

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

BU 1910.1

DEC 12 1984

SUBJ: OFFICE OF BUDGET EMERGENCY OPERATIONS PLAN

1. PURPOSE. This order supplements instructions contained in the Headquarters Emergency Operations Plan (FAA Order 1910.1) and provides guidance for continuity of budgetary operations during a national emergency.
2. DISTRIBUTION. This order is distributed to division level within the Office of Budget and to all ABU employees having an emergency assignment.
3. ORGANIZATION AND STAFFING. The Office of Budget has one position designated for assignment to the Emergency Cadre of the Command, Control, and Communications (C3) Staff. The designee is the Director of Budget and the alternate is the Deputy Director.
4. OPERATIONAL LINE OF SUCCESSION. The line of succession for the Director, Office of Budget, is as follows:
 - a. Deputy Director
 - b. Manager, Budget Control Staff
5. RESPONSIBILITIES. The Director of Budget will represent the FAA on all emergency budget matters including:
 - a. Providing guidance to offices, services, regions, and centers for integrating and incorporating funding requirements for emergency operations, including related training, in the regular budget program.
 - b. Assessing budgetary requirements for all such FAA programs.
 - c. Developing standby emergency estimates.
 - d. Obtaining and implementing emergency budgetary guidance from the Office of the Secretary and the Office of Management and Budget.
 - e. Planning and directing the operation of FAA's budget process in an emergency.
 - f. Issuing program guidance for budgeting actions during an emergency.
 - g. Administering emergency fiscal programs.

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6. OPERATIONAL PROCEDURES. Since the Director of Budget is the only Office of Budget member having assignment to the Emergency Cadre of the C3 Staff, no formal operational or functional assignments will be made. Generally, the Director will assign duties as emergency situations require and retain complete flexibility for interchange of assignments.

7. VITAL RECORDS. The Office of Budget shall have a continuing program to select, inventory, identify, and ship to the designated relocation site those records essential to budgetary operations during and after an emergency.


William A. Plissner
Director of Budget