

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GL AT 1110.10

GREAT LAKES REGION

7/12/99

SUBJ: GREAT LAKES REGION AIR TRAFFIC DIVISION MANAGEMENT PLANNING BOARD (MPB)

1. **PURPOSE.** This establishes the Great Lakes Region, Air Traffic Division, Management Planning Board (MPB).
2. **DISTRIBUTION.** This order is distributed to the branch/staff level and above in the Air Traffic Division and to all Air Traffic field facility managers in the Great Lakes Region.
3. **CANCELLATION.** This cancels Order GL AT 2500.2, Executive Resource Committee (ERC). The ERC is herein being expanded and referred to as the MPB.
4. **OBJECTIVES.** The objectives of the Great Lakes Region MPB are:
 - a. To facilitate maximum efficiency and effectiveness of Regional resources.
 - b. To empower employees with decision-making authority and hold those employees accountable for their decisions.
 - c. To participate in establishing Air Traffic Division policy, philosophy, and resource management.
 - d. To maximize the Air Traffic Division's accountability toward the system users and their needs.
5. **RESPONSIBILITIES.**
 - a. **Management Planning Board.** MPB members act as an extension of the division in the communication and oversight of division expectations and policy. The MPB is responsible for the following:
 - (1) Serve as a focal point for recommendations and implementation of Air Traffic Division policy and planning.
 - (2) Participate in decision-making on a variety of issues and provide recommendations on any issue deemed appropriate by the Division Manager. This may include but is not limited to:
 - (a) Equal Employment Opportunity (EEO) policy
 - (b) Labor Management Relations issues
 - (c) Overtime, travel, supplies and/or awards spending plans
 - (d) Staffing
 - (e) Allocation of other resources
 - (3) Approve/disapprove any request for resources.
 - (4) Assist in educating field facilities with regard to the budget and staffing process.

(5) Communicate budget and staffing issues to each option to promote open discussion of issues and impact, and to develop options for implementation.

(6) Review, validate, and prioritize Procurement Requests and GL Form 4405-1 (Expenditure Request and Authorization) submissions.

(7) Determine reserve levels and spending targets for the Division.

(8) Analyze, validate, and distribute the following budget categories.

- (a) Staffing
- (b) Awards
- (c) Overtime
- (d) Travel
- (e) Supplies
- (f) Maintenance
- (g) Rentals (copiers, etc.)
- (h) Equipment Purchases

b. **Manager, Air Traffic Division (AGL-500).** Chair MPB meetings.

c. **Assistant Manager, Air Traffic Division (AGL-501).** Chair MPB meetings in Division Manager's absence.

d. **Manager, Resource Management Branch (AGL-540).**

(1) Coordinate MPB activities and prepare necessary data packages prior to meetings.

(2) Bi-weekly track utilization of resources, both dollars and staffing.

(3) Bi-weekly provide MPB and Air Traffic Management Team (ATMT) members with updated reports on overtime, travel, supply and award spending.

(4) Communicate to MPB members any staffing or budget agreements made with field managers that vary from established plans.

e. **Manager, Requirements Branch (AGL-510).** Represent other branches and staff offices within the Air Traffic Division.

f. **Field Manager(s).**

(1) Ensure that overtime, travel, supplies, and awards spending comply with the division policy. Over-expenditures must be identified in advance and approved by the MPB. Written explanation of the circumstances must follow (to AGL-540 and the appropriate MPB members). The explanation should include the following:

- (a) The cause(s) for the overspend.
- (b) Predicted overspending to include specific details on staffing needs, pay, etc.
- (c) What management steps are being taken to prevent future overspending.

(2) Track each budget category to identify excesses and overspends. Note: Terminal managers shall communicate through their Hub Managers. Submit timely notification to AGL-540 and the appropriate MPB members. Notification may be made through cc:mail.

6. PROCEDURES.

a. **Membership.** The MPB shall consist of the following members:

- (1) Manager, Air Traffic Division, AGL-500.
- (2) Assistant Manager, Air Traffic Division, AGL-501.
- (3) Manager, Resource Management Branch, AGL-540.
- (4) Manager, Requirements Branch, AGL-510.

(5) Six field Air Traffic Managers (two year terms): two representing the ARTCC option, two representing the AFSS option, and two Hub Managers representing the terminal option (see Appendix 1).

b. **Selection Process.**

- (1) Field Managers will be nominated by their peers.
- (2) Final selections for new members will be made by AGL-500.
- (3) Nomination and selections will occur in the second quarter of the fiscal year for the term beginning the succeeding fiscal year.
- (4) New members will attend a minimum of one quarterly meeting prior to beginning their term.
- (5) Unanticipated vacancies will be filled using 6b(1) and 6b(2) above.

c. **Meetings.**

(1) The MPB is scheduled to meet quarterly or more frequently if deemed necessary. Quarterly meeting dates are tentatively planned 1 year in advance (see Appendix 2). Interim telecons between board members will be conducted as necessary.

(2) AGL-540 will request agenda items from board members prior to each meeting. The final agenda will be prepared and distributed to all ARTCC, AFSS, and terminal HUB ATM's 7 days prior to the scheduled meeting date.

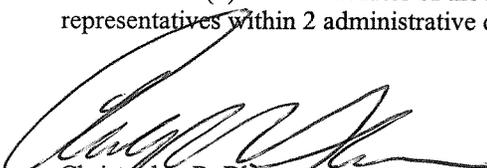
(3) AGL-540 shall be responsible for providing logistics and administrative support for the MPB.

d. **Communications.**

(1) Minutes will be taken by and rotated between members of the MPB, excluding AGL-500 and AGL-501.

(2) The minutes of each meeting will be distributed to the MPB members within two administrative days after the meeting.

(3) The minutes of the meeting will be distributed to AFSS, ARTCC, and Hub ATMs by one of their option representatives within 2 administrative days after the MPB member receives the minutes.


Christopher R. Blum
Manager, Air Traffic Division

APPENDIX 1. MANAGEMENT PLANNING BOARD MEMBERS FY-1999

The Great Lakes Region Management Planning Board members for fiscal year FY-1999 are as follows:

Manager, Air Traffic Division, AGL-500

Assistant Manager, Air Traffic Division, AGL-501

Manager, Resource Management Branch, AGL-540

Manager, Requirements Branch, AGL-510

ATCT Hub – Ron Crabill, SIH - term ends 10/1/00

ATCT Hub - Paul Sheridan, EMH - term ends 10/1/99

AFSS – Chris Lenfest, GRB - term ends 10/1/00

AFSS – Joe Morgan, GFK – term ends 10/1/01

ARTCC - William Wallis, ZOB - term ends 10/1/99

ARTCC - David Boone, ZID - term ends 10/1/00

APPENDIX 2. MANAGEMENT PLANNING BOARD MEETING DATES

The following tentative meeting dates are established for fiscal years 1999 and 2000:

<u>QUARTER</u>	<u>MEETING DATE</u>
FY-99-3	05/11 thru 05/13
FY-99-4	08/17 thru 08/19
FY-00-1	11/16 thru 11/18
FY-00-2	02/15 thru 02/17
FY-00-3	05/16 thru 05/18
FY-00-4	08/15 thru 08/17

NOTE: A meeting date or telecon may be established to review staffing and prepare a preliminary, draft staffing plan as soon as feasible after the regional staffing allocation becomes available from Headquarters.