

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL 6032.5A

GREAT LAKES REGION

11/27/92

**SUBJ: MANAGEMENT OF MAINTENANCE PROJECT WORK**

1. **PURPOSE.** This Order establishes procedures for the planning, review, scheduling, and management of project work accomplished under the Airway Facilities Maintenance Program, specifically the Regional Maintenance Project (RMP) and Critical and Emergency Repairs to Structures and Grounds (CERSG) programs.
2. **DISTRIBUTION.** This Order is being distributed to the section level and above in the Airway Facilities Division, and to all Airway Facilities Sectors and Field Offices.
3. **CANCELLATION.** Order GL 6032.5, Subject: Management of Maintenance Project Work, dated November 16, 1981, is cancelled.
4. **BACKGROUND.** The Airway Facilities Maintenance Program (Operations Appropriation) provides for the maintenance of the agency-operated portion of the National Airspace System (including supporting facilities). There are provisions under this program for performance of work of a non-routine project nature. Involved are system-wide modifications and individual facility modification or repair work, beyond normal sector resources. The procedures established by this Order are intended to provide for maximum freedom of action consistent with the need for standardization and fiscal integrity.
5. **RELATED DOCUMENTS.** The following documents shall be used for referencing when performing project work. Current revisions of Order 2500.8, Operations vs F&E Funding, Order 4660.1, Review of Real Property Holdings, and Order GL AF 2500.4, Airways Facilities Budget Estimate Submission, Operations Appropriation.
6. **RESPONSIBILITIES.**
  - a. **Airway Facilities Sector Managers.**
    - (1) Responsible for preparation and completion of Sector CERSG engineering packages (i.e. Drawings, Specifications, Procurement Request, Part I, Section C, Part III, Section J, Government Estimate, Suggested Vendors List, etc.)
    - (2) Managing funds of sector CERSG projects which are within the sector Logistic Management Specialist warrant.
    - (3) Ensure Projects that are within the sector logistic management specialist warrant will be accomplished at the sector level.

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Initiated By: AGL-464

(4) Provide full time resident engineer for approved CERSG project during construction period.

(5) Provide as-built red-lined drawings for Sector CERSG projects at completion of construction and forward red-lined drawings to Engineering Support Section, AGL-458A for creation of permanent record.

b. Systems Maintenance Engineering Branch, AGL-460.

(1) Provide engineering consultation and review engineering packages for technical adequacy of CERSG projects submitted by sectors.

(2) Provide complete engineering for projects that are beyond sectors' engineering capabilities.

(3) Evaluate and approve CERSG projects that are submitted by sectors.

(4) Identify sectors submitted CERSG projects for duplication with pending F&E projects and previously approved operations projects.

(5) Notification of Airway Facilities Sectors on Regional changes.

(6) Responsible for maintaining the CERSG data base and providing status reports to the sectors.

c. Resource and Planning Branch, AGL-420.

(1) Distribute available funding for validated CERSG projects.

(2) Prepare and submit budget of CERSG projects for annual operations appropriation based upon data submitted two years in advance and updated the following year.

(3) Evaluate and approve CERSG projects that are submitted by sectors through joint review with AGL-460.

(4) Screen sector submitted projects for duplication of pending F&E projects.

7. PROJECT CLASSIFICATION.

a. Definition. The maintenance project work covered under this Order must be the type fundable under the Operations Appropriation as defined by Order 2500.8 and will be considered in one of the categories defined herein.

(1) Critical and Emergency Repairs to Structures and Grounds (CERSG) are specially justified and specially funded projects for the modification, repair, improvement, or replacement of facility components, roads, buildings, and utility systems and components which are beyond the Sector's capability in regard to engineering, manpower, or monetary limitations. These projects are normally generated two years in advance of their need and submitted in the Budget Process (Operations Appropriation) see appendix 4.

(2) Regional Maintenance Projects (RMP) will be appropriately justified and funded projects for repair, improvement, or replacement of facility components, roads, buildings, or utility systems. RMP classification and handling will normally be utilized for Emergency projects necessitated by safety hazards, conditions adversely affecting air traffic control or regionally generated projects. Preparation of completed engineering package (i.e. Drawings, Specifications, Procurement Request, Part I, Section C, Part III, Section J, Government Estimate, Suggested Vendors List, etc.) for RMP projects will be accomplished by AGL-460.

(3) Sector Projects are those projects that are normally accomplishable at the Sector level in terms of engineering, manpower, and monetary limitations. Included are all projects with an estimated cost of less than \$10,000 and that do not require detailed engineering. Funding for this type of project can be obtained through Sector funds. If the project is identified and justified on the Sector's Annual and Quarterly Fiscal Requests, it will be funded on a prioritized basis. Sector projects will not be included in AGL-460 CERSG data base for tracking purpose.

b. Requirements.

(1) CERSG and RMP.

(a) Project Type. Work shall be of a project nature; that is, it shall have a beginning and an end, and be capable of accomplishment in accordance with a definite schedule.

(b) Non-Periodic. Projects that are to be accomplished under the CERSG/RMP program shall not be of a routine periodic nature such as general painting, grass mowing, road grading, or minor building repairs. Non-periodic projects such as road rebuilding or roof repairs are typical projects that would be considered for the CERSG/RMP program.

(c) Scope. The project scope shall be beyond the resources (engineering capabilities or monetary limitations) normally available to the Sector for regular maintenance.

(d) Identified Location. Work shall be identified with a specific location and facility type.

(e) Project Result. The work shall result in some physical change to a facility or equipment (improvement), or it shall provide data such as obtained from land surveys, test activities, or similar activities necessary to the maintenance or operation of a commissioned facility.

(f) Existing Need. There must be an observable or indicated need for the work at the time of project submission. Projects submitted in the Budget (Operations Appropriation) shall show that the need is in existence; that the project is requested for Operations Appropriation.

(2) Sector Projects will respond to an identified need or correct a known deficiency and can be accomplished within the Sector's delegated authority.

c. Restraints.

(1) CERSG and RMP will not be used for the following:

- (a) Installation of E&R and R&R equipment.
- (b) Obtaining supplies or equipments which are not required for that project.
- (c) Completion of routine facility or equipment modifications generated by Washington or the Region unless so designated by the programming office.
- (d) Routine facility maintenance.

(2) Standards. All work performed shall be in conformance with applicable standards or criteria. Where there are no applicable standards or criteria established, the projects will be designed and executed to meet our operational and maintenance requirements in a safe, economical manner.

8. PROJECT SUBMISSION. Projects should be submitted to AGL-420 upon identification of need or deficiency. However, the last date for inclusion in the budget year submission will be as provided by the annual call for estimates. All proposed projects will be submitted on GL Form 6030-2 signed by the respective AF Sector Manager or Branch Manager. All proposed projects should be submitted two years in advance and updated the following year (before February of Current Year). The order of priority for this submission shall be identified by the Airway Facilities Sector on the request form. This will provide the information required and assure the initial validation of requirements and reasonability of project. Projects to be engineered by AGL-464 will be subject to Region wide prioritization.

a. Project Justification. This is the most important part of a project submission. If a good justification is not submitted, the project priority may be incorrectly set. The priority is set by the Project Review Board (PRB). Their decisions are based mainly on the justification on the GL 6030-2 form. Results of any tests which have been performed that support the justification should be included.

b. Project Description. A thorough description of the project and work to be performed must be submitted. Project requests that are submitted without a thorough description of the work to be performed will be sent back to the originating office and so annotated.

c. 'Reprogramming' of previously submitted CERSG Projects can be accomplished, when sector priorities have changed during the time since the initial budget submission, but the following constraints must be applied.

(1) A letter shall be submitted by the sector explaining why the change is needed and what project is to be replaced, along with a completed 6030.2 form for the new project.

(2) The new project must have the same approximate cost as that of the project being replaced.

(3) The project must be sector engineered and the deadline for engineering and obligation must be the same as that for the project being replaced.

**NOTE:** In case of emergency, project information should be transmitted in a manner consistent with the seriousness of the situation. However, the request must be followed up with a completed, signed restoration of critical facilities project data sheet, GL Form 6030-2. Requests necessitating telephone priority should be directed to AGL-423 or AGL-464.

9. PROJECT FUNDING. Funding for all approved projects will be done by AGL-423. Funds are allocated on a quarterly basis for all project work.

a. Budget Submission. Budget submission should be in accordance with Airway Facilities Budget Estimate Submission, Operations Appropriation, Order GLAF 2500.4, in Appendix 6.

b. Project Review Board (PRB). All projects that are validated through joint review by AGL-420 and AGL-460 or AGL-450 (see paragraph 9.a. and b.) will be subject to review by the Project Review Board (PRB). The PRB will consist of representatives of AGL-50, AGL-420, AGL-460, AGL-450 and others, including Sector Managers/Assistant Managers for technical support. The meeting will

be chaired by a representative from AGL-460. The board will meet annually, the beginning of the third quarter of each fiscal year.

c. Planning. Each quarter funds will be identified and programmed against approved projects by AGL-420. In all probability every validated project will not be fundable but the PRB will provide the basis for the programming of immediate resources, based on project priority.

d. Allocation. Actual allocations of monies will be made on a quarterly basis no later than the second week of the first month of the quarter. Funds allocated for Sector projects, based on the previously submitted annual budget and the current quarterly requests, will be included in the quarterly fiscal allocations to the Sector.

e. Emergency Projects. These projects will supersede other routine planned projects and will have top priority in the expenditure of funds. If these emergency projects are approved, other routine planned projects will be deferred. This decision will rest jointly between AGL-420 and AGL-460 at the Branch level.

#### 10. PROJECT REVIEW AND SCHEDULING.

a. Project Review. Each proposed project will be reviewed and validated by AGL-460 in coordination with AGL-420. Validated projects will be forwarded to the Project Review Board for the establishment of priorities. The review and validation will make a determination to ensure that:

- (1) The project is warranted.
- (2) The proposed method of accomplishment conforms to good practice and that Agency will receive benefits commensurate with expenditures.
- (3) The project conforms to all current applicable Regional and national standards and tolerances.
- (4) No duplication of pending F&E project or previously approved operations project exists.

#### b. Project Schedule.

(1) Priority Setting and Scheduling. The setting of Regional priority for each project will be determined by the PRB based on description of work and justification on GL Form 6030-2. Staff expertise and direct knowledge of project conditions will be utilized in determining project priority. Project scheduling will be completed in the quarterly project review. Scheduling will depend on availability of funds, manpower, and the time of year that

the work must be completed, and availability of contracting resources.

(2) Status Reporting. The project schedule will be forwarded to the Sectors on a quarterly basis. Sector offices will forward updated information for the project schedule to AGL-460. Appendix 3 shows a sample line entry of the project schedule with an explanation on how to read it. This schedule will only show the projects that are currently active, or will be activated within the next 12 months. All other approved CERSG projects are listed on the CERSG Master File ADP run that is distributed annually to the Sectors for updating.

c. Changes in Approved Program. Where operational requirements, emergencies, or changed conditions so dictate, the CERSG/RMP work program on which the Region's current fiscal program was based may be revised by the Manager, Resource and Planning Branch, AGL-420 as provided herein. All revisions will be coordinated with the proper Engineering Branch (i.e., Environmental projects [AGL-460]).

(1) Deferral. Where the interests of the agency will best be served by postponement of programmed projects, they shall be deferred by Sector request or Regional action. In this case, the projects will continue to be a pending backlog project. Deferred projects may be assigned a different fiscal year for accomplishment. Notification of this action will be done by AGL-460.

(2) Cancellation. Where the need for a specific project no longer exists, it should be cancelled by the AF Sector. Also, CERSG's may be deleted from the CERSG Master File that are five (5) years old or more by AGL-460. Each such deletion may be resubmitted only upon revalidation of project needs and benefits. Notification of this action will be done by AGL-460.

## 11. PROJECT ACCOMPLISHMENT.

### a. CERSG/RMP Regional Projects.

(1) By Contract. Project accomplishment by contract may be utilized whenever it is advantageous to the government, funds are available, and all other requirements are met. Obligation of funds is by the contract document. A resident engineer may be assigned if the project magnitude or complexity so warrants.

(2) By Government Force. Project accomplishment by FAA personnel will be utilized when it is beneficial to the government or required by circumstances.

### b. CERSG/RMP Projects Assigned to Sector.

(1) By Contract. Work identifiable and approved as a valid RMP project may, under certain circumstances, be accomplished at the sector level. The following conditions would normally be met:

(a) The project has been submitted through the normal channels and is approved and supported under the program.

(b) Funding approval/authority has been granted by AGL-423. This would normally mean that a project number is assigned by AGL-460 for accounting purposes.

(c) The type of obligation, if needed, must be determined. GL Order 4402.2 current version, Small Purchase Handbook, covers the provisions of obligating the Government. This Order also covers the obligating authority and limitations placed on the sectors. Where the estimated dollar amount of the procurement exceeds \$2,500, quotations shall be obtained from a reasonable number of sources to promote competition to the maximum extent practicable and ensure that the purchase is advantageous to the Government, price and other factors considered, including administrative cost of purchase. Since the sectors now have Logistics Management Specialists who have been delegated varying levels of contracting authority up to \$25,000, procurement requests estimated not to exceed the LMS delegated authority can be processed by the LMS at the sector level. Contractual services in excess of LMS delegated authority should be forwarded through AGL-423 for processing by AGL-55.

(d) Sectors will be notified in writing by AGL-423 when an approved project is to be completed by the sector with Regional funding.

(2) By Government Force. Project accomplishment by sector personnel will be utilized when it is beneficial to the government. Funding for materials/supplies will be provided by the Region.

12. STATION RECORDS. At the conclusion of each CERSG and RMP projects, the office responsible for normal maintenance of the facility affected shall be responsible for ensuring that the station records and equipment instructions are corrected or revised as required. This will include completing Joint Acceptance Inspections, updating facility "as-built" drawings, and/or revising personal property records. When it is necessary to revise "as-built" drawings, they shall be redlined and forwarded to the office that did the engineering for updating of originals. When the drawings have been revised, copies will be returned to the field offices. A set of "as-built" red-lined drawings shall be forwarded to AGL-458A for creation of permanent record and file.

13. CAPITALIZATION. When the project accomplishment results in a significant increase in the usefulness, service life, productivity,

capacity, or monetary value, the expenditures related to property need be capitalized as discussed in one of the following:

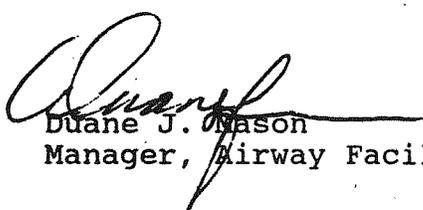
a. Land. Land purchase by the agency shall be capitalized at the acquisition price, plus all costs incidental to the acquisition and to preparing the land for use.

b. Building and Other Structures. Building and structures, including such items constructed on leased land to which the government retains title, shall be capitalized on the basis of original cost plus the costs of additions, betterments, rehabilitation, or replacements which significantly extend the useful life of the building or structure. Repair and maintenance costs necessary to keep the building and structures in operating condition shall be treated as current operation costs.

c. Leasehold Improvements. Permanent improvements to non-government owned buildings, structures, and systems; which are occupied by the agency as lessee, shall be capitalized as lease-hold improvements on the basis of the cost thereof to the agency.

d. Additions, Alterations, Betterments, and Replacements. Costs incurred in making such changes to property shall be capitalized where they significantly extend the useful life of the property or its capacity to render service, or otherwise increase the value thereof. In such instances, there should be removed from the property accounts the cost or other recorded value of the features superseded or removed in the process, and an appropriate adjustment should be made to the accumulated depreciation.

e. Capitalization Document. The Sector Manager is responsible for assuring that capitalization documents have been submitted. Absence of capitalization documents, where required, is a proper exception item for JAI/FINAL report. For DETAILS, FORM, and PROCEDURES refer to FAA Order 4660.1 and Order 6030.45, Facility Reference Data File.

  
Duane J. Mason  
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APPENDIX 1. Project Data Form GL 6030-2

GREAT LAKES REGION  
RESTORATION OF CRITICAL FACILITIES  
PROJECT DATA SHEET



<p>1. Location</p>	<p>2. Facility &amp; Identification</p>	<p>3. Sector</p>	<p>4. _____ Date</p>	<p>5. CCC</p>
<p>6. Description of Problem</p>		<p>7. Estimated Cost</p> <p>2112 Travel _____</p> <p>2221 GFP _____</p> <p>2541 Contract _____</p> <p>2630 Supplies _____</p> <p>2121 Op. Equip. _____</p> <p>Total _____</p>		
<p>8. Justification</p>		<p>9. Requested Const. (Start (Fy-Qtr.) -- 180 Days After Engr. Will Be Sent To Logistics</p>		
<p>11. Proposed Solution</p>		<p>10. Requested Engr. Office (Fy-Qtr.) In Which Engr. Will Be Completed For Logistics</p>		
<p>15. Review Board Recommendation</p>		<p>12. Prepared by _____</p> <p>13. Phone Number _____</p> <p>14. Authorized Signature _____</p>		
<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove</p>		<p>16. Award &amp; Const. Start (Fy-Qtr.) _____</p>		
<p>AGL-464 _____ Date _____</p>		<p>17. Responsible Engr. Office _____</p>		
<p>AGL-460 _____ Date _____</p>		<p>18. Project Number _____ 19. Priority # _____</p>		

APPENDIX 2 - INSTRUCTIONS FOR GL FORM 6030-2

1. LOCATION. To be completed by originator. Example: Madison, WI.
2. FACILITY IDENTIFICATION. To be completed by originator. Example: ATCT, MSN
3. SECTOR. To be completed by originator. Example: WIS
4. DATE. To be completed by originator.
5. CCC. To be completed by originator. Example: C8666
6. DESCRIPTION OF PROBLEM: To be completed by originator. The description should be thorough and include information relative to current problem.
7. ESTIMATED COST. To be completed by the originator including travel costs, cost for Government-furnished property, contract cost, cost for supplies and operating equipment.
8. JUSTIFICATION. To be completed by the originator. The justification should indicate a need for the project at the time the project is submitted.
9. REQUESTED CONSTRUCTION START. To be completed by originator.
10. REQUESTED ENGINEERING OFFICE. To be completed by originator.
11. PROPOSED SOLUTION. To be completed by originator. An answer should be provided for the description of the problem.
12. PREPARED BY. To be completed by originator.
13. PHONE NUMBER. To be completed by the originator.
14. AUTHORIZED SIGNATURE. To be completed by the originating office.
15. REVIEW BOARD RECOMMENDATION. To be completed by the Region.
16. AWARD AND CONSTRUCTION START. To be completed by the Region.
17. RESPONSIBLE ENGINEERING OFFICE. To be completed by the region with prior sector input.
18. PROJECT NUMBER. To be completed by the Region.
19. PRIORITY NUMBER. To be completed by the originating office.

APPENDIX 4. CERSG PROGRAM PLANNING

## GREAT LAKES REGION - AIRWAY FACILITIES DIVISION

DEFINITION OF TERMS

1. **CERSG Project Inception**  
This is the initial identification of the need for CERSG project and that the project should appropriately be funded from the CERSG program. An initial first estimate of the cost may be available at this time. Projects submitted as appropriate under the F&E budget process should not be submitted as CERSG projects. Projects under \$10,000 that do not require detailed engineering should be submitted in sector quarterly operations budget requests for accomplishment within sector planning and scheduling.
2. **Sector Request**  
This is the formal submission by the sector of a form GL 6030-2 in accordance with Order GL 6032.5A. Each project should contain a relative sector priority for review and consideration by the CERSG committee. In addition to the best estimate of cost, this submission will incorporate the timing factors involved in scheduling the actual project accomplishment date. See the included timing diagram. Cost estimates for cable replacement work should consider the source of the cable; Depot, no cost versus purchase, added cost.
3. **Project Review Board (PRB)**  
A Project Review Board comprised of AGL-55, AGL-420, AGL-460 and sector representatives will review CERSG projects annually. The board will evaluate the validity, alternatives, cost, and priority of submitted projects. Considering external factors such as weather and material delivery, the board will schedule the projects for a scheduled planned accomplishment date to the extent of known available funding. The responsible engineering office will be notified of all scheduled projects for completed engineering commitment or possible rescheduling prior to "locking" the CERSG schedule for performance measurement purposes.
4. **Scheduled Completed Engineering Date**  
This is a commitment date on the part of the responsible engineering office for a completed CERSG procurement package including all prints and specifications required to advertise the project for contractual award. This date will be set by the CERSG committee with concurrence by the responsible engineering office. Rejection of the scheduled date by the responsible engineering office may result in significant project delay in rescheduling for

the next available funding. The scheduled engineering date will be set at 120 days prior to the bid opening date and an additional 60 days prior to contract award or potential project work start for a total of 180 days minimum.

5. Planned Accomplishment Date

This is the project completion date desired or JAI date as appropriate. This date serves as a timing reference for the establishment of the project start at 30 days prior nominally, contract award date an additional 30 days prior maximum, and completed engineering at 180 days (120+60) prior to contract award. See timing diagram.

6. Bid Opening Date

This date is established by AGL-55 for opening the bid responses to the advertised solicitation for the project contract. Its' significance is that the project package would have been received 120 days earlier and that a contract award must be made within 60 days of opening satisfactory bids.

7. Contract Award Date

This is the date AGL-55 signs the project contract as awarded to the selected contractor. This date must be within 60 days of the bid opening date or an extension must be obtained. Documentation to the Administrator must be prepared explaining the cancellation for sealed bids to projects greater than \$25,000.

8. Project Work Start

This is the date the contractor will begin work on the project. This is also the target date that should have been placed in the date required field of the project procurement request. This date will normally be within 30 days of the contract award date but can vary from 14-45 days. This date will also include consideration of external factors, such as weather and material delivery, in scheduling the start of project work.

9. CERSG Project Completion Date

This date is normally within 30 days of the project start for CERSG projects. Hopefully, it is also near the original planned accomplishment date, if good planning was employed in scheduling the project.

TIMING DIAGRAM

