12/05/2005

SUBJ: MANAGING NEW TELECOMMUNICATIONS REQUIREMENTS

1. **PURPOSE.** This order provides direction for managing all telecommunications requirements for the Federal Aviation Administration (FAA) to ensure costs remain affordable, and to establish the Telecommunications Services Office, within Technical Operations Air Traffic Control (ATC) Communications Program Directorate, as the sole telecommunications service provider for the agency. Immediate action is required to manage the critical funding shortfalls in the Leased Telecommunications Budget. This order documents an already established process for approving and funding new or expanded telecommunications services. It also requires operations (OPS) funded user organizations to provide all funds for all new telecommunications requirements from the date of service delivery until the necessary operational funds to sustain the new services are provided in the Leased Telecommunications Budget.

2. **DISTRIBUTION.** This order is distributed to branch level within headquarters, regions, service areas, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center, and to field offices with a limited distribution.

3. **CANCELLATION:** Notice N1830.2, Managing New Telecommunications Requirements, dated November 22, 2004, is cancelled.

4. **IMPLEMENTATION.** This order is effective upon the date of signature.

5. **BACKGROUND.** FAA telecommunications requirements are increasing and require additional financial support. Previous FAA orders assigned authority for the FAA's telecommunications infrastructure to the Director of Telecommunications Management and Operations. As a result of the Air Traffic Organization realignment, the Vice President of Technical Operations Services has been given authority for the management and operation of the FAA's telecommunications infrastructure. This new organization consists of the Telecommunications Services Office within the ATC Communications Program Directorate in headquarters and the telecommunications managers and staff within the Regions/Technical Operations Service Areas and Centers. The existing FAA orders give specific guidance on

processes to effectively manage the FAA's telecommunications resources and define which telecommunications resources are within the purview of the Regions/Technical Operations Service Areas and Centers and those that are within the purview of FAA headquarters. The principles contained in these orders are still valid. This order provides current guidance concerning management of telecommunications resources with emphasis on budget, especially in how to manage the growth of telecommunications and its associated cost. For Facilities and Equipment (F&E) programs, the latest version of FAA Order 2500.8, Funding Criteria for Operations, F&E, and Research, Engineering and Development Accounts, allows for F&E funding of all non-recurring and recurring (including usage costs) expenses from initial installation through the fiscal year of commissioning for new requirements. This order makes such funding mandatory. F&E funding responsibility includes service provider transition costs resulting from a contractual transition that would occur within the F&E funding obligation period.

6. DEFINITIONS.

 a. **Telecommunications within the Purview of this Order.** For the purpose of this order, "telecommunications" for the FAA is defined in the latest edition of FAA Order 1830.3, Telecommunications Management and Operations Policy. This definition limits telecommunications to voice, data and video transmission between facilities to a service delivery or demarcation point (i.e. wide area networks) and private branch exchange (PBX) voice switches and key systems. It includes both NAS operational, mission support, and administrative telecommunications. It does not include local area networks within buildings or campus environments, administrative wireless devices or airport cable loop systems.

 b. **New Telecommunications Requirements.** This includes any requirement for the establishment of new circuits, increased bandwidth, or increased data transmission levels, including those resulting from product improvements, new applications or increases to the user base. Some telecommunications user organizations have paid for network infrastructure expansion prior to the effective date of this notice to prepare for their future needs. Although implementation of these planned new requirements will still need to follow the process established by this order, it is not intended that those users will fund the transition of existing services implemented on telecommunications infrastructure previously funded by that organization.

 c. **Annual Recurring Cost (including usage costs).** All recurring costs (including usage costs) associated with providing a service for one year, such as leases or maintenance contracts.

 d. **Non-Recurring Cost.** One time costs for implementing a service such as engineering, equipment purchase, installation activities, or service activation, as they occur.

e. **Total Annual Recurring Cost Increase (including usage costs).** All annual recurring costs (including usage costs) associated with providing a new (or enhanced) telecommunications requirement to all users and facilities less any recurring costs (including usage costs) of existing telecommunications services that are being transitioned or are being discontinued by the new (or enhanced) service requirements. This cost increase determines whether the requirement will require [see paragraph 7a(5)] approval by the Vice President of Technical Operations Services. Dividing the costs among different Regions/Technical Operations Service Areas or facilities or splitting orders for the purpose of avoiding the need for approval is not permitted.

f. **Nationally Controlled Telecommunications.** These are telecommunications assets that are controlled by a headquarters program manager to ensure that shared resources are efficiently used and managed. A list of these assets is provided in the latest version of FAA Order 1830.6, Telecommunications Asset Management.

g. **Regionally Controlled Telecommunications.** These are telecommunications assets that provide services within a region and are not a part of a shared national network. A list of these assets is provided in the latest version of Order 1830.6.

h. **Z-Requirements Planning Document (Z-RPD).** This is a budget document that requests an increase in Operations funding for a non-mandatory new initiative. Normally, the cutoff date for a Z-RPD submission is February of the fiscal year two years prior to the affected fiscal year (e.g. February 2005 for the fiscal year 2007 budget).

i. **NAS Plan Handoff (NPH).** This is a budget request that provides ongoing Operations funding to operate and maintain new equipment or services associated with a completed and commissioned F&E project, or a completed and commissioned requirement of an F&E project. Like the DIJ, NPH requirements are identified and submitted in February of the fiscal year two years prior to the affected fiscal year (e.g. February 2005 for the 2007 fiscal year budget).

j. **Telecommunications User.** An organization, system developer, or F&E program that has a telecommunications requirement.

k. **FAA Telecommunications Infrastructure (FTI) Program.** FTI is a contract that provides an integrated suite of products, services and business practices that modernizes the ordering, invoicing, implementation and inventory of operational, mission support and administrative functions that support the NAS. The ordering and implementation process can be found on the FTI website.

7. RESPONSIBILITIES.

a. **Telecommunications users, including all Lines of Business and non-FAA users, must:**

(1)   Forward all new telecommunications requirements impacting nationally controlled telecommunications assets to the Telecommunications Services Office for engineering, network allocation, cost estimation, and implementation coordination and, in accordance with the latest version of Order 1830.6, provide documentation such as approved NAS change proposals or approved program plans that validate and certify the need for new telecommunications services. New national projects that have extensive telecommunications needs should be identified to the Telecommunications Services Office as soon as the need is identified, but not less than nine months before service is required so any changes to the telecommunications infrastructure can be implemented to accommodate the user's needs.

(2)   Forward all new telecommunications requirements impacting regionally controlled tele-communications assets to the Regional/Technical Operations Service Areas Telecommunications Manager for engineering, network allocation, cost estimation, and implementation coordination in accordance with the latest version of Order 1830.6. Provide documentation such as NAS change proposals or approved telecommunications program plans that validate the need for new services.

(3)   Provide full funding to support approved telecommunications requirements. This shall include all non-recurring and recurring costs (including usage costs) for the life cycle of each requirement or until a NPH or Z-Requirements Planning Document (Z-RPD) is approved for the Leased Telecommunications Budget to increase accordingly. For programs that are not Capital Improvement Programs (CIP) or do not have Budget Line Item (BLI) numbers, the customer must plan on funding the telecommunications service for the duration of the connectivity unless a Z-RPD is approved.

(4)   Ensure sufficient non-recurring and recurring (including usage costs) funding for current and future telecommunications requirements is planned for and available through appropriate budgeting. Using Air Traffic Organization and/or FAA budgeting tools that support the telecommunications budget forecasting process, participate in annual updates of telecommunications programs through the Telecommunications Services Office. These budgeting tools will provide consistent numbers for the telecommunications requirements in the updating process and the Resource Planning Document (RPD) and/or the Resource Tracking Program (RTP).

(5)   Not implement any telecommunications services with a total recurring cost (including usage costs) increase of more than $50,000 per year unless Vice President of Technical Operations Services gives formal approval, even if the user intends to provide all funding.

(6)   Provide full F&E funded support for all new telecommunications services requirements until the necessary operational funds to sustain the new services are provided in the Leased Telecommunications Budget through the NPH.

b.   The Telecommunications Service Office must:

(1) Validate that an approved telecommunications program plan, NAS change proposal, or other appropriate certification of need supports the telecommunications requirement.

(2) Provide telecommunications engineering, network allocation, cost estimation and implementation coordination, and administer this program in support of telecommunications users. Determine whether the solution for the new requirement should be satisfied by implementation under the FTI Program.

(3) Provide the requesting office with an itemized list of services to be provided and a detailed breakout of all associated costs.

(4) Receive approval from the Vice President of Technical Operations Services prior to implementation of telecommunications requirements that will result in a total annual increase of recurring costs (including usage costs) in excess of $50,000.

(5) Submit a Z-RPD for new Operations funded telecommunications requirements. Upon approval of the Z-RPD and when the Leased Telecommunications Budget is increased accordingly, the Telecommunication Services Office will commence funding the on-going services in lieu of continued user funding in coordination with Regional/Technical Operations Service Area Telecommunications Manager.

(6) Submit NPH budget requests to provide ongoing funding of new F&E requirements after the initial funds from F&E are exhausted. If the NPH request is not funded and the telecommunications user no longer provides funds, associated telecommunications services may be terminated at the discretion of the Director of ATC Communications Services

(7) Notify users that are currently funding a telecommunications requirement as well as the Regional/Technical Operations Service Areas, when a leased telecommunications BLI increase is funded as a result of a NPH or Z-RPD. This is to inform the affected user that they no longer need to fund the new requirements from their own appropriation.

c. Regional/Technical Operations Service Area Telecommunications Managers must:

(1) Validate that the requirement for telecommunications service, as defined in the latest version of Order 1830.3, is supported by an approved program plan, NCP, or other appropriate certification of need.

(2) Conduct telecommunications engineering, network allocation, cost estimation and implementation coordination in support of telecommunications users for those telecommunications services over which they have purview.

(3) Receive Vice President of Technical Operations Services approval through the Telecommunications Services Office prior to the implementation of telecommunications services for requirements that will result in a total annual increase of recurring costs (including usage costs) in excess of $50,000.

(4) Provide information on any new Regional/Service Area telecommunications requirements to the Telecommunications Services Office for inclusion in the NPH and Z-RPDDIJ budget request.

d. Non-FAA customers must:

(1) Coordinate their need for telecommunications services with the Telecommunications Services Office to ensure that the requirement is understood, documented, engineered, and that a cost estimate has been completed.

(2) Establish a reimbursable agreement with the FAA that requires the Non-FAA customer to continue paying for Monthly Recurring Costs (MRC) for the duration of the service.

e. Vice President of Technical Operations Services must:

(1) Review all new telecommunications requirements when the solution will result in a total annual increase of recurring costs (including usage costs) in excess of $50,000. Provide approval or disapproval based on fiscal, technical, workforce or other factors that affect the affordability of the services on FAA telecommunications resources and systems.

(2) Consider approval of NPH and Z-RPD budget submissions resulting in an increase in the annual leased telecommunications base. If the submissions are not successful in providing sufficient funding for continued services and the telecommunications user no longer provides funds, make a written determination whether affected services should be terminated.

(3) Appear before the Air Traffic Organization Executive Council before authorizing service discontinuation or termination due to non-payment.

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