity Target 2:

Award at least 25% of the total direct procurement dollars to small business. Due September 30, 2011

Core Business Target: Information Systems and Technology Services

Enhance IT capabilities and services ABA-20 provides to financial stakeholders.

Core Business Initiative: Shared Financial Services

Enhance Financial IT Shared Services

Core Activity: Enhance IT Value Shared Services

Enhance Financial IT Shared Services.

Activity Target 1:

90% of all ABA systems projects are completed on time per the approved schedules. Due September 30, 2011

Activity Target 2:

Develop an operational IT Governance capability and a Quality Management approach for ABA services and activities and determine an implementation date. Due September 30, 2011

Activity Target 3:

Implement a Requirement Management tool and integrate with testing environment. Due September 30, 2011

Activity Target 4:

Implement Portfolio Management tool. Due September 30, 2011

Activity Target 5:

Develop and implement an IT Portfolio planning process. Due September 30, 2011

Activity Target 6:

Identify and document existing configuration management processes. Identify strategy for implementing configuration management of all ABA systems. Due September 30, 2011

Activity Target 7:

Expand Federated Financial IT Steering Committee to other FAA financial stakeholder organizations. Due August 31, 2011

Activity Target 8:

Implement Financial Data Stewardship Council to provide governance over FAA financial data and its uses. Due August 31, 2011

Activity Target 9:

Design and develop Performance Architecture for FAA Financial Segment. The Performance Architecture will map the strategies, customer results and business processes to the measures and metrics, investments and technology. The result will be a performance management model that identifies opportunities for improvement in business processes, services, investments in technology and other areas. Due August 31, 2011

Activity Target 10:

Provide acquisition support and oversight to have the SIR released for the ABA IT services re-compete contract. Due August 31, 2011

Core Business Initiative: FAA's Support of DOT's Business Transformation Team/Oracle R12 Project

Prepare the FAA for changes due to DOT's Business Transformation Team (BTT) project by rationalizing the existing financial systems.

Core Activity: Support of DOT Business Transformation Team/R12 Project

Support the DOT's Financial Management Business Transformation Team project by coordinating FAA's contribution to business process standardization, and related infrastructure improvements.

Activity Target 1:

Expand existing financial data web services and other new and existing financial data feeds. Due June 30, 2011

Activity Target 2:

Complete the planning, design and procurement phases of a federated financial data warehouse solution. Due September 30, 2011

Core Business Initiative: Infrastructure Management

Implement Service Management and Disaster Recovery capabilities for ABA's financial IT services and business applications.

Core Activity: Infrastructure Management Best Practices

Implement best practices in infrastructure management to include: server consolidations, operations optimization, configuration management, service level agreement management, performance,

availability and capacity management, configuration and release management, expansion of change and service desk management (Remedy Phase 2) NLT

Activity Target 1:

Develop and approve a technology infrastructure and acquisition strategy for ABA's infrastructure environment. Due October 1, 2010

Activity Target 2:

Define "as is" state of service definitions and service level agreements for all ABA services and applications, including externally provided applications and services. Due March 31, 2011

Activity Target 3:

Develop requirements and implementation strategy for Service Level Agreements for all ABA services and applications, including externally provided applications and services. Due September 1, 2011

Activity Target 4:

Develop strategy for performance, availability and capacity management for ABA infrastructure. Due September 1, 2011

Activity Target 5:

Identify requirements for reporting and metrics for ABA infrastructure and operations. Utilize existing tools to develop automated reporting where feasible and develop recommendations for purchase of tools where necessary. Due February 28, 2011

Activity Target 6:

Document existing disaster recovery capabilities for ABA systems based on business recovery requirements and mission criticality. Validate requirements with system owners and plans where necessary. Develop strategy for systems that do not have current capability. Due September 1, 2011

Core Business Initiative: Financial Applications Modernization

Implement industry best practices in application portfolio management to ensure the most efficient use of taxpayer funds in the financial segment.

Core Activity: Financial Applications Modernization

Rationalize the legacy Financial Segment application portfolio through a Financial Systems Modernization program.

Activity Target 1:

Analyze the applications that support the capitalization business process and determine the necessary planning, design and procurement actions to modernize this business process. Due September 30, 2011

Activity Target 2:

Analyze the applications that support the

acquisition reporting business process and determine the necessary planning, design and procurement actions to modernize this business process. Due September 30, 2011

Activity Target 3:

Analyze the applications that support the payroll and labor analysis business process and determine the necessary planning, design and procurement actions to modernize this business process. Due September 30, 2011

Activity Target 4:

Analyze the applications that support financial reporting and determine the necessary planning, design and procurement actions to modernize this business process. Due May 1, 2011

Core Business Initiative: Information Assurance and Privacy

Protect ABA information assets by preventing information systems from unauthorized access, use, disclosure, disruption, modification through proactive programs and practices.

Core Activity: Information Security

Implement and maintain the ABA programs and practices that protect the integrity and safety of FAA/ABA financial computer programs and information.

Activity Target 1:

Complete all required security recertifications and system self assessments. Due August 31, 2011

Activity Target 2:

Complete security recertification for required ABA systems by AIO defined due dates. Due September 30, 2011

Activity Target 3:

Complete all IT NFRs by agreed due dates in FY 2010. Due September 30, 2011

Activity Target 4:

Complete systems security self assessments for required systems. Due September 30, 2011

Core Business Target: Budget

Meet all established internal deadlines for FAA budget preparation such as policy memos and briefings.

Core Business Initiative: Budget Policy

The Budget Policy Division (ABU-100) coordinates the formulation of the agency's budget submissions. This includes responsibility for key exhibits, schedule, galleys and final production. The division also develops questions and answers to prepare the Administrator for appropriations hearings. ABU-100 coordinates responses to Congressional inquiries and budget data requests (BDRs), provides Appropriation support and tracks Congressional documents, including appropriation hearing questions for the

record. ABU-100 provides key updates on congressional and aviation-related matters of interest on a daily basis, and represents the Office of Budget on emergency operations budgetary matters. It maintains the Airport and Airway Trust Fund Model used to calculate outlays and Trust Fund balances. ABU 100 also maintains the Office of Financial Services' Knowledge Sharing Network and the Office of Budget's website. The division also prepares the CFO's Management Advisory Council briefing.

Core Activity: Coordinate FAA Data Requests

Coordinate responses to OMB and field Congressional inquiries and budget data requests.

Activity Target 1:

Respond to 85 percent of OMB BDRs and other OST/OMB data calls by the assigned deadline. Due September 30, 2011

Activity Target 2:

Submit the FY 2010 fourth quarter obligation report to Congress. Due November 15, 2010

Activity Target 3:

Submit the FY 2011 obligation reports to Congress within 45 days after the end of each quarter. Due August 15, 2011

Core Activity: Update FAA Budget Policy

Maintain accuracy and timeliness of Volumes 2 and 3 of FAA's Financial Manual.

Activity Target 1:

Review all budget-related policy orders. Update, cancel, or incorporate orders into the Financial Manual. Due September 30, 2011

Activity Target 2:

Perform quarterly assessment of Financial Manual chapters on Administrative Control of Funds, Budget Formulation, and Budget Execution. At a minimum, update every three years. Due September 30, 2011

Core Activity: Maintain Trust Fund Model

Coordinate with OMB and OST to maintain and update the Airport and Airway Trust Fund Model used to calculate outlays and Trust Fund balances.

Activity Target 1:

Coordinate with OST/OMB to update the Trust Fund Model for the FY 2012 President's Budget, to include updated revenue estimates, outlays, budget authority, and Trust Fund balances. Due January 15, 2011

Activity Target 2:

Coordinate with OST/OMB to update the Trust Fund Model for the FY 2012 Mid-Session Review, to include updated revenue estimates, outlays, budget authority, and Trust Fund balances. Due

July 15, 2011

Activity Target 3:

Utilize the Trust Fund Model to create scenarios that project current and outyear Trust Fund balances in response to various budgetary, revenue, and other legislative proposals. Due September 30, 2011

Core Activity: Monitor Aviation-Related Congressional Activity

Serve as ABA's information clearinghouse regarding appropriations and other Congressional activity. Inform ABA leadership of key Congressional actions and pending legislation affecting FAA.

Activity Target 1:

Monitor and attend key activities relating to the appropriations process in order to prepare and distribute notifications and summaries of committee reports, bill language, funding levels, reporting requirements, and other significant provisions of appropriations acts. Provide written summaries to ABA senior management. Due September 30, 2011

Activity Target 2:

Keep ABA leadership informed of all aviation-related hearings, proposed legislation, and other congressional activity by providing hearing notifications, distributing and reviewing FAA testimony, and preparing hearing summaries. Provide written summaries to ABA senior management within 48 hours of hearings. Due September 30, 2011

Core Activity: Monitor Aviation- and Budget-Related Media Activity

Serve as an ABA information repository and clearinghouse of FAA activity.

Activity Target 1:

Distribute daily interest items of FAA-related media articles Due September 30, 2011

Activity Target 2:

Publish monthly ABU newsletter. Due September 30, 2011

Activity Target 3:

Develop process for all-day distribution of interest items (Hot Topics). Due December 31, 2010

Core Activity: Agency coordination of ARRA Implementation

Provide leadership and coordination of all American Recovery and Reinvestment Act (ARRA) related reporting activities.

Activity Target 1:

Analyze OMB and OST ARRA guidance and communication actions within 48 hours of receipt. Due September 30, 2011

Activity Target 2:

Provide support to DOT, ATO and ARP on ARRA financial and reporting requirements. Due September 30, 2011

Activity Target 3:

Participate in DOT TIGER Teams and Work Groups. Due September 30, 2011

Core Business Initiative: Capital Budget

The Capital Budget Division (ABU-300) performs all execution and formulation activities for RE&D, AIP and F&E (execution and non-ATO formulation) appropriation accounts, hereinafter referred to as Capital. The division ensures that quarterly financial plans are developed and maintained, monthly status of funds reports are prepared, and the reconciliation and maintenance of monthly scorecards is accomplished. ABU-300 prepares Capital apportionments; coordinates the non-ATO Exhibit 300s; oversees the Funds Control Module system; and produces the Exhibit 53s. Lastly, ABU-300 produces the Program and Financing Schedules for the Capital accounts.

Core Activity: Administrative Control of Funds

Oversee Capital Appropriations for the authorization, apportionment, and allowance of current year financial resources. Serve as ABU liaison to the Delphi team on Capital issues concerning funds execution.

Activity Target 1:

Ensure 96 percent accuracy rate of all SF-132s (apportionments) submitted to OST. Due September 30, 2011

Activity Target 2:

Within 7 business days of receipt from OST, enter Capital account apportionments into the Delphi accounting system. Due September 30, 2011

Activity Target 3:

Monitor execution of AIP, RE&D, F&E Activities 1-4 and Activity 5 (PC&B) obligations to ensure sufficient funds availability in the lines of business to cover valid personnel costs and contracts in accordance with submitted spend plans. Due September 30, 2011

Activity Target 4:

Prepare quarterly capital budget status of funds reports. Due September 30, 2011

Activity Target 5:

Review 95 percent of reimbursable agreements and supporting documentation within 4 business days of receipt for error-free packages, including updating the tracking sheet and approval in Funds Control Module (FCM) and Budget Execution Module (BEM) systems. Due September 30, 2011

Activity Target 6:

Review and reconcile SF-132 and SF-133 reports monthly and respond in writing to AFR within 8 business days of the following month. Due September 30, 2011

Core Activity: Improve Data Exchange

Development of new tools and technologies in support of Capital Budget execution and formulation activities

Activity Target 1:

If feasible, execute planned solution for automating SF-132 and SF-133 reconciliation. Due September 30, 2011

Activity Target 2:

Monitor and reconcile Activity 5 and AIP obligations data in Financial Allotment Budgeting System (FABS) with actual obligations. Due September 30, 2011

Core Activity: Annual Budget Submissions

Coordinate and prepare materials for Capital accounts for inclusion in FAA's annual budget submissions and congressional presentations.

Activity Target 1:

Target 1: Based on OST guidance, coordinate and prepare FY 2013 Congressional justification materials for Capital accounts for OST submission. Due July 1, 2011

Activity Target 2:

Target 2: Based on OMB guidance, coordinate and prepare FY 2013 Congressional justification materials for Capital accounts for OMB submission. Due September 14, 2011

Core Business Initiative: Performance and Cost Analysis

The Performance and Cost Analysis Division (ABU 400) leads the formulation of the annual Performance Budget submissions. Additionally, the division provides the performance results information for the department's Performance and Accountability Report (PAR) to Congress, as well as FAA's annual PAR. ABU-400 conducts assessments and verification of processes and procedures associated with the recordkeeping and reporting of performance target results to ensure integrity. ABU-400 is the ABA lead for the Corporate Business Planning function and as such partners with the Office of Policy and Plans to provide financial information and targets to support the planning effort. The division also administers and manages ABA's Business Planning function and provides support to the CFO in his role as the Organizational Excellence Goal Co-Lead.

Core Activity: FAA Strategic and Business Planning

Coordinate with Office of Policy and Plans to provide financial guidance for corporate business plans in the spring and fall planning cycles. Guidance includes financial and budget information and supports improved goal attribution.

Activity Target 1:

Provide financial targets to Business Plan guidance for spring planning cycle. Due February 28, 2011

Activity Target 2:

Prepare and deliver instructions for completion of financial inputs during spring business planning effort. Due February 28, 2011

Activity Target 3:

Provide financial targets to Business Plan guidance for fall planning cycle. Due August 31, 2011

Activity Target 4:

Update final financial targets, within 15 business days of final budget enactment, to support business plan change requests. Due September 30, 2011

Core Activity: Internal Verification of Performance Data

Provide corporate leadership to ensure the accurate documentation of methodologies associated with performance data collection, data analysis, and fiscal year-end reporting processes and procedures of FAA's performance targets.

Activity Target 1:

Update performance target methodology statement template. Due November 30, 2010

Activity Target 2:

Coordinate with Flight Plan performance measure owners to create/update draft FY 2011 performance target methodology statements for inclusion in FAA's FY 2011 Portfolio of Goals. Due December 31, 2010

Activity Target 3:

Publish FY 2011 Portfolio of Goals on FAA website. Due January 31, 2011

Activity Target 4:

Complete verification reviews of data collection, documentation, and data reporting processes and procedures for Flight Plan performance targets. Due July 15, 2011

Activity Target 5:

Create/update data collection and reporting Internal Verification Review (IVR) process and procedure reports to ensure appropriate documentation is available for fiscal year-end review by audit team. Due September 15, 2011

Core Activity: Performance and Accountability Reporting

Prepare fiscal year-end discussion and analysis of performance target results for department and FAA Performance and Accountability Reports (PAR).

Activity Target 1:

Prepare and submit to OST the FY 2010 performance result narratives and assurance statements for submission of DOT PAR to OMB. Due October 31, 2010

Activity Target 2:

Prepare and submit the FY 2010 performance result narratives and situational analysis for submission of FAA's PAR to OMB. Due October 31, 2010

Activity Target 3:

Provide guidance for performance measure owners outlining requirements and responsibilities for submitting performance results narratives for FY 2011 PAR. Due July 3, 2011

Core Activity: ABA Strategic and Business Planning

Administer and manage ABA's Business Planning function and provide support to the CFO in his role as the Organizational Excellence Goal Co-Lead.

Activity Target 1:

Coordinate with all ABA executives to begin FY 2013 business planning process. Due February 15, 2011

Activity Target 2:

Coordinate with ABA leadership on the creation of the FY 2012 and FY 2013 Business Plans. Due September 30, 2011

Activity Target 3:

Coordinate monthly ABA leadership meetings to review and discuss Flight Plan and Business Plan progress. Due September 30, 2011

Core Activity: Annual Budget Submissions

Lead efforts to ensure clear linkage of performance with requested funding levels for inclusion in FAA's annual budget submissions and congressional presentations.

Activity Target 1:

Based on OST guidance, coordinate and prepare FY 2013 Section 3: Budget Appropriations Account for OST submission. Due July 1, 2011

Activity Target 2:

Based on OMB guidance, coordinate and prepare FY 2013 Section 3: Budget Appropriations Account for OMB submission. Due September 14, 2011

Activity Target 3:

Complete performance portion of FY 2013 Congressional Justification. Due February 1, 2011

Activity Target 4:

Complete plan of action for delivering budget/performance training. Due May 31, 2011

Core Activity: Program Evaluation Coordination

Manage FAA's Program Evaluation process.

Activity Target 1:

Identify a minimum of one FAA program evaluation to the Department of Transportation per fiscal year for five years out. Due March 31, 2011

Activity Target 2:

Ensure organizations identify requirements for program evaluation funding and activities in appropriate fiscal year. Due September 30, 2011

Activity Target 3:

Target 3: Present business case and proposal for establishing an improved FAA program evaluation process to ABA-1. Due June 30, 2011

Core Activity: Inspector General (IG) Management Challenges

Serve as lead coordinator on FAA efforts to address the key management challenges identified in the annual IG report.

Activity Target 1:

Develop Action Plans for each FAA Key Management Challenge as identified in the IG report and submit to OST. Due April 30, 2011

Activity Target 2:

Develop performance reports for each FAA Key Management Challenge and submit to ABU-400 for inclusion in FAA's Performance and Accountability Report. Due September 30, 2011

Core Business Initiative: Reimbursable Oversight

The Reimbursable Oversight Division (ABU-500) manages the oversight of the agency's reimbursable activities and ensures adherence to Federal Laws and regulations. ABU-500 provides reimbursable guidance with the use of Reimbursable Policy and Standard Operating Procedures along with Orders 2500.35D, 250042D and 2500.8B. The division maintains a tracking system for all Reimbursable Agreements within FAA. ABU-500 reviews FAA Cost Accounting Data, and when necessary, updates overhead rates by October 1st of each year. New agreements that are established are applicable to the rates for that year. The new rates are applicable to new agreements that are established in that fiscal year.

Core Activity: Reimbursable Oversight Policy

Provide subject matter expertise to FAA Lines of Business, Staff Offices, and Sponsors to ensure compliance with policy, standard, systems, and procedures.

Activity Target 1:

Provide input and updates to reimbursable newsletter by the 15th calendar day of each month. Due September 30, 2011

Activity Target 2:

Implement new time-line and performance improvement of project setup for FY 2011. Due December 31, 2010

Activity Target 3:

Hold a monthly telecom with Reimbursable Community on reimbursable issues and concerns. Due October 1, 2010

Core Activity: Reimbursable Allotment Authorization

Provide accurate reimbursable financial data (for example: reimbursable agreement package) to ABU 200/300 to expedite the authorization of reimbursable allotments.

Activity Target 1:

Create bi-weekly status reports on the daily operational process for reimbursable agreements/projects. Due September 30, 2011

Activity Target 2:

Process 95 percent of all accurate reimbursable agreement set-ups within five business days of receipt. Report monthly to ABU-1 on ABU reimbursable process timeline. Due September 30, 2011

Activity Target 3:

Implement all ABU activities defined in plan of action for reducing time to process reimbursables. Due October 1, 2010

Core Activity: CFO Reporting on Reimbursables

Report to CFO quarterly on reimbursables.

Activity Target 1:

Provide a quarterly report on reimbursable agreements processed for the current fiscal year to include: apportionments, allotments, obligations, and collections by reimbursable funds type. Due October 31, 2010

Activity Target 2:

Provide a quarterly report on reimbursable agreements processed for the current fiscal year to include: apportionments, allotments, obligations, and collections by reimbursable funds type. Due January 31, 2011

Activity Target 3:

Provide a quarterly report on reimbursable agreements processed for the current fiscal year to include: apportionments, allotments, obligations, and collections by reimbursable funds type. Due April 30, 2011

Activity Target 4:

Provide a quarterly report on reimbursable agreements processed for the current fiscal year to include: apportionments, allotments, obligations, and collections by reimbursable funds type. Due July 31, 2011

Core Activity: Reconciliation of Reimbursable Agreements

Review, analyze and identify reimbursable agreements to be reconciled.

Activity Target 1:

Identify the population and provide an electronic file to the Comptroller Offices, Staff Offices, LOB Finance POC and Business Service Group point of contact of all FY 2006 - 2009 reimbursable agreements/projects that remain open. Due January 31, 2011

Activity Target 2:

Identify the population and provide an electronic file to the Comptroller Offices, Staff Offices, LOB Finance POC and Business Service Group point of contact of all FY 2010 OPS annual reimbursable agreements/projects that need to be reconcile and close-out. Due January 31, 2011

Activity Target 3:

Identify the population and provide an electronic file quarterly of all FY 2011 reimbursable projects to the Comptroller Offices, Staff Offices, LOB Finance POC and Business Service Group on Reimbursable Project, Funding, and Obligations for review and reconcile. Due January 31, 2011, April 30, 2011, July 31, 2011 Due July 31, 2011

Activity Target 4:

Implement process flow for project close-out. Due January 31, 2011

Activity Target 5:

Conduct data call for upcoming fiscal year rollover carry-forward efforts. Due August 1, 2011

Core Activity: Administrative Control of Funds

Oversee the authorization, apportionment, and allowance of current year financial resources for Franchise Fund apportionments.

Activity Target 1:

Enter Franchise Fund apportionments into Delphi within seven working days of receipt from OST. Due September 30, 2011

Core Business Initiative: ATO Budget

The ATO Budget Division (ABU-600) oversees both Operations and Capital budget formulation and execution activities for the Air Traffic Organization (ATO). The division oversees the corporate review of ATO's annual workforce plan and its coordination with

DOT and OMB prior to its submission to Congress. ABU-600 is also responsible for coordinating ATO reprogrammings with DOT and OMB prior to their submission to Congress. ABU-600 tracks and monitors Activity 5 funding to the Line of Business/Staff Office level. The division ensures that ATO develops and maintains a financial plan. ABU-600 represents CFO interests at Capital Investment Team, Executive Counsel, Joint Resources Council (JRC), and Next Generation Air Traffic Control System meetings. In addition, it coordinates and participates in prebriefs to the CFO for meetings where the CFO will be the presiding ABA representative. As part of its Capital budget oversight responsibilities, ABU-600 validates that funding requirements reflected in the Exhibit 300s are accurate and consistent with the budget justifications and appropriation requests appearing in budget submissions and the Capital Investment Plan (CIP).

Core Activity: Congressional and Executive Branch Relations

Provide accurate and timely responses to Congress in support of budget requests.

Activity Target 1:

Proactively coordinate and review Congressional, OMB and DOT staff briefings on FY 2012 budget. Due June 30, 2011

Activity Target 2:

Coordinate, request and schedule Congressional, OMB and DOT briefings on ATO budget-related issues within two business days of receiving request. Due September 30, 2011

Activity Target 3:

Review and provide comments to ATO program offices on agency responses to Congressional requests about ATO budget-related issues. Due September 30, 2011

Core Activity: Tools and Technology

Continue use of existing tools and technologies in support of budget execution and formulation activities.

Activity Target 1:

Review labor analysis tool standard operating procedures for using the tool and report templates for new requirement and modify as needed. Due December 31, 2010

Activity Target 2:

Using analytical tool designed to track and monitor planned versus actual JRC/Exhibit 300 milestones, generate quarterly report to document program status, issues, and projected schedule changes within 15 business days in each quarter. Due January 15, 2011

Activity Target 3:

Using analytical tool designed to track and monitor planned versus actual JRC/Exhibit 300 milestones, generate quarterly report to document program

status, issues, and projected schedule changes. Due April 15, 2011

Core Activity: Annual Budget Submissions

Coordinate and prepare materials for inclusion in FAA's annual budget submissions and congressional presentations.

Activity Target 1:

Based on OST guidance, coordinate and prepare FY 2013 Congressional justification materials for OST submission. Due July 1, 2011

Activity Target 2:

Based on OMB guidance, coordinate and prepare FY 2013 Congressional justification materials for OMB submission. Due September 14, 2011

Core Business Initiative: Operations Budget

The Operations Budget Division (ABU-200) performs all operations execution activities. ABU-200 tracks the agency's staffing and other object class operations funding to provide quarterly and end-of-year reports. Labor analysis support is also provided by ABU-200.

The Operations Budget Division oversees and develops the budget for the Staff Offices, AVS, and AST, including the development and maintenance of financial plans, production of recurring status of funds reports, and oversight of the reconciliation and maintenance of scorecards. This division also manages the AOA Reserve and Working Capital Fund and the agency's assessments. ABU-200 inputs the Operations' MAX data and maintains the waterfall charts for operations. This division resolves all operations budget issues with LOB/SOs, and leads the Resource Management Team (RMT) monthly meetings.

Core Activity: Administrative Control of Funds

Oversee the authorization, apportionment, and allowance of current year financial resources. Serve as ABU liaison to the Delphi team on all issues concerning funds execution. Chair Resource Management Team (RMT) meetings to provide guidance on funds execution to LOBs/SOs, including year-end closeout procedures, and provide a forum for the discussion of related issues.

Activity Target 1:

Generate a draft annual allowance letter to LOB/SOs within 30 working days of receipt of approved apportionment from OMB. Due September 30, 2011

Activity Target 2:

Review, edit, finalize and distribute annual allowance letter to LOB/SO within 30 working days of receiving final approval of draft letter. Due September 30, 2011

Activity Target 3:

Ensure 96 percent accuracy rate of SF-132s (apportionments) submitted to OST Due September 30, 2011

Activity Target 4:

Enter OPS Annual, OPS Trust Fund and OPS No-Year apportionments into Delphi within seven working days of receipt from OST. Due September 30, 2011

Activity Target 5:

Enter Aviation Insurance and User Fee apportionments into Delphi within seven working days of receipt from OST. Due September 30, 2011

Activity Target 6:

Issue a recurring staffing report at least quarterly to ABU management within 10 days of receipt of AHR report or other data source. The report will include information on FTEs, FTPs and reimbursable staffing, by LOB/SO. Due September 30, 2011

Activity Target 7:

Prepare quarterly operations budget status of funds reports within 25 working days of end of each quarter. Due September 30, 2011

Activity Target 8:

Review 95 percent of all reimbursable requests and supporting documentation and return to ABU-500 within four business days of receipt. Due September 30, 2011

Core Activity: Tools and Technology

Develop new tools and technologies in support of budget execution and formulation activities.

Activity Target 1:

Create detailed timeline for long-term solution strategy for the Labor Reporting Tool. Due March 31, 2011

Activity Target 2:

To ensure functionality between the actual 132/133 and the reconciliation model (Excel based) executes properly, adjust relevant formulae, links and code so that individual cells produce the desired results. i.e. if a cell on one worksheet does not equal another and it's supposed to, an adjustment must be made (if applicable and possible) in order to achieve the desired result. Due March 31, 2011

Core Activity: Waivers

Review and analyze LOB/SO waiver requests for positions at the L or M band as received from AHR.

Activity Target 1:

Make disposition recommendations to ABU senior management within three weeks of receipt of request. Due September 30, 2011

Core Activity: Annual Budget Submissions

Coordinate and prepare materials for inclusion in FAA's annual budget submissions and congressional presentations.

Activity Target 1:

Based on OST guidance, coordinate and prepare Full Time Equivalents (FTE), Full Time Permanent (FTP), Working Capital Fund, Aviation Safety, Commercial Space, and Staff Offices' operations-based FY 2013 Congressional justification materials for OST submission. Due July 1, 2011

Activity Target 2:

Based on OMB guidance, coordinate and prepare Full Time Equivalents (FTE), Full Time Permanent (FTP), Working Capital Fund, Aviation Safety, Commercial Space, and Staff Office's operations-based FY 2013 Congressional justification materials for OMB submission. Due September 14, 2011

Core Business Initiative: Agency Leadership for New Tools and Technology

Develop new tools and technology in support of budget formulation systems.

Core Activity: Budget Formulation System

Provide leadership and coordination for FAA's participation in budget formulation system.

Activity Target 1:

Make final recommendation to ABA leadership regarding implementation of BFEM or another automated budget formulation tool. Due September 30, 2011

Core Business Initiative: ABU Management Systems Implementation

Maintain and improve business processes and systems in order to provide timely and reliable financial information to FAA organizations.

Core Activity: ABU-200 Management Systems Implementation

Maintain data integrity within Delphi and identify and improve resolution of LOB/SO financial reporting discrepancies.

Activity Target 1:

Develop and analyze annual pay increase and salary estimates based on OST guidance for the FY 2013 budget. Due June 30, 2011

Activity Target 2:

Complete non-ATO quarterly scorecard and coordinate ATO, F&E, RE&D and AIP scorecards within 35 days of end of each quarter. Due

September 30, 2011

Activity Target 3:

Provide ABU-100 data for quarterly reports to Congress for non-ATO Operations funding within 25 working days of end of each quarter. Due September 30, 2011

Core Activity: ABU-300 Management Systems Implementation

Maintain data integrity within Delphi and identify and improve resolution of LOB/SO financial reporting discrepancies.

Activity Target 1:

Oversee administration and reconciliation of reports and maintain a quarterly scorecard for the Capital accounts and provide to ABU-200 for roll-up within 25 days of the end of each quarter. Due September 30, 2011

Activity Target 2:

Provide ABU-100 data for quarterly reports to Congress for Capital funding within 25 working days of end of each quarter. Due September 30, 2011

Activity Target 3:

Oversee and lead the MAX and mid-year review efforts for ABU, ensuring that all data entries are completed within the system open period. Due June 30, 2011

Activity Target 4:

Support in a proactive manner DOT and FAA Oracle 12i budget execution implementation, greater than 90 percent of all requirements will be met, they include: (1.) support the development of the detailed budgetary plans and milestones (2.) will meet or exceed scheduled due dates with high quality deliverables, and (3.) provide budgetary subject matter experts to define business processes in scope of FMBT during the Oracle 12i implementation. Due September 30, 2011

Core Activity: ABU-500 Management Systems Implementation

Maintain reimbursable workbook data integrity within Delphi as the primary source of project status for financial reporting of reimbursables.

Activity Target 1:

Oversee administration and reconciliation, and maintain a monthly scorecard for reimbursables. Due September 30, 2011

Core Activity: ABU-600 Management Systems Implementation

Maintain data integrity within DELPHI and identify and improve resolution of LOB/SO financial reporting discrepancies.

Activity Target 1:

Provide ABU-100 data for quarterly reports to Congress for ATO capital funding within 25 working days of end of each quarter. Due September 30, 2011

Activity Target 2:

Complete quarterly scorecard for ATO Operations, F&E and RE&D accounts and provide to ABU-200 for roll-up within 25 days of the end of each quarter. Due September 30, 2011

Core Business Initiative: ABU Workplace Improvement

Implement tools, technology, and policy changes that will increase ABU employee satisfaction.

Core Activity: ABU Policy Review and Modification

Review and modify ABU workplace policies to increase workplace efficiencies and effectiveness while improving employee job satisfaction.

Activity Target 1:

Identify ABU workplace policies that are candidates for review and modification and present to ABA for agreement. Due January 31, 2011

Activity Target 2:

Draft new policy for agreed upon policy change candidates. Due September 30, 2011

Core Business Target: Financial Operations

Each month, non-credit card invoices paid on time 92 percent of the time.

Core Business Initiative: Cost Accounting

Delivery of timely FAA full-cost reports, accurate and complete FAA cost data, and ensuring FAA stakeholders need for corporate cost data is met.

Core Activity: Financial Tool

Ensure employees transcribe their labor distribution report information (LDR) and cost accounting data accurately. Provide timely financial reports on the cost of agency operations.

Activity Target 1:

By the end of the fiscal year, 98 percent of LDR hours are charged to valid projects and activities. Due September 30, 2011

Activity Target 2:

Deliver cost accounting reports to lines of business within 25 days of the end of the quarter, except for year end. Due January 31, 2011

Activity Target 3:

Deliver cost accounting reports to lines of business within 25 days of the end of the quarter, except for year end. Due April 30, 2011

Activity Target 4:

Deliver cost accounting reports to lines of business within 25 days of the end of the quarter, except for year end. Due July 31, 2011

Core Activity: Agency Leadership for Management, Analysis and CAS related actions to develop new efficiency measures

Agency leadership for management, analysis and system related actions required to institutionalize business processes using CAS and LDR.

Activity Target 1:

Prepare and deliver CFO quarterly assessment of AVS, ATO and ARP progress in use of CAS/LDR data for management decision-making. Due March 31, 2011

Activity Target 2:

Prepare and deliver CFO quarterly assessment of AVS, ATO and ARP progress in use of CAS/LDR data for management decision-making. Due June 30, 2011

Activity Target 3:

Prepare and deliver CFO quarterly assessment of AVS, ATO and ARP progress in use of CAS/LDR data for management decision-making. Due September 30, 2011

Core Business Initiative: Accounting Policy, Operational Support and Accounting Services Management

Provide FAA agency-wide Financial Management and Procurement Management systems by engaging DOT's centralized service provider the ESC to provide accounting services, hosting PRISM, and hosting and managing Delphi. Provide accounting policy, operational support and management of FAA accounting services and Delphi.

Core Activity: Accounting Operations

Conduct activities such as payments, billing, collections, and other transactions.

Activity Target 1:

Sustain less than a 2 percent fund balance net difference between FAA and Treasury financial records. Due September 30, 2011

Activity Target 2:

Delinquent accounts receivable from the public over 180 days is less than or equal to 10 percent. Due September 30, 2011

Activity Target 3:

Interest penalties paid are less than or equal to .2 of total invoices paid. Due September 30, 2011

Activity Target 4:

Travel card balances outstanding over 61 days is 0

percent. Due September 30, 2011

Activity Target 5:

Purchase card balances outstanding over 61 days is 0 percent. Due September 30, 2011

Core Activity: Quality Assurance

Ensure vendors and travelers receive payments electronically and on-time for more efficient financial operations.

Activity Target 1:

Each month, electronic payments are greater than or equal to 94 percent. Due September 30, 2011

Core Activity: Business Systems

Develop and support the implementation of enhancements and improvements to FAA financial management systems.

Activity Target 1:

Support the development of FY 2011 systems and enhancements release schedule. Due September 30, 2011

Activity Target 2:

Develop and submit business requests for systems development in accordance with DOT FAA release schedule. Due September 30, 2011

Core Business Initiative: Management Systems Implementation

Maintain and improve business processes and systems in order to provide timely and reliable financial information to FAA organizations.

Core Activity: Management Systems Implementation

FAA support of Oracle Federal Financials system.

Activity Target 1:

Support the development and testing of Oracle's Federal Financials Release 12i. Due September 30, 2011

Core Business Target: Reduce EEO Complainant Ratio

Preventing discrimination before it occurs is the best way to implement a Model EEO Program. FAA will eradicate discrimination in the workplace by reducing the current "FAA complainant to total FAA total employment" ratio of 0.58% to "at or below" a 0.54%.

Core Business Initiative: Reduce EEO Complainant Ratio

Preventing discrimination before it occurs is the best way to implement a Model EEO Program. FAA will eradicate discrimination in the workplace by reducing the current "FAA complainant to total FAA total employment" ratio of 0.58% to "at or below" a 0.54%.

Core Activity: Reduce EEO Complainant Ratio

Each LOB/SO will work with ACR to reduce the current "FAA complainant to total FAA total employment" ratio of 0.58% to "at or below" a 0.54%.

Activity Target 1:

LOB/SO's will engage in efforts to assist ACR, to reduce the current "FAA complainant to total FAA total employment" ratio of 0.58% to "at or below" a 0.54% by encouraging the use of facilitation, mediation, and consulting services during the EEO pre-complaint process. Due September 30, 2011

Activity Target 2:

LOB/SO's will ensure that 35% of all EEO pre-complaints are mediated, when the employee is willing to engage in mediation. Due September 30, 2011

Core Business Target: Transparency and Openness

Complete all core business activities to develop and implement an FAA Budget Transparency and Openness Program by September 30, 2011.

Core Business Initiative: Internal Budget Transparency Website

The Office of Budget Policy Division will work with the Office of Communications and the Air Traffic Organization Financial Services Unit to develop and launch a website to inform and engage FAA employees on corporate budget and performance issues.

Core Activity: Develop and Launch Website

Develop and launch an internal FAA Budget website to inform and engage FAA employees on corporate budget and performance issues.

Activity Target 1:

Determine content and layout to be incorporated in website (using plain language and website principles) and provide instructions to web developers for initial layout. Due December 31, 2010

Activity Target 2:

Work with web developers to include mechanism to (1) track the number of employees visiting the website, and (2) provide a link for employee comments/feedback. Due December 31, 2010

Activity Target 3:

Work with web developers to review completed test website and make necessary modifications. Due March 31, 2011

Activity Target 4:

Launch and market website to FAA employees. Due May 31, 2011

Core Activity: Maintain and Update Website Content

Maintain and update the Internal Budget Transparency website to inform and engage FAA employees.

Activity Target 1:

Work with Office of Communications to ensure website content is kept current and accurate. Due September 30, 2011

Activity Target 2:

Track frequency of employee website visits. Analyze the data and report findings to ABA's Management Team. Due September 30, 2011

Core Business Initiative: For Congress Webpage

The Office of Budget Policy Division will work with the Office of Government and Industry Affairs (AGI) to develop a process where ABU regularly provides AGI with budget-related information that can be incorporated into AGI's established congressional webpage. This webpage serves as a single repository of data readily accessible to congressional committee staff. Additionally, this will fulfill GAO's case study on FAA's communication of the above stated materials in making better use of existing technology to gain additional agency budgetary and performance data in a timely manner.

Core Activity: Develop and Launch Webpage

Coordinate with AGI to develop a process for regular submittal of budgetary information for inclusion on the AGI Congressional webpage.

Activity Target 1:

Target 1: Determine the appropriate budgetary, performance, and financial information that will be provided to AGI for incorporation into the Congressional website. Due November 30, 2010

Activity Target 2:

Target 2: Establish regular dates of submission for providing budget documents to AGI for incorporation into the Congressional website. Due December 31, 2010

Activity Target 3:

Target 3: Coordinate with AGI and the Office of Communications (AOC) to develop a mechanism for tracking the frequency of visitors to the budget, performance, and financial documents on the Congressional webpage. Due December 31, 2010

Core Activity: Maintain and Update Webpage Content

Maintain and update the congressional interest website to allow congressional staff to access timely budget and performance information.

Activity Target 1:

Work with Office of Communications to keep content of webpage current and accurate. . Due September 30, 2011

Activity Target 2:

Track the frequency of visitors to the webpage. Analyze quality of use and report findings to ABA's Management Team. Due September 30, 2011

Core Business Target: Support Open Government Initiative - AOC

Support Open Government Initiative to make data available and improve on-line services and increase collaboration with citizens, stakeholders and government agencies.

Core Business Initiative: Support Open Government Initiative

Support Open Government Initiative to make data available and improve on-line services and increase collaboration with citizens, stakeholders and government agencies.

Core Activity: Open Government Initiative - ABA website

Support Open Government Initiative to make data available and improve on-line services and increase collaboration with citizens, stakeholders and government agencies.

Activity Target 1:

Update web strategies and action plans in writing to the FAA Web Manager and brief Web Council on the plans by. Submit quarterly web progress reports to the FAA Web Manager. Due January 29, 2011

Activity Target 2:

Submit quarterly web progress reports to the FAA Web Manager. Due March 30, 2011

Activity Target 3:

Submit quarterly web progress reports to the FAA Web Manager. Due June 30, 2011

Activity Target 4:

Certify to the Administrator in writing by September 30, 2011, that 95 percent or more of ABA web pages comply with FAA web standards, policies, and requirements including those outlined in the FY-2011 Web Strategy and Action Plan. Due September 30, 2011

Activity Target 5:

Develop standard operating procedures (SOP) by September 30, 2011, for registering internal and external websites, content owners, developers, and web applications with ABA and AOC. Due September 30, 2011

Activity Target 6:

Identify corporate social media programs that your organization plans to participate in. Due September 30, 2011

Activity Target 7:

All headquarters and regional web points of contact complete at least 2 sessions of web-related training during the fiscal year. Due September 30, 2011

Core Business Target: Property Accounting and Reporting

90% of the time, process FAA's capitalization packages within 30 days of receipt.

Core Business Initiative: Property Accounting and Reporting

Provide FAA wide support for the reporting and capitalization of assets. Provide timely and accurate reporting of FAA assets.

Core Activity: Capitalization Operations

Support the processing of FAA's asset capitalization and the reporting of FAA capital projects in Delphi.

Activity Target 1:

90 percent of the time, support the timely and accurate processing of FAA's capitalization packages within 30 days. Due September 30, 2011

Core Activity: Capitalization Policy and Performance

Support the development and implementation of an integrated agency-wide process to process the capitalization of assets.

Activity Target 1:

Support the development and implementation of an agency-wide standardized approach to support the reporting of FAA's assets. Due September 30, 2011

Core Activity: Capitalization Systems

Develop enhancements to FAA project document library (PDL) to support FAA business requirements.

Activity Target 1:

Submit quarterly implementation plan for PDL enhancements. Due September 30, 2011

Core Business Target: Financial Analysis

Final team concurrence on draft Overflight Fees Final Rule by September 19, 2011.

Core Business Initiative: Financial Analysis

Provide financial analysis support.

Core Activity: Update Overflight Fees

The activities associated with updating the overflight fees, assuming the reauthorization bill does not conflict with the current plan.

Activity Target 1:

Preliminary Team Concurrence on Draft Final Rule. Due June 24, 2011

Activity Target 2:

Final team concurrence on draft overflight fee final rule. Due September 19, 2011

Core Activity: Analyze Financial and Investment Criteria for Investments Delegated to the Information Technology Executive Board (ITEB)

AFC-300 is tasked with conducting the investment analysis of non-NAS IT investments for the ITEB and providing the results of the investment analysis when the Board is considering making an investment decision.

Activity Target 1:

Generate, analyze, and report on all investment proposals that go before the ITEB, with all activities completed before ITEB investment decision making meeting. Due September 30, 2011

Activity Target 2:

Continue oversight of existing ITEB portfolio projects as requested by the Board. Due September 30, 2011

Activity Target 3:

Work with ITEB Secretariate to implement improved quarterly program reviews. Due September 30, 2011

Core Activity: Government Labor Analysis

Corporate lead for compiling and analyzing the agency's FAIR Act inventory.

Activity Target 1:

Gather and analyze FAA FAIR Act inventory and submit to AOA for review. Due June 30, 2011

Activity Target 2:

Review financial impact of non-ATO labor contracts, including NATCA multi-unit contract. Due September 30, 2011

Core Business Target: Process Engineering

Achieve \$5.7 million in agency-wide savings from the AFC managed contracts for office supplies and office equipment.

Core Business Initiative: Process Engineering

Foster improved processes and programs like strategic sourcing, which improve quality of service and reduce agency cost.

Core Activity: SAVES Contract Management

Maintain and support agency contracts for office supplies, office equipment and domestic delivery services.

Activity Target 1:

Conduct quarterly reviews of each contract. Due September 30, 2011

Activity Target 2:

Implement SAVES reporting tools for price validation of contract spending. Due December 31, 2010

Core Activity: Promote Strategic Sourcing, Cost Reduction, and Simplified Purchasing

Through awareness, assistance, and training coordinate consolidation of agency requirements for products and services.

Activity Target 1:

Develop of a coordinated office equipment purchasing strategy. Due December 31, 2010

Activity Target 2:

Assist with implementation of coordinated IT hardware contracts. Due September 30, 2011

Activity Target 3:

Implement new courier contract. Due April 30, 2011

Activity Target 4:

Determine feasibility of utilizing a reverse auction for product groups within the IT hardware solicitation. Due March 31, 2011

Activity Target 5:

Coordinate and execute a consolidated SAVES contract awareness campaign via supplier appearance at multiple regional locations. Due September 30, 2011

Core Business Target: Acquisition Improvement Assessments

Improve FAA acquisitions by conducting defined number of specific assessments as determined by FAA CFO annually.

Core Business Initiative: Acquisition Best Practices Assessments

ABA support of best practice assessments over acquisition practices.

Core Activity: Performance Assessments to Determine Compliance with Acquisition Best Practices

Supporting activities that ensure compliance with Acquisition Best Practices.

Activity Target 1:

Publish a CFO-approved assessment plan that identifies reviews to be performed during FY 2011. Due November 30, 2010

Activity Target 2:

Track and report status of identified performance review/assessment findings. Due September 30, 2011

Core Business Target: Travel Card Balance Reduction

Each month, travel card balances over 61 days for individual billed accounts is less than 2 percent.

Core Business Initiative: Financial Policy

Provide current Financial Policies and Procedures to the FAA workforce.

Core Activity: Financial Policy Risk Mitigation

Activities associated with maintenance of financial policy which is published in the agency's Financial Manual.

Activity Target 1:

Identify three areas of the Financial Manual that require updating, given factors such as age of policies, audit findings, and internal controls findings. Due January 31, 2011

Activity Target 2:

Update the three identified areas to meet current regulations and standards. Due August 31, 2011

Core Activity: Financial Policy Compliance

Activities associated with increasing compliance with agency financial policy.

Activity Target 1:

Analyze employee indebtedness to the agency and hold discussions with AHR to explore ways to reduce agency errors causing overpayments to employees. Due June 30, 2011

Core Activity: Financial and System Management Training

Continue to develop financial management policy manuals and training.

Activity Target 1:

Coordinate with ABA-20, AFO, ABU and ATO to determine training requirements and training priorities for FY 2011. Due November 30, 2010

Activity Target 2:

Given identified training priorities, prepare a FY 2011 plan for the development of new training

courses that will accompany the implementation of key systems, system modules, feeder systems, and projects that will be completed in FY 2011. Due January 31, 2011

Activity Target 3:

Quarterly, meet with ABA-20, AFO, ABU and ATO to monitor the progress of their planned FY 2011 system and project implementations, and update the training plan for consistency with any revised system and project implementation timelines. Due dates: March 31, 2011, June 30, 2011 and September 30, 2011. Due September 30, 2011

Activity Target 4:

Targeted training courses are made available to participants not later than three weeks after final SME materials are provided to the training development team. Due September 30, 2011