



U.S DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION



8/17/90

**SUBJ: REGIONAL FACILITIES REVIEW COMMITTEES AND INTERDIVISIONAL WORKING COMMITTEES**

**1. PURPOSE.** This order prescribes responsibilities and provides guidance for each region to establish a regional Facility Review Committees (FRC) and Interdivisional Working Committees (IDWC) to assure that the regional Facilities and Equipment (F&E) program is soundly formulated, coordinated, integrated, and executed.

**2. DISTRIBUTION.** This order is distributed to the branch level in the Offices of Associate Administrators for Airway Facilities, Air Traffic, Regulation and Certification, Airports; to the division level for Systems Maintenance Service, NAS Transition Service, Air Traffic Plans and Requirements Service, Flight Standards Service, Office of Airport Planning and Programming, Office of Budget, Logistics Service; to the branch level in the regional Airway Facilities, Air Traffic, Flight Standards, Budget, Airports, and Logistics Divisions.

**3. BACKGROUND.**

a. The Airport and Airway Development Act of 1970, as amended by the Airport and Airway Improvement Act of 1982, and extended by the Airport and Airway Safety and Capacity Expansion Act of 1987, provided increased resources necessary to rebuild the National Airspace System (NAS) and significantly accelerated the Facilities Establishment Program. The NAS Plan, first published in December 1981, provided specific direction for the rebuilding effort.

b. With the straightline reorganization of July 1, 1988, techniques for promoting the effective coordination of regional F&E activities were explored by the Straightline Implementation Team. The need for teamwork through interorganizational working groups was perceived as highly critical in view of the revised budgetary role of the Regional Administrator. Interorganizational working groups would be needed to provide a forum for reaching the consensus needed for balancing regional resource requirements. The fact that some regions had been using a division manager-level Facility Review Board (FRB) and a working level Interdivisional Working Group (IDWG) to accomplish F&E formulation and implementation processes serves as a model for this order to institutionalize these groups throughout the regions.

**4. RESPONSIBILITIES.** Each region shall establish an FRC and IDWC for formulation and implementation of the F&E program as follows:

a. **Regional FRC.** The regional FRC is established to ensure that completed staff work, along with recommendations, are fully coordinated, with the budgetary and programming execution activities of the region's F&E program. The FRC shall consist of Managers of the Airway Facilities, Flight Standards, Air Traffic, and Airports Divisions, with the Manager of the Airway Facilities Division serving as executive secretary. Additional participants may be added to the FRC as the Regional Administrator deems necessary, for example the Budget and Logistics Divisions. The Regional Administrator will serve as the FRC chairperson with the authority to delegate the chairmanship to the Deputy Regional Administrator. This responsibility cannot be further redelegated. The manager of Airway Facilities Division will schedule meetings as required, and record and publish the minutes of the meetings. The FRC shall approve or disapprove the recommendations of the IDWC in procedural and other matters relating to the F&E program. The FRC shall review the quarterly F&E Basic Fiscal Program (BFP) and conduct a review of the individual reprogramming requests to be submitted in the Report of Projects and Fund Adjustments.

b. **Regional IDWC.** The regional IDWC is established to include designated representatives(s) from Airway Facilities, Air Traffic, Flight Standards, Airports Divisions, and the Regional Administrator,

Budget and Logistics Divisions, and will be chaired by the Airway Facilities Division representative, who will schedule meetings as required and record and publish the minutes of the meetings. The functions of the IDWC may be accomplished through formal meetings or documented informal coordination by the representatives. Each division representative will be responsible for his/her division review and coordination of all F&E program items brought before the working group. The IDWC will have the responsibility to make recommendations, on issues of major impact, to the FRC for final approval or elevation to a higher level. The activities of the IDWC include the following:

- (1) The annual Regional Call for F&E Budget Items and the schedule for the Regional Budget Process.
- (2) Regional Projects and National Program Items and the priority order for the F&E budget items.
- (3) Adequate project documentation, airspace acceptability, and conformance with current airport planning and transition planning.
- (4) Potential problems relating to F&E program, i.e., program slippages, priority, conflicts, etc.
- (5) Local Project Fund (LPF) projects.
- (6) Timely review and recommendations to support deadlines associated with the quarterly F&E BFP together with a review of the individual reprogramming requests to be submitted in the Report of Projects and Fund Adjustments. Exclusive are the day-to-day minor F&E reprogramming adjustments which do not impact major F&E program elements.
- (7) The list of the highest priority active F&E projects with the intent that accomplishment by all divisions will be governed by the list to the extent feasible based on availability of resources, i.e., equipment, manpower, and funding.
- (8) Establishment of subcommittees as necessary.

**5. RESOLVING CONFLICTS.** The Regional Administrator will provide guidance to the FRC on all regional priorities and on reaching F&E program balance especially as it pertains to all regional divisions and NAS users. The Regional Administrator will also mediate any impasses, and in the unlikely event that a regional impasse cannot be resolved, it will be elevated to the appropriate Associate Administrators. A regional consensus will be indicated by signatures of all FRC members on issues referred to the FRC.

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