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AIR TRAFFIC MANAGEMENT PLAN FOR CONTRACT WEATHER OBSERVATIONS



July 29, 1991

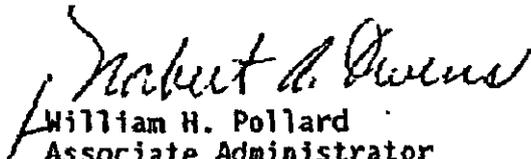
**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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Initiated By: ATR-130

FOREWORD

This Order transmits the program management plan for the Contract Weather Observation Program. It provides guidance and direction for the orderly implementation of the program, identifies those organizations with management responsibilities, and establishes program management plan and implementation policy and responsibilities governing the activities of those organizations. It identifies and describes specific events and activities to be accomplished in order to implement the Contract Weather Observation Program. It conforms to the Federal Manager's Financial Integrity Act and the Office of Management and Budget's Circular A-123. It identifies the responsibilities of managers for overall financial integrity and strengthens internal management and administrative controls in order to prevent fraud, waste, abuse, and mismanagement of resources.


William H. Pollard
Associate Administrator
for Air Traffic

EXECUTIVE SUMMARY

Order 7232.13, Air Traffic Management Plan
for Contract Weather Observations

Order 7232.XX contains the program management plan for the Contract Weather Program.

The management plan provides guidance and direction to Washington headquarters, regional offices, and field facility air traffic elements for the orderly implementation of the Contract Weather Observation Program. It identifies those organizations with management responsibilities and establishes a management plan and implementation strategy. It delegates responsibilities for the activities of those organizations and describes specific events and activities to be accomplished in order to implement and administer the program.

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CHAPTER 1. GENERAL

1. PURPOSE. This Program Management Plan provides overall guidance and direction for management of the Contract Weather Observation (CWO) Program, including implementation and program responsibilities. It identifies and defines specific events and activities to be accomplished in order to develop a management plan which, specifically, and at a lower level of detail, addresses the implementation requirements of the regions and the field facilities.
2. DISTRIBUTION. This Order is distributed to the branch level in Washington and regional air traffic, budget, logistics, accounting, labor, and employee relations and all air traffic field offices and facilities.
3. CANCELLATION. Order 7232.12, Contract Weather Observations, dated 5/22/85 is cancelled.
4. BACKGROUND. The Flight Service Station (FSS) Modernization Program is dependent on the continued provision of surface weather observations at certain closed FSS sites. At most locations, this requirement is satisfied through the use of contract personnel. The FAA obtains CWO's via two different methods; competitive procurement by the National Weather Service (NWS), acting as the contracting agent for the FAA, and direct procurement by the FAA, through competitive or sole-source contracts with airport operators, State and local governments, institutions, and private individuals at over 100 locations, both full-time and part-time. Additionally, there are various Shared Weather Observing Programs (SWOP) where the FAA, NWS, and State governments share the cost of select weather observation locations within a State. Also, the State of Alaska has numerous locations (A-PAID) that provide hourly weather observations.
5. AUTHORITY TO CHANGE THIS ORDER. The Director, Air Traffic Plans and Requirements Service, may issue changes to this Order necessary to implement and manage the CWO program.
6. REQUESTS FOR CHANGES/DEVIATIONS. Requests for changes to this plan by Washington headquarters air traffic offices/services and regional air traffic division managers shall be directed to the Director, Air Traffic Plans and Requirements Service, ATR-1, Attention: Manager, System Plans and Programs Division, ATR-100. Deviations from this plan must be approved by the Manager, System Plans and Programs Division, ATR-100.

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CHAPTER 2. PROGRAM OVERVIEW

20. SYNOPSIS. The CWO Management Plan was developed in response to a need to reduce the cost of the contract weather program. This plan satisfies that objective by providing guidance and direction for implementing and managing the contract weather program. The plan provides personnel at the headquarters, regional, and facility level with the guidance and direction necessary for uniform management of the CWO program. It identifies offices with program management responsibility, as well as the duties of those office/field facilities.

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CHAPTER 3. PROGRAM MANAGEMENT

30. GENERAL. Organizationally, the CWO program is under the auspices of the System Plans and Programs Division, ATR-100. Designated staff members are responsible for the development of overall direction and guidance for the CWO program, including implementation policy and program responsibilities.

31. RESPONSIBLE OFFICES.

- a. Headquarters - System Plans and Programs Division, ATR-100.
- b. Regional - air traffic division manager.
- c. Contracting officer's technical representative.
- d. The National Weather Service.
- e. Air traffic field facilities.

32. PROGRAM RESPONSIBILITIES.

- a. System Plans and Programs Division, ATR-100
 - (1) Provides program guidance to all offices and regions.
 - (2) Funds regional contract requirements.
- b. Flight Service and Weather Branch, ATR-130
 - (1) Develops budget submissions to ensure adequate funding in the appropriate fiscal year.
 - (2) Develops a database to track program cost and expenditures on a per-site basis, incorporating data provided by the regions.
 - (3) Coordinates with other Government agencies at the national level, as needed.
 - (4) Reviews regional submissions of data and requirements to ensure compliance with current guidelines and directives.

c. Regional Air Traffic Divisions, AXX-500

- (1) Provides ATR-100 with current FSS consolidation schedule.
- (2) Implements and administers the CWO program consistent with national policy using the most cost-effective methods.
- (3) Obtains contract funding authorization from ATR-100 for new or renewed CWO contracts.
- (4) Prepares and provides statements of work to the contracting officer.
- (5) Identifies and submits to ATR-100 regional CWO requirements for each fiscal year.
- (6) Establishes a CWO facility at those FSS locations where the facility provides weather observations prior to the decommissioning of that facility.
- (7) Provides for modifications to the CWO contract or facilities as required.
- (8) Removes CWO facilities and equipment when the service is no longer required.
- (9) Provides quarterly reports of actual expenditures, by site, to ATR-100.
- (10) Provides ATR-100 with changes to contract costs and the reason for the changes, i.e., hours, wage rates, etc.
- (11) Provides program guidance and support to other regional offices and field facilities.
- (12) Provides assistance/recommendations to the contracting officer on the designation of Contracting Officer's Technical Representatives.

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d. Contracting officer's technical representative

(1) Reviews and certifies contractor invoices for payment and distributes original to the regional accounting division with copies to the regional air traffic division and the contracting officer.

(2) Visits the CWO site semiannually or more frequently, if required, to ensure contract compliance.

(3) Reports contract noncompliance to the contracting officer.

(4) Coordinates with the NWS for quality control.

(5) Provides Government-furnished supplies to the contractors as needed.

(6) Administers weather observer certification examinations as required.

e. National Weather Service

(1) Upon request from an authorized FAA representative, provides training and certification materials for use by CWO personnel.

(2) Maintains that equipment at weather observation sites for which NWS responsibility has been previously established. There shall be no expansion of NWS maintenance responsibilities as a result of FSS closures.

(3) Provides appropriate personnel for a joint FAA/NWS site survey of proposed CWO sites.

(4) Coordinates with the FAA for quality control.

f. Air Traffic field facilities shall cooperate with the contractor during the period CWO is being implemented. Initial training will be carried out by the contractor. This may involve FSS personnel working side by side with the contractor employees as they transition to complete responsibility for weather observations.

33. - 39. RESERVED.

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CHAPTER 4. PROGRAM FUNDING

40. PROGRAM FUNDING, GENERAL. The FAA will fund all costs associated with the contracts required to maintain service previously provided by the agency. These costs may include those associated with direct labor, as well as logistical support (i.e., utilities/communication), administrative, and quality control. Current budgetary guidelines will be used to provide the funding associated with this program.

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CHAPTER 5. PROGRAM IMPLEMENTATION

50. PROGRAM IMPLEMENTATION.

a. Once requirements are identified and funding has been allocated, regions shall use the most cost-effective methods of obtaining weather observations. The contracts may be negotiated for a geographical area such as a flight plan area, an entire State, or an individual location. The regionally administered contracts may be established with:

(1) Private vendors.

(2) Government agencies, i.e., Federal, State, or local, and other Government-sponsored organizations such as colleges and universities.

b. Regions may elect to use air traffic field personnel in airport traffic control towers and automated flight service stations to provide weather observations where it is cost effective and operationally practical in lieu of establishing a CWO. Justification shall be submitted to ATR-100 for approval 120 days prior to the facility assuming the responsibility for weather observations.

c. Regions may utilize full-time or part-time contract personnel to administer the regional CWO program, provided resources are available. Requests for headquarters resources to support these positions shall be submitted to ATR-100 for approval.

d. Headquarters may utilize full-time or part-time contract personnel to manage the CWO program at the headquarters level, provided resources are available.

e. Weather observation equipment will be provided to the contractor for use in making the weather observations. The ownership and maintenance responsibility for this equipment will remain with the agency that currently holds that responsibility.

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51. NEW CONTRACTS.

a. Regions shall request tentative approval from ATR-100 before initiating activities required to procure new contract weather observation service. Requests shall be submitted in writing at least 120 days prior to the starting date of the contract. Approval requests shall include the proposed effective date, estimated annual cost, and estimated cost for the remainder of the current fiscal year.

b. Regions shall request final approval from ATR-100 after the annual cost of new contracts is determined and the negotiations are complete, but before the contract is signed.

52. CHANGES TO EXISTING CONTRACTS. - Regions shall notify ATR-100 within 30 days of any changes that affect the cost or conditions of existing contracts, i.e., wage rate determinations, renewal increases\decreases, hours of operation, etc.

53 - 59. RESERVED.