

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION**

GL 6000.19A

3/1/79

SUBJ: MANAGEMENT REVIEW OF F&E AND SMP PROJECTS

1. **PURPOSE.** This order defines a process for systematic review of certain active F&E and SMP projects at key intervals and documentation of higher level management decisions and guidance pertinent to project accomplishment.
2. **DISTRIBUTION.** This order is distributed to Section level and above in the Airway Facilities Division, Air Traffic Division and to all Airway Facilities Sectors.
3. **CANCELLATION.** Order GL 6000.19 dated June 8, 1976, is cancelled.
4. **SCOPE.** Project review actions outlined in this order shall be used to permit higher level management to systematically review F&E and SMP projects having a fiscal authorization of \$125,000 or more, projects requiring new space or major revision in utilization of existing space, or as may be recommended by an AF Branch Chief and approved by AGL-400 for this level of review. Nav aids projects exceeding \$125,000 will not routinely be included except for those problem sites which exceed Washington standard estimates.
5. **DEFINITIONS.** For the purpose of this order the term higher level management includes the Chief and Assistant Chief, Airway Facilities Division (AFD), AFD Branch Chiefs and, as may be concerned, similar level officials in other program offices.
6. **MANAGEMENT REVIEW STAGES.**
 - a. Established intervals for management review of the projects are as follows:
 - (1) At the conceptual planning stage (following completion of site visits, identification of requirements, identification of alternatives and estimated costs, and other engineering and planning actions pertinent to the review).
 - (2) At final design stage (prior to start of physical accomplish-
ment).
 - b. The Chief of the Program and Planning Branch, AGL-420, is delegated the authority to eliminate a management review when circumstances do not warrant this process.

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c. Special Review of projects may be undertaken at any stage if a re-analysis or additional interim consultation is deemed necessary. AGL-420 shall recommend this action to AGL-400 when, within their cognizance, any one of the following or other non-listed critical circumstances arise or appear to be impending: (Individuals shall advise AGL-420 of such situations coming to their attention).

(1) When the originally agreed upon course of action can no longer be adhered to without significant change in:

- (a) Design
- (b) Manpower planning
- (c) Fund requirements
- (d) Project scope
- (e) Completion schedules
- (f) Space requirements.

(2) Cost saving measures are possible.

(3) The requirements of the facility change.

(4) Other functional activities will impact the project.

(5) Reprogramming of funds is necessary.

7. REVIEW MATERIAL. As pertinent to the type of project; i.e., F&E or SMP, the following information (Environmental, Electronics or both) will be prepared for management review meetings by the AF element having primary responsibility for the subject matter. Elements having secondary interest will assist as necessary.

a. Conceptual Planning Stage. Site Survey Report, Feasibility Report, List of Alternatives, Project Synopses, including fiscal status, etc.

b. Final Design Stage. Status Report, Project Synopsis, including fiscal status, Statement of New Factors Bearing on the Project, etc.

8. REVIEW MEETINGS.

a. AGL-420 will arrange for and conduct management review meetings. Normally, the notification of a meeting will be given by AGL-420 in writing. Minutes of the meetings shall be prepared by AGL-420 and distributed to all attendees. The minutes, signed by AGL-400 shall be binding.

b. Attendees at management review meetings will routinely be the AF Chief or Assistant Division Chief and Branch Chiefs. Attendance by representatives of the other operating divisions will be requested whenever the

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scope of the project impacts their area of responsibility. Attendance by members of all organizations will be held to the essential minimum.

c. When possible, participants will be given at least 5 days advance notice of a review meeting. Minutes of the meeting will be distributed within 5 days following the meeting.

d. Management reviews shall consider the independent and inter-related aspects of both electronics and environmental features of projects. Separate review meetings shall not be held merely to differentiate between these two specializations.

9. GENERAL.

a. This order is an effort to obtain uniform agreement with and understanding of the decisions reached by all levels involved in accomplishment of R&E and SMP projects. The procedures described above are not intended to supplant or take the place of normal planning coordination and project review actions such as reviews of preliminary plans and layouts that occur in the accomplishment of these types of projects.

b. No commitment of project funds other than for planning shall be made prior to a management review of a project falling within the scope of this order.

c. Time shall be allocated for this type of review as a normal event in the management of projects falling within the scope of this order.

J. TRUHAN
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