

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GL AF 2500.3C

GREAT LAKES REGION

1/3/94

SUBJ: AIRWAY FACILITIES FISCAL PROGRAM MANAGEMENT - OPERATIONS APPROPRIATION

1. **PURPOSE.** This order transmits policy and procedures to identify, allocate, and manage operations appropriation fiscal resources used by organizational elements of the Great Lakes Region, Airway Facilities Division. It provides for a fiscal operating environment using an annual allocation process. This process incorporates resource planning and prioritization and allows for control to be delegated to the lowest possible level.
2. **DISTRIBUTION.** This order is 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 AF 2500.3B, Airway Facilities Fiscal Program Management - Operations Appropriation, dated 11/18/92, is canceled.
4. **BACKGROUND.** The Airway Facilities Division in the Great Lakes Region has utilized a decentralized fiscal management program since its establishment in 1971. Varying resource allocations have necessitated policy changes over the years. Adjustments have been made to the total fiscal program to accommodate significant shortfalls in available funding and to provide continuous program improvement. This order is a result of requests within the region for a budget program which allows more flexibility at the sector/branch level by considerably expanding the range of object classes over which sectors, branches, and staff offices have direct control and changing the allocation frequency from quarterly to annually.
5. **FORMS AND REPORTS.** This order establishes GL Form 2500-19 (RIS: GL 2500-3), Great Lakes Region Airway Facilities Financial Operating Plan. Appendix 1 provides various definitions, samples, and guidance on the use of this form.
6. **FISCAL PROGRAM GOAL.** The overall goal of the fiscal program is to ensure that available funding is dedicated to the highest priority programs, activities, and functions and is consistent with regulations. Sound program management by all personnel is necessary to attain this goal.
7. **PROGRAM MANAGEMENT.** Program management is a tool used to plan for the future, control the present, and make adjustments based on the highest priority and current needs. Sound fiscal program management incorporates advance planning in the identification of needed resources, accurate expenditure of funds, and the timely obligation of those funds. Conformance to requirements and ongoing evaluation, leading to identification and resolution of problems, are integral parts of quality program management.
8. **PHASES OF THE OPERATIONS APPROPRIATION BUDGET.** The overall development and execution of the budget can be broken down into two main phases, the planning phase and the execution phase.
 - a. **Planning Phase.** During this phase, funding requirements are developed. Long-term planning is accomplished with the annual Call for Estimates which originates at the Washington level and culminates at the lowest organizational levels. Using the information provided, the agency develops estimates for the upcoming fiscal years. Estimated funding for these requirements is based on budgetary submissions in response to the Call

Distribution: A-X(AF)-4;A-X(BU)-2; A-FAF-0(Supv)

Initiated By: AGL-423

h. **Total Recurring Rents:** (cells C23 - J23) This row details the sum of recurring rents under contract, such as copier rental, etc., for the current year.

i. **Total Recurring Services:** (cells C34 - J34) This row details the sum of recurring services under contract, such as janitorial services, etc., for the current year.

5. **GENERAL PROCEDURES.**

a. AGL-423 will make an initial allowance distribution for each organizational unit within two working days following receipt of the Airway Facilities annual sub-allowance. This amount will be reflected in the Allowance cell in the planning spreadsheet. An example of such an allowance is provided in Figure 2.

b. Sector, branch, and staff personnel will download the FOP and indicate planned distribution of available funds across quarters and object class areas. Generally, this is accomplished by the following steps:

(1) Planned recurring obligations are distributed across appropriate object classes and quarters. Sums for recurring rents and services should be calculated using contract data and DAFIS outputs. Specialists should pay particular attention to these sums, along with vehicle leases, since they comprise a large part of total planned obligations (See Figure 3). When this is accomplished, the Error Check cell indicates funding available for other obligations such as procurement of supplies, etc.; (Refer to Figure 4).

(2) When a quarter has past, actual obligations for object classes, as recorded in DAFIS, should be recorded as actual XXXQTR Amounts for the prior quarter.

(3) Reprogramming of funds for the remaining quarters should then be accomplished based on the knowledge and experience gained in the preceding quarter or quarters.

(4) At year's end, XXXQTR Amounts will reflect actual obligations as recorded in DAFIS for the entire year.

c. Sector, branch, and staff personnel will upload the completed FOP to the AGL-423 BBS on or before the tenth calendar day of the second month of each quarter.

1/3/94

APPENDIX 1. USE OF FAA FORM GL AF 2500-19

FIGURE 1. EXAMPLE OF GREAT LAKES REGION FINANCIAL OPERATING PLAN

	A	B	C	D	E	F	G	H	I	J
1	FEDERAL AVIATION ADMINISTRATION				AMOUNT	FTEs		Fte Symbol	XXX AFS	
2	FINANCIAL PLAN FOR FY			Allowance:	391.3					
3	OPERATIONS			Error Check:	391.3				Date:	10/29/9X
4	Program Code:	200	Region Code:	AQL	Limit Code:	0			Dollars in thousands	
5	View #:	1	Cost Center:	CBXX						
6	RIS:GL AF 2500-3		FY 1993	FY 1994	1st Qtr	2nd Qtr	2nd Qtr	3rd Qtr	3rd Qtr	4th Qtr
7	OBL CLASS	DESCRIPTION	ACTUAL	TOTAL	Amount	Amount	Cum	Amount	Cum	Amount
8	1151	OVERTIME	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
9	1154	SP ACH&EMP SUG AWARDS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	11	TOTAL PERSONNEL COMP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	2100	CONT US TRAV-SITE VISIT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12	2109	CONT US TRAV-OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
13	2171	LEASE OF MV-GOVT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
14	21XX	TRAVEL OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
15	21	TOTAL TRAVEL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
16	2211	TRANS OF GOVT PROP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
17	2204	LEASE OF GOV TRUCKS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
18	22XX	TRANSPORT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
19	22	TOTAL TRANS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
20	2321	RENTAL LAND & BLDGS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
21	23XX	R,C & U OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22	23	TOTAL RENTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23		Total Recurring Rents		0.0	0.0	0.0	0.0	0.0	0.0	0.0
24	24	PRINTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25	2523	CONTRACTUAL SVCS-OTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26	2524 / 30	JANITOR & GUARD SVCS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
27	2534	R & M ADP EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
28	2535	R & M OF BLDG,GR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
29	2537	MAINT/REP-ELECTRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
30	2538	R & M OF OFF FUR&EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31	2598	CONTRACT-NOT CLASS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
32	25XX	SERVICES OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
33	25	TOTAL SERVICES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
34		Total Recurring Service		0.0	0.0	0.0	0.0	0.0	0.0	0.0
35	2608	ADP SUPP MAT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
36	2609	AUTO MAIN,REP&OP SUPP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
37	2682	OFFICE SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
38	2684	PER, NEWS, PAMP & DOC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
39	26XX	ALL OTHER SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
40	26	TOTAL SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
41	3111 / 54	OFFICE FURN/MACHINES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
42	3128 / 70	TEST EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
43	3104 / 45	AUDIO VIS&REPRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
44	3105 / 48	ADP EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
45	31XX	EQUIPMENT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
46	31	TOTAL EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
47	TOTAL	TOTAL ALL OBJECTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

APPENDIX 1. USE OF GL FORM 2500-19

FIGURE 2. EXAMPLE OF FOP WITH ALLOWANCE GIVEN

FEDERAL AVIATION ADMINISTRATION			AMOUNT	FTEs	Rte Symbol:	XXX AFS		
FINANCIAL PLAN FOR FY			Allowance: 391.3					
OPERATIONS			Error Check: 391.3				Date: 10/29/93	
Program Code:	200	Region Code:	AGL	Limit Code:	0	Dollars in thousands		
View #:	1	Cost Center:	CAV					
RIS:GL AF 2500-3		FY 1993				3rd Qtr	4th Qtr	Amount
OBJ. CLASS	DESCRIPTION							Amount
1151	OVERTIME							0.0
115H	SP ACH&EMP SUG AWAR							0.0
11	TOTAL PERSONNEL CC							0.0
2100	CONT US TRAV-SITE VIS							0.0
2109	CONT US TRAV-OTHER							0.0
2171	LEASE OF MV-GOVT							0.0
21XX	TRAVEL OTHER							0.0
21	TOTAL, TRAVEL	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2211	TRANS OF GOVT PROP	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2204	LEASE OF GOV TRUCKS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22XX	TRANSPORT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22	TOTAL, TRANS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2321	RENTAL LAND & BLDGS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23XX	R,C & U OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23	TOTAL RENTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Total Recurring Rents		0.0	0.0	0.0	0.0	0.0	0.0
24	PRINTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2523	CONTRACTUAL SVCS-OTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2524 / 30	JANITOR & GUARD SVCS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2534	R & M ADP EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2535	R & M OF BLDG,GR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2537	MAINT/REP-ELECTRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2538	R & M OF OFF FUR&EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2598	CONTRACT-NOT CLASS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25XX	SERVICES OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25	TOTAL SERVICES	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Total Recurring Service		0.0	0.0	0.0	0.0	0.0	0.0
2608	ADP SUPP MAT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2609	AUTO MAIN,REP&OP SUPP	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2662	OFFICE SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2664	PER, NEWS, PAMP & DOC	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26XX	ALL OTHER SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26	TOTAL, SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3111 / 54	OFFICE FURNMACHINES	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3128 / 70	TEST EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3104 / 45	AUDIO VIS&REPRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3105 / 46	ADP EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31XX	EQUIPMENT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31	TOTAL, EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	TOTAL ALL OBJECTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0

ALLOWANCE given represents total funding for an organization for a fiscal year; in thousands of dollars.

APPENDIX 1. USE OF GL FORM 2500-19

FIGURE 3. EXAMPLE OF FOP WITH RECURRING COSTS DISTRIBUTED

FEDERAL AVIATION ADMINISTRATION			AMOUNT	FTEs	Rte Symbol	FOO AFS			
FINANCIAL PLAN FOR FY			Allowance:	391.3					
OPERATIONS			Error Check:	115.1				Date:	10/29/9X
Program Code:	200	Region Code:	AGL	Limit Code:	0	Dollars in thousands			
View #:	1	Cost Center:	CSXXX						
RIS:GL AF 2500-3		FY 1993	FY 1994	1st Qtr	2nd Qtr	2nd Qtr	3rd Qtr	3rd Qtr	4th Qtr
OBJ. CLASS	DESCRIPTION	ACTUAL	TOTAL	Amount	Amount	Cum	Amount	Cum	Amount
1151	OVERTIME	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
115H	SP ACH&EMP SUG AWARDS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	TOTAL PERSONNEL COMP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2100	CONT US TRAV-SITE VISIT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2109	CONT US TRAV-OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2171	LEASE OF MV-GOVT	0.0	45.2	11.5	11.3	22.8	10.9	33.7	11.5
21XX	TRAVEL OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
21	TOTAL TRAVEL	0.0	45.2	11.5	11.3	22.8	10.9	33.7	11.5
2211	TRANS OF GOVT PROP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2204	LEASE OF GOV TRUCKS	0.0	125.2	31.3	31.3	62.6	31.3	93.9	31.3
22XX	TRANSPORT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22	TOTAL TRANS	0.0	125.2	31.3	31.3	62.6	31.3	93.9	31.3
2321	RENTAL LAND & BLDGS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23XX	R,G & U OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23	TOTAL RENTS	0.0	12.2	2.9	3.1	6.0	3.1	9.1	3.1
	Total Recurring Rents		0.0	0.0	0.0	0.0	0.0	0.0	0.0
24	PRINTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2523	CONTRACTUAL SVCS-OTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2524 / 30	JANITOR & GUARD SVCS	0.0	93.6	23.4	23.4	46.8	23.4	70.2	23.4
2534	R & M ADP EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2535	R & M OF BLDG,GR					0.0	0.0	0.0	0.0
2537	MAINTRE						0.0	0.0	0.0
2538	R						0.0	0.0	0.0
2598							0.0	0.0	0.0
25XX							0.0	0.0	0.0
25	TOTAL						23.4	70.2	23.4
	Total Recurring						0.0	0.0	0.0
2608	ADP SUPP MAT				0.0	0.0	0.0	0.0	0.0
2609	AUTO MAIN,REPL&OP SUPP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2682	OFFICE SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2684	PER, NEWS, PAMP & DOC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26XX	ALL OTHER SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26	TOTAL SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3111 / 54	OFFICE FURNMACHINES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3128 / 70	TEST EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3104 / 45	AUDIO VIS&REPRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3105 / 46	ADP EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31XX	EQUIPMENT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31	TOTAL EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	TOTAL ALL OBJECTS	0.0	278.2	69.1	69.1	138.2	68.7	206.9	69.3

LEASES, RENTS, & RECURRING SERVICES make up a large part of all FOP obligation totals.

APPENDIX 1. USE OF GL FORM 2500-19

FIGURE 4. EXAMPLE OF FOP WITH RECURRING COSTS DISTRIBUTED

FEDERAL AVIATION ADMINISTRATION			AMOUNT	FTEs	Rte Symbol: XXX AFS				
FINANCIAL PLAN FOR FY			Allowance: 391.3						
OPERATIONS			Error Check: 391.3						Date: 10/29/9X
Program Code: 200	Region Code: AGL	Limit: 391.3							Orders in thousands
View #: 1	Cost Center								
RIS:GL AF 2500-3	FY 1993								4th Qtr
OBJ. CLASS	DESCRIPTION	ACT							
1151	OVERTIME								0.0
115H	SP ACH&EMP SUG AWARDS								0.0
11	TOTAL PERSONNEL COMP								0.0
2100	CONT US TRAV-SITE VISIT								0.0
2109	CONT US TRAV-OTHER	0.0							0.0
2171	LEASE OF MV-GOVT	0.0							0.0
21XX	TRAVEL OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
21	TOTAL, TRAVEL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2211	TRANS OF GOVT PROP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2204	LEASE OF GOV TRUCKS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22XX	TRANSPORT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
22	TOTAL, TRANS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2321	RENTAL LAND & BLDGS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23XX	R,C & U OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
23	TOTAL, RENTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Total Recurring Rents		0.0	0.0	0.0	0.0	0.0	0.0	0.0
24	PRINTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2523	CONTRACTUAL SVCS-OTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2524 / 30	JANITOR & GUARD SVCS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2534	R & M ADP EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2535	R & M OF BLDG,GR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2537	MAINTREP-ELECTRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2538	R & M OF OFF FUR&EQ	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2596	CONTRACT-NOT CLASS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25XX	SERVICES OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25	TOTAL SERVICES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Total Recurring Service		0.0	0.0	0.0	0.0	0.0	0.0	0.0
2608	ADP SUPP MAT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2609	AUTO MAIN,REP&OP SUPP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2662	OFFICE SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2664	PER, NEWS, PAMP & DOC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26XX	ALL OTHER SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26	TOTAL, SUPPLIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3111 / 54	OFFICE FURNMACHINES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3128 / 70	TEST EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3104 / 45	AUDIO VIS&REPRO EQUIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3105 / 46	ADP EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31XX	EQUIPMENT OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
31	TOTAL, EQUIPMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	TOTAL ALL OBJECTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

ERROR CHECK values represent algebraic difference between Allowance and Total all objects cell values.

APPENDIX 2. OBJECT CLASS LISTING

1. **PURPOSE.** The following object classes have been designated as branch, sector, or staff controlled funds. All expenditures in these object classes are to be funded by branches, sectors, or staffs as appropriate. Exceptions may be made under unique circumstances at the discretion of the Airway Facilities Division Manager.

- 1151 Overtime
- 115H Special Achievement Awards
- 21XX
- 22XX
- 23XX - excluding recurring land and building rentals or leases in place for more than 1 year, and all recurring utilities provided by contracts in place for more than 1 year
- 24XX
- 25XX
- 26XX
- 31XX

Note - XX indicates all sub object classes in major object class

2. **RELATED PUBLICATIONS.** GL 1370.3X FAA STANDARD CODES HANDBOOK - CENTRAL/GREAT LAKES REGION (current version) contains detailed definitions of object class designations herein referred to.

3. As a guide, the following are the object classes used most frequently in the normal course of business by affected organizations:

- | | |
|---------------------------------------|---|
| 1151 Overtime | 2530 Guard Services |
| 115H Incentive Awards | 2534 Maintenance & Repair of ADP |
| 2100 U.S. Site Visits | 2535 Maintenance & Repair of Buildings |
| 2101 U.S. Information Meetings | 2537 Maintenance & Repair of Electronic Eq. |
| 2102 U.S. Speech or Presentation | 2538 Maintenance & Repair of Office Equipment |
| 2103 U.S. Conference Attendance | 2607 ADP Software |
| 2109 Other Travel | 2608 ADP Supplies |
| 2171 GSA Auto Rental | 2609 Automotive Supplies |
| 2172 Commercial Auto Rental | 2611 Maintenance Supplies |
| 2201 Mail & Messenger Services | 2617 Electronic Supplies |
| 2204 GSA Truck Rental | 2638 Petroleum Products |
| 2211 Transportation of Gov Property | 2643 Maintenance Materials |
| 2211 Transportation of Gov Property | 2662 Office Supplies |
| 2223 Transportation - Other | 2664 Periodicals |
| 2321 Land Rental (non-recurring) | 2669 Safety Supplies |
| 2323 Space (non-recurring) | 2684 Telco Supplies |
| 2326 Technical Space (non-recurring) | 2696 Other Supplies |
| 233E Duplicating Equipment Rental | 3111 Furniture & Office Equipment |
| 233H Equipment rental (non-recurring) | 3120 Operating Equipment |
| 2409 Printing & Reproduction | 3128 Test Equipment |
| 2524 Custodial, Snow & Trash Removal | 3140 Other Equipment |
| | 3148 Books |

APPENDIX 3. DISTRIBUTION FORMULA

1. **PURPOSE.** This appendix contains information on the methodology for distribution of funds to organizations within the Great Lakes Region Airway Facilities Division. Funds are distributed annually upon receipt of the Airway Facilities operations appropriation sub allowance.

2. **FORMULAS:**

a. Field organizations calculated as follows:

$$DD_F[(S_{XX}/S)(O_T+T_{adm})]+[(F_{XX}/F)(T_{tech})]+C_{XX}$$

b. Regional organizations calculated as follows:

$$DD_R E_{XX}$$

c. Where:

(1) A = Great Lakes Region Airway Facilities Division annual operations appropriation sub allowance for the fiscal year.

(2) P = PC&B object class totals less class 1151 (overtime) and 115H (special achievement awards)

(3) R = Total recurring rents and services supported by regional funds

(4) M = Division managers reserve

(5) C = Total non PC&B recurring or fixed commitments supported by all field organizations. Typically, this includes vehicle leases, janitorial and guard service contracts, and various copier rentals.

(6) C_{XX} = Total recurring or fixed commitments for subject field organization

(7) D = Total of direct operations funds available for distribution to organizations. Such funds have historically supported travel supply, equipment, and repair procurements. Mathematically equivalent to (A-P-C-R-M).

(8) D_R = Multiplier derived from historical budget data indicating that part of total direct operations funds which have been obligated by regional office organizations based on the average over all years during which the current organizational structure has been in place.

(9) D_F = Multiplier derived from historical budget data indicating that part of total direct operations funds which have been obligated by field office organizations based on the average over all years that the current organizational structure has been in place.

(10) E_{XX} = Total historical proportion of funds used by single regional organization

(11) F = Facilities Master File (FMF) recorded environmental and electronic trips multiplied by travel times for all field organizations

(12) F_{XX} = FMF recorded environmental and electronic trips multiplied by travel times for a single field organization

(13) S = Total field generated staffing

(14) S_{XX} = Total staffing generated by single field organization

(15) TT = Average of totals of all funds distributed to field organizations which have been used for technical and administrative travel expenses (six year average)

(16) O_T = That part of all direct operations funds distributed to field organizations which have been used for object classes other than travel (six year average)

(17) T_{adm} = That part of TT which has been used for administrative travel; (six year average)

(18) T_{tech} = That part of TT which has been used for technical travel (six year average)

d. All historical values based on Departmental Accounting and Financial Information System reports.