

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

2500.56A

8/2/93

**COORDINATION OF RESEARCH, ENGINEERING AND DEVELOPMENT
(R,E&D) PLAN AND CAPITAL INVESTMENT PLAN (CIP) INPUT WITHIN
SUBJ: THE AIR TRAFFIC ORGANIZATION**

1. **PURPOSE.** This directive establishes Air Traffic submission processes to the annual R,E&D and CIP planning and budgeting process.

2. **DISTRIBUTION.** This order is distributed to branch level in Washington and regional air traffic offices, NAS Program Management Service (APM), Office of Budget (ABU), and air traffic field offices.

3. **CANCELLATION.** Order 2500.56, Coordination of Capital Investment Plan (CIP) Input Within The Air Traffic Organization, dated June 3, 1992, is canceled.

4. **BACKGROUND.** In the past, the overlap between the Capital Investment Plan (CIP) and the Facilities and Equipment (F&E) Call for Budget Estimates created organizational concerns, duplication of effort, and, in some instances, insufficient documentation to support adequate funding for air traffic requirements. Due to the concurrent nature of these separate processes, and to provide a focal point within Air Traffic in the planning process, this order will bring the R,E&D planning process into the same timeframe, thereby consolidating management oversight for these related planning processes.

5. **PROCEDURES.**

a. Headquarters Air Traffic office/service directors and regional Air Traffic Division managers are to consolidate their organization's mission need statements (MNS) and submit them to the Director, Air Traffic Plans and Requirements Service (ATR-1), ATTN: Manager, Advanced Systems and Facilities Division, ATR-300, so as to be received no later than September 30 each year. Normally, MNS development should begin in March of each year in order to meet the September submission deadline. MNS's received after September 30 will not be proposed until the following year's submission cycle.

b. The Air Traffic Plans and Requirements Service shall:

(1) Coordinate MNS submissions through the Associate Administrator for Air Traffic with the Associate Administrator for System Engineering & Development.

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(2) Validate the MNS submissions to ensure they are consistent with R,E&D and CIP programs planned to implement the FAA mission and management goals.

(3) Coordinate all R,E&D Chapter 8 Air Traffic Human Factor items with the Air Traffic Human Factors Coordinating Committee.

(4) Provide formal feedback, including rationale for action taken on the status of MNS to the submitting organization. This feedback will be distributed with each draft iterations submitted for review, or as soon as possible if an MNS is deferred or canceled.

(5) Identify and meet with a core group of Air Traffic office/service directors and regional Air Traffic Division managers to establish a priority list of submissions following the Chapter Managers workshop in January of each year.

(6) Provide formal feedback throughout the R,E&D and CIP input process using the ATR-1 monthly and weekly Air Traffic telephone conferences.

(7) Develop a tracking system, updated monthly, which includes a list of all current air traffic related MNS's and the status of each MNS as it relates to the R,E&D or CIP process.

c. Each headquarters' Air Traffic office/service and regional Air Traffic Division shall provide ATR-300 a single point of contact for this submission process.



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and Requirements Service