

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

2510.6B

6/26/90

SUBJ: QUARTERLY REVIEWS, OPERATIONS APPROPRIATION

1. **PURPOSE.** This order prescribes agencywide procedures for preparing and submitting quarterly reviews for the Operations Appropriation.
2. **DISTRIBUTION.** This order is distributed to all regional/center/Washington offices involved in budget formulation, budget execution, or utilization of agency resources.
3. **CANCELLATION.** Order 2510.6A, Fiscal Status Reports, Operations Appropriation, dated May 5, 1975, is cancelled.
4. **EXPLANATION OF CHANGES.** As a result of action notice - A2500.3, Administrator's Decisions on FAA Budget Process (Operations Appropriation), dated November 24, 1989, the quarterly review process was re-established. This order implements that decision by establishing due dates for submissions and responses, delineating responsibilities, and providing the necessary forms and instructions. With the exception of the Summary Highlight Statement all forms used previously have been eliminated.
5. **SCOPE.** This order does not cover reimbursable funds in the Operations Appropriation. Reporting is for direct Operations Appropriation funding only.
6. **REPORTING OBJECTIVE.** The objectives of quarterly reviews are:
  - a. Evaluate the agency's financial status.
  - b. Validate and reconfirm resource requirements.
  - c. Analyze variances between actual obligations versus planned programs.
  - d. Ensure that fund distribution represents a balance among budget activities at all levels of the organization.
  - e. Provide data to respond to review authorities' reporting requirements.
  - f. Adjust annual/quarterly funding levels as appropriate.
7. **REPORTING ORGANIZATION AND INSTRUCTIONS.** Regions, centers, and Washington offices shall submit reviews for each program for which a financial plan is issued. Forms required, routing, and instructions follow.

## 8. DUE DATES.

a. First, second, and third quarter reviews are due from regional/center budget offices to straightlined program offices and to the Office of Budget (ABU) for nonstraightlined programs, within 13 working days after the end of the quarter.

b. Within 10 working days from the deadline specified in paragraph 6.a. above (23 working days following the end of the quarter), program offices will provide ABU with results of the reviews and allowance adjustments.

c. Within 3 working days from the deadline specified in paragraph 8.b. (26 working days after the end of the quarter), ABU will distribute revised allowances; at the same time Washington offices will provide feedback to regions/centers--see paragraph 9.e. below.

d. Regional/center budget offices will submit revised financial plans with an Employment versus Authorized Positions table to the appropriate Washington program offices and ABU within 7 working days after receipt of the revised allowances (33 working days after the end of the quarter). Funds, authorized positions, full-time equivalents (FTE's), and end-of-year employment are included in revised allowances.

## 9. RESPONSIBILITIES/PARTICIPATION.

a. Responsibility for preparing quarterly review material rests jointly with regional program and budget divisions; it will be submitted to headquarters by regional/center budget offices. Reviews must reflect requirements of straightlined organizations.

b. Regional administrators and center directors will submit a brief narrative overview to ABU-1 within 3 working days after completed quarterly reviews are submitted to Washington (16 working days after the end of the quarter). The overview should include an explanation of any deficit or surplus amounts.

c. Nonstraightlined offices at all levels submit their review materials to ABU; ABU distributes that information to the appropriate headquarters components for review and presents unresolved issues to AAD or AXA. For straightlined organizations, ABU compiles, reviews, and publishes quarterly review results for the Executive Board, Deputy Administrator, and the Administrator.

d. The Executive Resource Committee (ERC) is involved in the review process as necessary for items which cannot be resolved within straightlined organizations.

e. Washington offices will provide feedback to regions/centers on items that are validated (approved) and funded, items validated but unfunded, and also on nonvalidated items 26 working days following the end of a quarter (see 8.c. above). Copies of this feedback will be provided to ABU and regional/center budget offices.

## 10. DEFINITIONS.

a. Full-Time Equivalent (FTE): the total number of hours (worked or to be worked) divided by the number of compensable hours applicable to each fiscal year.

b. Ceiling FTE: represents an upper limit on the total compensable workyears and is the sum of the FTE of all categories of employment as defined above. Ceilings apply only to straight-time hours.

11. ROUTING. Except as noted below, regional/center budget offices will submit one hard copy of the forms and one diskette to the following offices:

AIR TRAFFIC	Manager, Office of Air Traffic Program Management, ATZ-1 (one hard copy to ABU)
SYSTEMS MAINTENANCE	Manager, Resource Management Staff, AAF-10 (one hard copy to ABU)
TELECOMMUNICATIONS	Manager, Resource Management Staff, AAF-10 (one hard copy to ABU)
AVIATION STANDARDS	Manager, Resource Management and Analysis Division, APR-500--two hard copies and two diskettes (one hard copy to ABU)
AIRPORTS	Manager, Management Staff, ARP-10 (one hard copy to ABU)
ASSOCIATE CHIEF COUNSEL	Chief Counsel, AGC-1 (one hard copy to ABU)
NONSTRAIGHTLINED PROGRAMS	Manager, Operations Division, ABU 200 (two hard copies and one disk)

## 12. FORMS.

a. Diskettes will be provided to regions/centers/Washington offices by program offices and by ABU for nonstraightlined programs.

b. SUMMARY HIGHLIGHT STATEMENT (FAA Form 2971-13 or plain paper), Figure 1.

c. QUARTERLY STATUS REPORT (QSR), Figure 2.

d. FULL-TIME PERMANENT AND OTHER THAN FULL-TIME PERMANENT EMPLOYMENT VS AUTHORIZED POSITIONS--sample attached, Figure 3.

e. FULL-TIME PERMANENT AND OTHER THAN FULL-TIME PERMANENT CEILING AND COMPENSABLE FTE REQUIREMENTS--Figure 4. These computations will be made automatically when the employment form is completed.

f. DETAIL OF OBJECT CLASSES--REGULATORY STANDARDS & COMPLIANCE PROGRAMS ONLY, Figure 5.

g. SUPPLEMENTAL FORM--AIR TRAFFIC ONLY, Figure 6.

h. PERMANENT CHANGE-OF-STATION MOVES--SYSTEMS MAINTENANCE ONLY, Figure 7.

i. CRITICAL AND EMERGENCY REPAIRS TO S&G (SMP)--SYSTEMS MAINTENANCE ONLY, Figure 8.

### 13. INSTRUCTIONS FOR COMPLETING FORMS.

a. SUMMARY HIGHLIGHT STATEMENT (FAA FORM 2971-13). The highlight statement should be brief and concise and include:

(1) Current and projected fiscal posture (include assumptions used in developing requirements).

(2) An explanation of column 3 of the QSR. Explain any significant deviations from the financial plan; thresholds will be determined by program offices.

(3) An explanation of column 5 of the QSR. Explain any significant adjustments; thresholds will be determined by program offices.

(4) An explanation of column 10 of the QSR. Explain any surplus amount. Unfunded requirements must be justified, with attention given to program impacts, and listed in priority order. Impact statements should include what mission or objective will not be met should funding not be provided. Leased communication explanations must be listed by sub-object class.

(5) Future events which may affect resource requirements but are not reflected in the QSR.

b. QUARTERLY STATUS REPORT (FLOPPY DISKETTE). This form reflects a comparison of the quarterly financial plan--which should agree with the latest funding levels provided by ABU--with actual employment, FTE's, and obligations. Projected requirements for the remainder of the fiscal year are also provided by this form.

(1) Column (1)--Approved Plan Cumulative To Date: Enter the quarterly cumulative financial plan as of the end of the quarter.

(2) Column (2)--Obligations Through Quarter: Enter actual employment from Consolidated Personnel Management and Information System (CPMIS) reports. Enter compensable FTE's, ceiling FTE's, and actual obligations from Departmental Accounting and Financial Information System (DAFIS) reports.

(3) Column (3)--Difference between plan and actual: Computer generated (column 1 minus 2). An explanation of the difference is required on the Summary Highlight Statement.

(4) Column (4)--Approved Annual Plan: Enter the latest approved annual financial plan data.

(5) Column (5)--Internal Adjustments: Enter any internal adjustments made or required since your latest approved financial plan. For straightlined programs this column will total to zero. For nonstraightlined programs under the regional administrator or center director this column will total zero (after delegated authority adjustments) when all activities are totaled. Explanations of these adjustments are to be included on the Summary Highlight Statement.

(6) Column (6)--Revised Annual Program: Computer generated (column 4 plus column 5).

(7) Column (7)--Obligations Through Quarter: Computer generated (duplicates column 2).

(8) Column (8)--Balance Of Year Requirements: Funded and unfunded.

(9) Column (9)--Total Requirements: Computer generated (column 7 plus 8).

(10) Column (10)--Surplus/Unfunded: Computer generated (column 6 minus 9). Explanations are required on the Summary Highlight Statement.

(11) File names for each QSR are to be assigned in accordance with the following:

up

Two letter office code, e.g., EA  
Two letter program code, e.g., RP  
Three letter form identifier, i.e., QSR  
One digit quarter designation, e.g., 1.

Examples are given below:

SWATQSR1.WK1 (AIR TRAFFIC)  
CESMQSR2.WK1 (SYSTEMS MAINTENANCE)  
WPNLQSR3.WK1 (NAS LOGISTICS SUPPORT)  
SOOMQSR2.WK1 (AVS - O&M)  
EACSQSR1.WK1 (AVS - CAS)  
NMCTQSR2.WK1 (AVS - CERT)  
GLRPQSR3.WK1 (AIRPORTS).

c. FULL-TIME PERMANENT (FTP) AND OTHER THAN FULL-TIME PERMANENT (OTFTP) EMPLOYMENT VS AUTHORIZED POSITIONS.

(1) Program offices (including ABU for nonstraightlined programs) will enter appropriate headings in the employment form contained on the standard diskette before distributing it to budget office contacts.

(2) This form (diskette) compares actual and anticipated employment for FTP and OTFTP, ceiling positions only, against authorized positions for those categories and computes ceiling and compensable FTE's based on average monthly employment. The employment table should reflect hiring within available resources not to exceed End-of-Year (EOY) employment and FTE ceilings. Employment for which funds and/or FTE's are not available, hiring in excess of the EOY ceiling, and/or differences between employment generated FTE's and FTE's in the QSR must be explained on the Summary Highlight Statement.

(3) Authorized positions consistent with the allowances issued by ABU should be entered on this form; CPMIS actual employment data should be entered as well. Projected employment for the balance of the fiscal year is to be entered for each program. A factor for employees who do not work a full 80-hour week may be entered on line 112, e.g., employees who come or leave in the middle of a pay period, part-time employees, employees on leave without pay, etc. A different factor may be entered for each program, as required. The factor may be computed from payroll information by comparing the number of employees to the number of hours worked.

(4) To compute FTE's (ceiling and compensable) and print the tables enter "Alt P." Data is also required by month for special interest hiring categories (flight standards inspectors, controller work force, field maintenance, etc.). With the exception of Aviation Standards activities which will be on one form, a separate FTP/OTFTP form is required for each activity--to be labeled as follows:

Two letter office code, e.g., SW  
 Two letter program code, e.g., AT  
 Three letter form identifier, i.e., EMP  
 One digit quarter designation, e.g., 3.

Examples are given below:

EAATEMP1.WK1 (AIR TRAFFIC)  
 GLSMEMP2.WK1 (SYSTEMS MAINTENANCE)  
 NMNLEMP3.WK1 (NAS LOGISTICS SUPPORT)  
 SOVSEMP2.WK1 (AVS - ALL ACTIVITIES)  
 WPDSEMP1.WK1 (DS&SS)  
 CEHREMP2.WK1 (HUMAN RESOURCE MANAGEMENT)  
 SWRPEMP3.WK1 (AIRPORTS).



Nicholas S. Stoer  
 Director of Budget

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CHECK ONE:	OFFICE OR REGION	APPROPRIATION	ACTIVITY	FISCAL YEAR
<input type="checkbox"/> SUMMARY HIGHLIGHT STATEMENT <input type="checkbox"/> ACTIVITY HIGHLIGHT STATEMENT <input type="checkbox"/> SUMMARY OF PROGRAM REQUIREMENTS				

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Figure 1

Page 7

QUARTERLY STATUS REPORT -- OPERATIONS DIRECT (Dollars in Thousands)

Fiscal Year: 1990

Quarter:

Program:

Location:

File:

		Quarterly Status									
Object Class	Description	Approved Plan Obligations			Approved Annual Plan (4)	Internal Adjustments (5) *	Revised Annual Program (Col +4+5) (6)	Obligations Through Quarter (7)	Balance of year require-ments (8)	Total Requirements (Col 7+8) (9)	Surplus (+)/Unfunded (-) (Col 6-9) (10) *
		Cumulative To Date (1)	Through Quarter (2)	Difference (Col 1-2) (3) *							
POS	FTP - AUTH POS	0	0	0	0		0	0	0	0	
EOY	FTP Employment	0	0	0	0		0	0	0	0	
EOY	OTFTP Employment	0	0	0	0		0	0	0	0	
FTE	FTP FTE's (Ceiling)	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
FTE	OTFTP FTE's (Ceiling)	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
FTE	Total FTE's (Ceiling)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
FTE	FTP FTE's (Comp WY)	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
FTE	OTFTP FTE's (Comp WY)	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
FTE	Total FTE's (Comp WY)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
1111	FTP APPOINTMENTS	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1112	Terminal Leave	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
11.1	Base Pay - FTP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
11.3	OTFTP	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1146	Pay Demonstration	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
11.4	Premium Pay (OTHER)	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1151	Overtime	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1152	Holiday Pay	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1158	Physician's Allowance	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
11.5	Other 115X OC	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
11.6	Awards	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
11.8	Spec Pers Services	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1100	Personnel Compensation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
12.1	PCS Benefits	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
12.2	Employee Benefits	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
12.3	Allowance/Colas	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
12XX	Benefits - Other	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
1200	Personnel Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
1300	Former Personnel	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	
Personnel Comp. & Benefits		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

QUARTERLY STATUS REPORT -- OPERATIONS DIRECT (Dollars in Thousands)

Fiscal Year: 1990

Quarter:

Program:

Location:

File:

Object Class	Description	Quarterly Status			Approved Annual Plan (4)	Internal Adjustments (5) *	Revised Annual Program (Col +4+5) (6)	Obligations Through Quarter (7)	Balance of year requirements (8)	Total Requirements (Col 7+8) (9)	Surplus (+)/ Unfunded (-) (Col 6-9) (10) *
		Approved Plan Cumulative To Date (1)	Obligations Through Quarter (2)	Difference (Col 1-2) (3) *							
2111	PLAN/SUP/INSP Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2112	Job Performance Trave	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2113&15	PCS Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2132	Rental - Automobiles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
21.2	Training Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
21XX	Travel, Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2100	Travel Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2221&22	HHG Transfers	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
22XX	Transport Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2200	Transportation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2312,6,8,9	Rental Land & Bldgs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2317	SLUC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2361	Long Distance Calls	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2362	Local Calls	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2364	Penalty Mail	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
23.7	Utilities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
23XX	R, C & U, Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2300	Rent, Comm & Util	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2400	Printing	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2509&10	Storage of HHG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
257B	Medical Exams	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
25.8	WX/Security/ATCT Srvc	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
25XX	Services, Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2500	Other Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

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Figure 2 (Cont)

QUARTERLY STATUS REPORT -- OPERATIONS DIRECT (Dollars in Thousands)

Fiscal Year: 1990

Quarter:

Program:

Location:

File:

		Quarterly Status									
Object Class	Description	Approved Plan Obligations			Approved Annual Plan (4)	Internal Adjustments (5) *	Revised Annual Program (Col +4+5) (6)	Obligations Through Quarter (7)	Balance of year require-ments (8)	Total Requirements (Col 7+8) (9)	Surplus (+)/Unfunded (-) (Col 6-9) (10) *
		Cumulative To Date (1)	Through Quarter (2)	Difference (Col 1-2) (3) *							
2631	Petro/Oils/Lubricants	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
2642-46	Depot/Direct Shipment	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
26XX	Supplies, Other	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
2600	Supplies	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3111	Office Furn/Machines	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
31.2	Off Eq/Operat/Working	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
3134	ADP Equipment	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
31XX	Equipment, Other	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
3100	Equipment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3200	Land & Structures	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
3300	Invest & Securities	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
4200	Insurance Claims	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4300	Interest Exp - Ext	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
9300	ADM or NONADM Exp	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL OTHER OBJECTS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL ALL OBJECTS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent Change of Station											
Number of Moves		0	0	0	0	0	0	0	0	0	0
Total Cost of Moves		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Average Cost Per Move		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

\* Explanations of columns 3, 5, and 10 are required on the summary highlight statement, including impacts.

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Figure 3

OPERATIONS - DIRECT  
FY 1990 Employment vs Authorized Positions

	Full-Time Permanent					Other Than Full-Time Permanent					Special Interest (non-add)		Special Interest (non-add)	
					TOTAL					TOTAL				
AUTH POSITIONS:	0	0	0	0	0	0	0	0	0	0				
EMPLOYMENT:														
30-Sep-89	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Oct-89	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30-Nov-89	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0
31-Dec-89	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Jan-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28-Feb-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
30-Apr-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
31-May-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
30-Jun-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
31-Jul-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
31-Aug-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Net Chg	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%
30-Sep-90	0	0	0	0	0	0	0	0	0	0				
% Auth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

	Full-Time Permanent		Other Than Full-Time Permanent		Special Interest (non-add)		Special Interest (non-add)		
	OTHER	TOTAL	OTHER	TOTAL	OTHER	TOTAL	OTHER	TOTAL	
	-----	-----	-----	-----	-----	-----	-----	-----	
Current Employ:	0	0	0	0	0	0	0	0	
31-Oct-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Nov-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Dec-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Jan-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
28-Feb-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Mar-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Apr-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-May-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Jun-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Jul-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Aug-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Sep-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Adj. factor	-->0.99650	0.99720	0.99730	0.99990	XXXXX	0.50000	0.50000	0.50000	XXXXX
									1.00000

	Full-Time Permanent		Other Than Full-Time Permanent		TOTAL		Special Interest (non-add)	Special Interest (non-add)	
	OTHER		OTHER		TOTAL				
		TOTAL		TOTAL		TOTAL			
Current Empty:	0	0	0	0	0	0	0	0	
31-Oct-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Nov-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Dec-89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Jan-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
28-Feb-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Mar-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Apr-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-May-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Jun-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Jul-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
31-Aug-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
30-Sep-90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Adj. factor	-->0.99650	0.99720	0.99730	0.99990	XXXXX	0.50000	0.50000	0.50000	XXXXX
									1.00000

**DETAIL OF OBJECT CLASSES 23XX, 25XX, AND 31XX FOR  
REGULATORY STANDARDS AND COMPLIANCE PROGRAMS ONLY**

This form will provide detail of object classes 23XX, 25XX, and 31XX including the listing and/or updating of all PR's for the CY - \$10,000 and above - (\$50,000 for the AVN Aircraft Program, object class 25XX only). For the Medical program only, include a line under object class 2500 giving a cumulative amount for physical examinations - regardless of whether the amount exceeds the threshold or not. Totals for each object class should equal amounts contained in your initial and current financial plans. Specific information is requested as follows:

**DESCRIPTION:** Provide a very brief description of the item's support function, i.e., what is being supported. Please indicate "must fund", "essential", or "necessary" for the remaining portion of the fiscal year.

**OBLIGATION PROCESS:** Identify the periodic obligation rate based on whether the activity is obligated monthly, quarterly, annually, as required, or other. Please use codes M,Q,A,R,and O as appropriate.

**SUB-OBJECT CLASS:** Enter sub-object class or sub-object classes.

**FINANCIAL PLAN AMOUNT:** Completed in the first quarter only, this column provides the dollar amount to be obligated in CY.

**CURRENT ESTIMATE:** Updates the initial financial plan information and should equal your recently revised financial plan.

**ACTUAL:** Identify amounts actually obligated in CY.

**FY 1989 ACTUAL:** Enter the amount obligated on this item in 1989.

Operations Appropriation  
 Detail of Object Classes 23, 25, & 31  
 (Dollars in Thousands)

Region:  
 Program:  
 Quarter:

Description	Obligation Process *	Sub-Object Class	FY 1990			FY 1989 Actual Amount
			Initial Plan Amount	Current Estd. Amount	Actual Amount	
-----						
Rents & Leases (23X):						
All other below threshold **						
		Total	0	0	0	0
=====						
Other Services (25X):						
All other below threshold **						
		Total	0	0	0	0
=====						
Equipment (31X):						
All other below threshold **						
		Total	0	0	0	0
=====						

\* Identify award type by code: M (monthly); Q (quarterly); A (annual); R (as required); or O (other).  
 \*\* Report a cumulative amount for all P/R's under \$10,000 on this line (except for object class 25 for the AVN Aircraft program which has a threshold of \$50,000).

Federal Aviation Administration  
Quarterly Review Requirements  
Air Traffic Program

PCS Moves:

	<u># of Moves During Quarter</u>	<u>Cost</u>
1. Centers	_____	_____
2. Terminals	_____	_____
3. FSS		
Consolidation	_____	_____
Other FSS	_____	_____
4. Other	_____	_____
Total	_____	_____

CWF:

	<u>ON Board CWF</u>	<u>ON Board FPL</u>	<u>Initial Screen Quota</u>
Oct	_____	_____	_____
Nov	_____	_____	_____
Dec	_____	_____	_____
Jan	_____	_____	_____
Feb	_____	_____	_____
Mar	_____	_____	_____
Apr	_____	_____	_____
May	_____	_____	_____
Jun	_____	_____	_____
Jul	_____	_____	_____
Aug	_____	_____	_____
Sep	_____	_____	_____

File: LOTUS123\QTR\_REV\PCS

Quarterly Review Requirements  
Permanent Change-of-Station Moves  
SYSTEMS MAINTENANCE

Region:

Actual Through:

Total  
-----

1st Qtr      No.  
                    Cost

2nd Qtr      No.  
                    Cost

3rd Qtr      No.  
                    Cost

4th Qtr      No.  
                    Cost

TOTAL              No.  
                                    Cost

-----  
0  
0

File: LOTUS123\QTR\_REV\SMP'S

Attachment to Operations Quarterly Review

Region:

Quarter:

Program: Systems Maintenance

Description: Critical and Emergency Repairs to S&G (SMP)

(in thousands)

Object Class	Current Financial Plan	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
		(P)	(A)	(P)	(A)	(P)	(A)	(P)	(A)
21									
22									
23									
25									
26									
31									
32									

Total

Planned (P)  
Actual (A)