

# ORDER

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
GREAT LAKES REGION

GL 6011.2

8/17/73

SUBJ: PROGRAMMING LOCAL PROJECTS - F&E APPROPRIATION

1. PURPOSE. This Order provides guidelines and procedures to be followed in programming projects funded from the Local Projects Fund.
2. DISTRIBUTION. This Order will be distributed to the Airway Facilities Division, section level and above; Air Traffic and Budget Divisions, branch level and above and special distribution to the Accounting Division, ACE-20, Kansas City, Mo.
3. CANCELLATION. Order CE 6011.1
4. BACKGROUND.
  - a. Washington Order 2500.3B established the Local Projects Fund. The intent of this fund is to meet urgent local improvement requirements which arise unexpectedly within the Region and which are not included in any approved fiscal program.
  - b. This fund serves an extremely important and useful purpose in that it provides the Region the capability of reacting quickly to local situations creating problems that require a timely solution. Typical examples are:
    - (1) projects to resolve situations which arise compromising safety,
    - (2) projects to satisfy urgent requirements of user groups, or
    - (3) projects of an emergency nature which are not of the type created by an "Act of God", etc.
  - c. A project WILL NOT be programmed from this fund which requires equipment or materiel being furnished from the Depot without confirmation from the Washington Office that the required equipment and materiel can be furnished.
  - d. This fund will normally not be used to establish facilities. The exception would be when safety is being unduly compromised. Thorough and adequate planning will assure that instances such as these will be rare.
  - e. The fund WILL NOT be used to finance construction of housing, associated buildings, garages, parking lots, etc.

Distribution: RAF-4 RAT/BU-3  
Special distribution to ACE-20

Initiated By: AGL-425

5. FUND LEVEL. The Regional fund level is determined by the Washington Office as a part of its program review process. A fiscal program providing this fund is issued to the Region. A job order number is established in the cost accounting system showing the amount programmed. This job order number is to be used only to maintain accountability of the unprogrammed amount, and is NOT to be used to record obligations.
6. PROCEDURES FOR PROGRAMMING LOCAL PROJECTS. The steps shown below will be followed in programming local project funds for specific projects. The Airway Facilities Division, as the originating office, will complete:
  - a. FAA Form 2500-70 (9-71) AGL OP 1 (1-73) Program & Project Coordination. Space is provided to show coordination with interested Divisions and approval by the Regional Director.
  - b. FAA Form 2500-70 (9-71). Particular emphasis should be directed to the justification to clearly outline the problem, state all facts pertinent to the problem, discuss the analysis of the problem and related facts, provide alternative courses of action possible, together with the merits and shortcomings of each and state the recommended course of action in solving the problem.
  - c. FAA Form 2500-40, Cost Estimate, to provide a detailed cost estimate for each project.
  - d. One GL Form 6020-1, F&E Project Assignment Sheet, for each separate project will be issued and serve as a record for each project.
7. PROCEDURES FOR ADDING FUNDS TO OR CLOSING LOCAL PROJECTS.
  - a. If, after a local project is programmed in accordance with the instructions contained in paragraph 6 above, it is necessary to provide additional local project funds to accomplish the original work planned, the assignment sheet, GL Form 6020-1, will be revised.
  - b. When additional funds are required because the scope of the project has changed, procedures in paragraph 6 will be used as though a new project is being established.
  - c. Local projects should be fiscally closed on a timely basis upon completion of the project. To accomplish this, about 60 to 90 days after physical project completion, the funds remaining in the project will be transferred back to the local project fund account or used to fund other local projects.
8. ASSIGNMENT OF PROJECT CODE. Project codes will be assigned in accordance with Order 1370.4. The fiscal year assigned each project will be the current fiscal year.

8/17/73

GL 6011.2

9. ASSIGNMENT OF JOB ORDER NUMBER. The Airway Facilities Division, Program and Planning Branch, AGL-420, will prepare the forms discussed in paragraphs 6 and 7 and assign a job order number to each new local project. All data will be introduced into the cost accounting reports by this office and the project forms will be distributed to other interested offices.

  
LYLE K. BROWN  
Director