

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 6000.12E

10/12/88

SUBJ: MANAGEMENT REVIEW OF WESTERN-PACIFIC REGION F&E PROJECTS

1. PURPOSE. This order establishes policy and participation for management review and reporting for Facilities and Equipment(F&E) projects.
2. DISTRIBUTION. This order is distributed to branch level in Regional Headquarters, and standard distribution to all Western-Pacific Region field facilities.
3. CANCELLATION. Order WP 6000.12D, Management Review of Western-Pacific F&E and SMP Projects, dated 1/8/87 is cancelled.
4. BACKGROUND. Order 2510.5A, Fiscal Programing and Reporting Procedures For The Facilities and Equipment Appropriations, provides guidance and requirements for control of funds provided under the F&E appropriations. The order requires continuous review by key officials having program responsibility and recommends special reviews at critical stages of physical progress on the projects. In addition the previous Management Review Order, WP 6000.12D, provided for a Post Review or critique of the entire project. The critical review stages recommended by Order 2510.5A are as follows:

Initial Release
Design Completion
Prior to Contract Award
After Construction
Near Completion of Installation
5. APPLICATION. This order establishes a framework for management overview of the F&E Program at key decision points. It is NOT, however, intended to be a complete guide for program management of the F&E Appropriations. A continual monitoring process is required, and each Manager having program responsibility has the authority and responsibility to call special reviews as deemed necessary to keep the program on track. Any significant deviations from the decisions made or intent expressed in the Regional Design Review document must be documented, coordinated and included in the Facility Project files. The Facility Project files are maintained as a permanent record by the F&E Program Section for as long as the facility exists. Special Maintenance Projects (SMP) are not covered in this order.

Distribution: A-X-3, A-FOF-O(STD)

Initiated By: AWP-420

6. DEFINITIONS.

a. Release Review is a written review prepared by the Program and Planning Branch for the concurrence of Air Traffic, Flight Standards, NAS Plan Coordinator, and Airway Facilities Branch Managers. It will define project scope based on the F&E budget input document and the Project Authorization (PA). The main purpose of this review level is to validate the need for the project, establish a need date, assign management review level, and release the project for planning and engineering. At this level, the release of funds is limited to the cost of engineering only. Appendix 1 will be the format used to document this review level.

b. Regional Conceptual Design Review (RCDR) provides approval of the conceptual design, schedule, and total funding prior to release for contracting. Preliminary meetings may be held prior to the formal RCDR to resolve issues involving various organizational elements. This meeting should be attended by the working level engineers and program managers of all offices having program responsibilities. The result of this meeting will be a report that defines what is to be done, by whom, when, where, and how much it will cost. The next level of the project cannot proceed until an acceptable report is produced and approved by the concerned program offices. Appendix 2 will be the format used to document this review level.

c. Executive Review is a formal executive summary prepared to provide the Division Managers an overview of the scope, schedule, funding, and operational impact of the project or program. The report of the RCDR will be included as backup along with any other reports or pertinent data. The Executive Summary will be prepared for concurrence of the Logistics, Flight Standards, Airway Facilities, Air Traffic, and Airports Divisions. A formal briefing will be prepared for presentation to the Division Managers, if so requested. Appendix 3 will be the format used to document this review level.

d. 80% Review provides for a review at the 80% completion time frame. This review will be requested by F&E Program Section when 80% of the approved funding has been used or by Establishment Engineering Branch at the point where 80% of the project has been physically completed; whichever comes first. This review may be held on-site if conditions warrant and travel funds are available. This review is to validate the completion of the project within the prescribed scope. It will identify funding adjustments needed and surface actions required to bring the project to completion. Appendix 4 will be the format used to document this review level.

e. Joint Acceptance Inspection (JAI) is a formal transfer of maintenance responsibility from the Establishment Engineering Branch to the field maintenance organization. The JAI is conducted in accordance with Order 6030.45, Facility Reference Data File. Format and procedures are explained in the order.

f. Project Critique provides for the review of the entire project from conception to completion. The critique will be conducted on selected projects immediately following the JAI and by the JAI Board. The emphasis will be on what can be learned from this project to allow for similar projects to go smoother and to reduce costs. The critique shall look for things that went right, as well as those that did not go well. Focus of the critique will be on information and data and not on individuals or personalities. The project critique may be held in the Regional Office if warranted. Appendix 5 will be the format used to document this review level.

g. Degree I Projects are minor projects funded under \$150,000 where management direction is not required outside the general guidance provided to Establishment Engineering Branch.

h. Degree II Projects are projects funded for \$150,000 or more that require engineering design construction and/or installation efforts.

i. Degree III Projects are projects that can be grouped together for design and construction/installation which are singularly funded for less than \$150,000 but when added together have a total funding over \$250,000.

j. Degree IV Projects are national turnkey projects and are presented and managed as a single program. Regional involvement usually will be limited to planning, coordination, and monitoring.

7. APPLICABILITY. The following chart will be used as a guide for assignment of the appropriate level of project tracking and review. It is only a guide and provides for minimum requirements. The Program and Planning Branch, AWP-420, may request a higher degree of tracking for reasons such as political sensitivity, operational impact, and/or controversial issues.

PROJECT TRACKING LEVEL (DEGREE)	TYPE OF REVIEW REQUIRED						FUNDING LEVEL (\$1k)
	RELEASE	REGIONAL DESIGN	EXEC.	80%	JAI	CRITQ.	
I	XX				XX	XX	< 150
II	XX	XX	XX	XX	XX	XX	> 150
III	XX	XX	XX		XX	XX	> 250
IV	XX	XX	XX	XX	XX	XX	NAT. PRG.
SCHEDULE	30 CD*	180 CD*	200D*	**	**	**	

--- NOTE: * = Calendar Days after receipt of PA from HQs
 ** = See Project Schedule

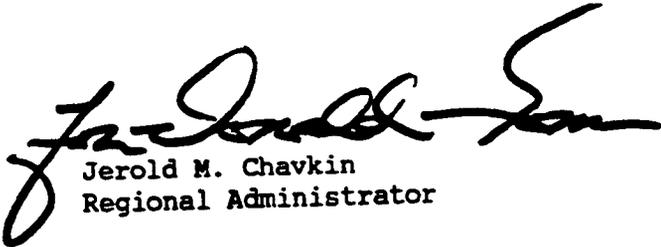
8. CONFIGURATION CONTROL. All projects must comply with Order 1800.8, National Airspace System Configuration Management, and as listed in NAS-MD-001. Any deviations from a NAS baseline must be processed through the Regional Configuration Control Board (RCCB) via a NAS Change Proposal (NCP). The Regional Design Review must identify the deviations and the processing of the NCP.

9. LIMITATIONS.

a. This order is not and cannot be a complete description of all the management tasks required to program, install, and commission a new facility into the NAS. There are a multitude of tasks that must be accomplished by appropriate organizational elements in order for a new facility to meet all the operational requirements to be commissioned. Some of these are:

- Flight Inspection
- Transfer of Property
- Lease of Services
- Shipping & Storage of Materials and Equipment
- Contracting
- Real Estate Acquisition
- Publication of Facility Data
- Environmental Impact Studies
- Air Traffic Procedures
- Training of Both AT & AF Personnel
- Utility Connections
- Frequency Assignment
- Test Equipment
- Supply Support
- Disposal of Excess Property
- Staffing Requirements
- Maintenance Procedures
- Personnel Certification

b. All organizational elements participating in the Management review process are expected to complete programming and coordination of requirements which fall under their functional responsibility.



Jerold M. Chavkin
Regional Administrator

10/12/88

APPENDIX 1: RELEASE REVIEW

PURPOSE: This Management Review Level is to validate the requirements for the following project and authorize the release of the project for design and planning, or in the case of a Degree I, project release for completion. It is also to insure that the project meets the criteria of the Regional Transition Plan.

PROJECT: (Name and Type of Facility), (Facility Location)
Project Control Number (PCN) _____
Job Order Number (JON Assigned by Region) _____
Project Authorization (Assigned by ABU-300) _____
NAS ID# _____

SCOPE: (Clear, concise statement of scope as submitted in the budget request an/or the Project Authorization. A coordination meeting may be necessary on some projects.)

NEED DATE: Earliest _____ Latest _____ (These dates will be obtained from the appropriate office (ie; 424/510/HQs) and will be used by AWP-450 to establish schedule.)

NAS PLAN PROJECT:# _____

Total Authorized Funds: _____

Total Funds Released for Engineering & Planning _____ (degree I & II, 100% for degree I)

Degree of Management Review Required _____ (I, II, III, or IV)

F&E Program Manager Assigned: _____ AWP-422.XX EXT. _____

CONCURRENCE: This project has been reviewed, validated, and approved to proceed to the next level of Management Review. The _____ * Branch is requested to provide a statement of essential need.

Manager, Flight Procedures Branch, AWP-220

Manager, Program & Planning Branch, AWP-420

Manager, Planning, Requirements & Automation Branch, AWP-510

NAS Plan Coordinator, AWP-424

*The appropriate office shall be inserted (ie; 220 for NAV/AID type projects).
(Attach Project Assignment Sheet)

APPENDIX 2: REGIONAL CONCEPTUAL DESIGN REVIEW

PURPOSE: The Regional Conceptual Design Review is to document the review and approve the scope, design, schedule, and funding on Degrees II and III regional projects as well as the regional portion of a National Turnkey program.

PROJECT: (Name and Type of Facility), (Facility Location)
Project Control Number (PCN) _____
Job Order Number (Assigned by Region) _____
Project Authorization (Assigned by ABU-300) _____
NAS ID# _____

ATTENDANCE: The following were in attendance: (At an absolute minimum this list must include representatives of AWP-50, AWP-220, AWP-420, AWP-424, AWP-450, AWP-460, AWP-510, AWP-610, and SEIC. Other organizational elements should be included as necessary to resolve all issues.)

SCOPE: (Clear, concise statement of scope as refined by the Conceptual Engineering Report agreed to at this meeting.)

BACKGROUND: (An explanation of the reason for the project and the expected benefits. Include a brief history of how we arrived at this stage. This explanation is not to sell the project but just to provide information.)

ENGINEERING REPORT: At a minimum the report must contain:

- Refined Scope
- Background
- Options
- Analysis of Options
- Recommendations
- Construction/Installation Schedule
- Engineer's Cost Estimate
- Training Requirements - |
- Staffing Requirements |
- Supply Support Requirements | (These issues to be furnished by
- Test Equipment Required | AWP-460 as required.)
- Maintenance Documentation - |

DISCUSSION: (Summary of the issues and options discussed along with any resulting decisions.)

ACTIONS: (List of actions assigned (with office of responsibility) and time frames for completion. All issues impacting the project must be resolved before submitting the project for Executive Review.)

RECOMMENDATIONS: (Recommend either the specific option for completion or to drop the project. If the recommendation is to proceed to completion, then a project schedule and source of funds must be provided.)

Schedule:

IFB to AWP-55 _____
Start of Const. _____
Start of Instal. _____
JAI _____
Commissioning _____
Lease/land Acquisition _____
AT Training Complete _____
AF Training Complete _____
Charting Dates (if req'd) _____

Funding:

Engineer's Estimate _____
Authorized Funds _____

Differences _____*

*NOTE: If the difference is negative, the source of additional funds should be identified.

(Other schedule dates may be added as required)

CONCURRENCE: This project has been reviewed, validated, and approved to proceed to the next level of Management Review.

Manager, Acquisition Management, AWP-55

Manager, Real Estate & Utilities, AWP-56

Manager, Flight Procedures Branch, AWP-220

Manager, Program & Planning Branch, AWP-420

Manager, Establishment Engineering Branch, AWP-450

Manager, Maintenance Operations Branch, AWP-460

Manager, Planning, Requirements & Automation Branch, AWP-510

NAS Plan Coordinator, AWP-424

APPENDIX 3: EXECUTIVE DESIGN REVIEW

PURPOSE: The Executive Design Review is to document the review and approve the scope, design, schedule, and funding on Degrees I and II regional projects as well as the regional portion of a National Turnkey program.

PROJECT: (Name and Type of Facility), (Facility Location)
Project Control Number (PCN) _____
Job Order Number (JON) (Assigned by Region) _____
Project Authorization (Assigned by ABU-300) _____

SCOPE: (Clear concise statement of scope as refined by the Conceptual Engineering Report agreed to at RDR)

BACKGROUND: (An explanation of the reason for the project and the expected benefits. Include a brief history of how we arrived at this stage. This explanation is not to sell the project but just to provide information.)

ENCLOSURES: (Enclose Engineering Report and Regional Conceptual Design Review Report.)

DISCUSSION: (Executive summary of the issues and options discussed, along with any resulting decisions.)

RECOMMENDATIONS: (Recommend completion or cancel/defer the project. If the recommendation is to proceed to completion, then a project schedule and source of funds must be provided.)

Schedule:

Funding:

Start of Const. _____
Start of Instal. _____
JAI _____
Commissioning _____

Engineer's Estimate _____
Authorized Funds _____
Differences _____*

*NOTE: If the difference is negative, the source of additional funds should be identified.

CONCURRENCE: This project has been reviewed, validated, and approved to proceed to completion. An oral presentation of the project will be provided upon request.

Manager, Financial and Management Resources Division, AWP-40

Manager, Logistics Division, AWP-50

Manager, Flight Standards Division, AWP-200

Manager, Airway Facilities Division, AWP-400

Manager, Air Traffic Division, AWP-500

Manager, Airports Division, AWP-600

APPENDIX 4: 80% REVIEW

PURPOSE: This Management Review Level is to validate that requirements for the following project have been met and to identify actions to bring the project to a successful conclusion.

PROJECT: (Name and Type of Facility), (Facility Location)
Project Control Number (PCN) _____
Job Order Number (Assigned by Region) _____
Project Authorization (Assigned by ABU-300) _____

SCOPE: (Clear, concise statement of scope as submitted in the budget request an/or the Project Authorization)

MEETING: A meeting was held on (meeting date) at (regional office or project site) to discuss progress toward completion.

ATTENDANCE: The following were in attendance: (At a minimum the following offices may be requested to attend. This is to be determined by AWP-420).

- Program & Planning Branch
- Planning Requirements & Automation Branch or Flight Procedures Branch
- Establishment Engineering Branch
- Air Traffic Facility
- Airway Facilities Sector
- Systems Engineering and Integration Contractor (SEIC)

VALIDATION: This Project has been completed to the 80% level as defined in the scope : YES _____ NO _____
If no, include justification for deviation from scope:

ACTIONS: (List actions required to take the project to completion along with assignment of action and expected clearance date.) (May attach a list.)

SCHEDULE:

Installation Complete: _____
JAI _____

FUNDS:

Funds Remaining: _____
Funds Required: _____
Difference: _____

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CONCURRENCE: This project has been reviewed, validated, and approved to proceed to JAI upon clearance of assigned actions.

Rep. Program & Planning Branch, AWP-420

Rep. Planning Requirements & Automation Branch
or Flight Procedures Branch, AWP-510/220

Rep. Establishment Engineering Branch, AWP-450

Rep. Maintenance Operations Branch, AWP-460

Rep. Air Traffic Facility

Rep. Airway Facilities Sector

APPENDIX 5: PROJECT CRITIQUE

PURPOSE: To identify problem areas for further study and to learn as we go.

PROJECT: (Name and Type of Facility), (Facility Location)
Project Control Number (PCN) _____
Job Order Number (Assigned by Region) _____
Project Authorization (Assigned by ABU-300) _____

SCOPE: (Clear, concise statement of scope as defined by the approved conceptual engineering report.)

MEETING: A meeting was held on (meeting date) at (project site) to review the F&E process as it applies to this project.

ATTENDANCE: The following were in attendance (At a minimum the following offices must be represented):

Program & Planning Branch, AWP-420
Planning Requirements & Automation Branch or
Flight Procedures Branch, AWP-510/220
Establishment Engineering Branch, AWP-450
Maintenance Operations Branch, AWP-460
Air Traffic Facility
Airway Facilities Sector

QUESTIONNAIRE: Any negative answers to the following questions must be accompanied with an explanation. You may attach additional pages as required. Our purpose is to learn from this process and not to blame.

1. Were all organizational elements properly represented at the planning meetings? _____
2. Was the project clearly described by the Statement of Scope? _____
3. Does the project fully satisfy the operational requirement for which it was intended? (Has a follow on project become necessary as a result of the effort?) _____
4. Did the design/construction fulfill the project scope? _____
5. Was the project installed within the limits of the defined scope? _____
6. Was the project properly funded? _____
7. Was the project completed within authorized funding? _____
8. Were there any major problems? _____ (Explain)
9. Was there anything learned on the project that can be used to benefit similar future projects? _____ (Explain)

DISTRIBUTION: AWP-50, AWP-220, AWP-405, AWP-420, AWP-424, AWP-450, AWP-460, AWP-510, AWP-600, AF SECTOR, AT FACILITY MANAGER, and SEIC.

APPENDIX 6: DIRECTIVE LIST

1370.57A RETRIEVAL & UPDATE SYSTEMS (RWS) OPERATING PROCEDURES

1375.2A STANDARD DATA ELEMENTS AND CODES - GENERAL, STANDARDS (STATE & COUNTY CODES)

1375.4A STANDARD DATA ELEMENTS AND CODES - FACILITY IDENTIFICATION AND SUPPLEMENTAL STANDARDS

1375.6 STANDARD DATA ELEMENTS AND CODES - ACCOUNTING

1800.8 NATIONAL AIRSPACE SYSTEM CONFIGURATION MANAGEMENT

2500.3E DELEGATION OF AUTHORITY TO ADJUST BUDGET ESTIMATES, FISCAL PROGRAMS AND PROJECTS IN F&E APPROPRIATIONS

WP 2500.4A BUDGET HANDBOOK

2500.8 OPERATIONS VS F&E FUNDING

WP 2500.19C WESTERN REGION REIMBURSABLE AGREEMENTS

2500.24T CALL FOR ESTIMATES - F&E

2500.35C REIMBURSABLE AGREEMENTS COVERING SERVICES AND MATERIAL BY THE FAA

2500.42B ADMINISTRATIVE CONTROL OF FUNDS

2510.5A FISCAL PROGRAMMING

WP 2700.6C ACCOUNTING DIVISION POLICIES AND PROCEDURES

WP 2700.7Q WESTERN-PACIFIC REGION COST CENTER CODE

2766.2 FACILITIES ESTABLISHMENT COST ACCOUNTING SYSTEM

WP 5000.2E COORDINATION OF AIRPORTS PROGRAM ACTIVITIES

WP 6000.12D MANAGEMENT REVIEW OF F&E PROJECTS

WP 6011.1A F&E PROGRAM CONTROL MEETINGS

WP 6011.4 F&E COST ESTIMATING PROCEDURES AND SUMMARIES HANDBOOK