

**ORDER**

WP 6011.2

# **REGIONAL F&E MANAGEMENT PROCESS**



JANUARY 24, 1990

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION**

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Initiated By: AWP-403

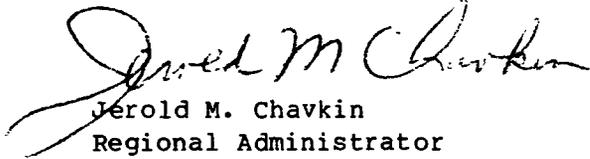
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FOREWORD

In the past the Western-Pacific Region held monthly FERS and Program Control Meetings (PCM) to manage the Facilities and Equipment (F&E) program. With the straightline reorganization of July 1, 1988, new techniques for promoting the effective coordination of regional F&E activities became necessary. New F&E formulation and implementation processes had to be institutionalized to provide a forum for reaching the compromises necessary for balancing regional resource requirements.

This Order establishes a plan, organization and procedure for enhancing the management of the Regional Facilities and Equipment (F&E) program. A Facility Review Board (FRB), and an Inter-Divisional Working Group (IDWG) are established, and the roles and responsibilities of the on-going Program Control Meetings (PCM) are clarified and expanded. The function and purpose of the Regional Project Management System (RPMS) is also included and enhanced.

  
Jerold M. Chavkin  
Regional Administrator

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## CHAPTER 1. GENERAL

1. PURPOSE. This order establishes Facility Review Boards (FRB) and Inter-Divisional Working Groups (IDWG) to assure that the regional F&E program is soundly coordinated, integrated and executed. The order provides for the conduct of PCM meetings, and it describes enhancements in the overall F&E management process.
2. DISTRIBUTION. This order is distributed to the branch level in the Regional Office Headquarters and to all field offices and facilities to a standard level.
3. CANCELLATION. Order WP 6011.1B, Facilities and Equipment (F&E) Program Control Meetings, dated October 12, 1988, is cancelled because it was incorporated into this Order.
4. BACKGROUND. The complex nature of the F&E program is such that it involves the inter-related activities of many organizational entities (including Regional, Washington, Field, and out-of-agency participants). Successful execution of the program requires a coordinated effort from these entities, each having special responsibilities to fulfill. Due to this wide involvement, there is a need to provide critical focal points to pull together all actions required for a viable program. This order establishes the boards, working groups and control meetings to accomplish this function.
5. DEFINITIONS.
  - a. Facility Review Board (FRB) is established to ensure completed staff work and fully coordinated recommendations relative to budgeting and program execution. The FRB shall consist of Managers of the Airway Facilities, Flight Standards, Air Traffic, Airports, and other divisions, with the Manager of the Airway Facilities Division serving as executive secretary. The Regional Administrator or Deputy Regional Administrator will serve as the FRB chairperson. The FRB shall approve or disapprove the recommendations of the IDWG in procedural and other matters relating to the F&E program. The FRB shall approve with signature the quarterly F&E Fiscal Summary Review (FSR) together with a review of the individual reprogramming requests to be submitted in the FSR. Specific activities of the FRB are detailed in Chapter 2 of this order.

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b. Inter-Divisional Working Group (IDWG) is established to include designated representatives from Airway Facilities, Air Traffic, Flight Standards, Airports, Security, and other Divisions, and will be chaired by the Airway Facilities Division representative. The functions of the IDWG may be accomplished through formal meetings or documented informal coordination by the representatives. Each division representative will be responsible for his/her division review and coordination of all F&E program items brought before the working group. Specific IDWG activities are included in Chapter 3 of this order.

c. Program Control Meetings (PCM) are conducted monthly to provide an effective means for project control, on a continuing basis, of significant aspects of F&E funded projects. The AWP-420 Program Managers shall conduct well defined periodic and special F&E Program Control Meetings attended by representatives of key elements involved in the F&E Program. Chapter 4 contains specific PCM activities.

d. RPMS Meetings are conducted quarterly to discuss revisions to the regional RPMS database. The Regional Project Management System (RPMS), a computerized planning and scheduling system for F&E projects has replaced the FAA Facility and Equipment Physical Status Reporting System (FERS). RPMS has integrated the regional and headquarters systems that performed budget preparation, resource planning, finance, project status, and material tracking into a project management information system. Selected portions of this system database are formatted into the RPMS reports. Chapter 5 contains specific information.

e. The Tools Committee has been formed to provide computer requirements support to the region during the establishment of the new automated Regional Project Management System (RPMS). This Ad Hoc committee will meet as required.

6. OBJECTIVES. The overall objective of the F&E management process is to:

a. Provide a means for effective control, on a continuing basis, of significant engineering, technical, cost, and scheduling aspects of F&E funded programs by categories of major facilities or sub-systems.

b. Ensure that all offices participating in the accomplishment of the F&E programs have an opportunity to plan and to resolve mutual problem areas during periodic face-to-face meetings.

c. Designate which offices are responsible for the direction, coordination and follow-up monitoring of F&E programs to ensure that courses of action agreed upon in the meetings are fulfilled.

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7. APPROVALS. A regional consensus on issues will be reached at the FRB meetings. The executive secretary will record, sign and distribute minutes which reflect decisions of the FRB members. The Regional Administrator provides guidance to the FRB and mediates impasses between divisions. In the unlikely event that a regional impasse cannot be resolved, it would be elevated to the appropriate Associate Administrator in Washington, D.C. The Regional Administrator will also provide guidance on regional priorities and F&E program balance; i.e., impact on all division and NAS users.

8. OVERALL F&E MANAGEMENT PROCESS. The following chapters contain the details on the organizations within the F&E management process. Appendix 1 shows a graphical representation of the evolving management process, and Appendix 2 presents the benefits and advantages of the Regional F&E Management Process. Appendix 3 includes the list of Program Managers' areas of responsibilities, and Appendix 4 shows a sample set of minutes for the Program Control Meetings.

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## CHAPTER 2. FACILITY REVIEW BOARD (FRB)

20. INTRODUCTION. Each Region is tasked with establishing a Facility Review Board (FRB) and an Inter-Divisional Working Group (IDWG). This chapter delineates the responsibilities and dynamics of the FRB.

21. PURPOSE. The Regional FRB is established to ensure completed staff work and fully coordinated recommendations relative to budgeting and program execution activities associated with the Region's F&E program.

22. AUTHORITY. Order 6030.X, Establishment of Regional Facilities Review Boards Draft.

### 23. FRB RESPONSIBILITIES.

a. Initiatives. Annual FRB Goals - Should include areas in which improvement in regional performance can be measured. These goals will be formulated by the FRB.

#### b. Approval/Review.

(1) Approve prioritized list of regional projects prepared by the IDWG (this list/lists includes active, unfunded and other significant projects).

(2) Approve the F&E Budget before it is submitted to Washington Headquarters.

(3) Approve reprogram actions recommended by the IDWG.

(4) Approve LPF projects recommended by the IDWG.

(5) Review status of significant projects reported by the IDWG.

(6) Review/Approve selected Management Reviews per Order WP 6600.12E, dated 10/12/88.

### 24. FRB PARTICIPANTS.

a. The FRB membership shall consist of the Regional Administrator, AWP-1, and the Division Managers of AWP-40 and/or AWP-41, AWP-50, AWP-200, AWP-400, AWP-500, and AWP-600. Whenever issues are identified that fall under the jurisdiction of other Divisions, they will be invited to attend.

b. Attendance of FRB members may not be delegated below the Assistant Division Manager level or the next lower supervisory level when no Assistant Division Manager exists.

c. The Regional Administrator shall chair the FRB. The Manager of the Airway Facilities Division shall serve as the executive secretary.

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25. FRB ADMINISTRATION.

a. FRB meetings shall be scheduled on a quarterly basis or more frequently as required.

b. AWP-403 shall provide staff support to the FRB.

c. Minutes of the FRB meeting shall be published within ten working days of the meeting and distributed to participants.

26. CHANGES. Once the duties and responsibilities of the different groups involved in the F&E process are established, any changes to their responsibilities must be approved by the FRB.

27 - 29. RESERVED.

CHAPTER 3. INTER-DIVISIONAL WORKING GROUP (IDWG)

30. INTRODUCTION. Each Region in the FAA has been tasked with establishing an Inter-Divisional Working Group to assure the F&E program is executed in an efficient manner.

31. PURPOSE OF IDWG. This chapter establishes an overall view of responsibilities for the Western-Pacific Regional Inter-Divisional Working Group (IDWG).

32. AUTHORITY. The AWP Inter-Divisional Working Group is authorized by the establishment of the Facility Review Board (FRB) draft Order 6030.X.

33. IDWG RESPONSIBILITIES.

a. Recommends to the FRB, for approval, the priorities for the approved and any proposed Regional and National Program projects.

b. Anticipates and identifies potential problems for action and resolution. Those issues that can not be resolved will be forwarded to the FRB for resolution.

c. Reviews, approves/disapproves Release Reviews for a project, following the criteria set in Order 6000.12E, dated 10/12/88. The Release Reviews can be reviewed at either a regularly scheduled meeting or through regular in-house mail circulation.

d. Reviews and approves project planning packages (i.e., Regional Conceptual Design Reviews greater than \$150K).

e. Reviews and prioritizes Local Project Fund (LPF) projects, Project Scope Changes and Reprogramming Actions, and forwards with recommendations to the FRB for their approval.

f. Reviews, prioritizes and coordinates the future budget items following the criteria set in Order WE 2500.4A CHG 5, dated 9/29/77.

g. Recommends on a regular basis additional regional resources (financial, manpower, etc.) for the following FY Budget.

h. Reviews and prioritizes the annual F&E Budget for the next upcoming FY Budget, before it is presented to the Facility Review Board (FRB).

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- i. Defines configuration management requirements associated with F&E projects (i.e., CCD, baseline projects, NCP's).
- j. Assures adequate project documentation, airspace acceptability, conformance with current FAA airport criteria, and NAS transition planning.
- k. The IDWG shall identify and/or designate a subcommittee, to resolve those projects, issues, or action items that require additional study or input. Subcommittee results must be approved by the IDWG.
- l. The above list is not all inclusive. It is a general overview of the responsibilities of the IDWG.

#### 34. IDWG PARTICIPANTS.

a. The membership for the IDWG shall consist of the Branch Managers from:

AWP-11	AWP-55	AWP-420	AWP-510
AWP-41	AWP-56	AWP-450	AWP-530
AWP-44	AWP-220	AWP-460	AWP-620
AWP-52	AWP-403	AWP-480	AWP-710

b. However, AWP-220, AWP-420, AWP-510, AWP-620 shall be the key members of the IDWG. A minimum of two key members shall be present in order for a quorum to exist and for the IDWG meeting to continue. It is expected that all key members attend the IDWG meetings in order to avoid a backlog of business which will adversely affect smooth and efficient F&E operations.

c. Representation in the IDWG meetings may be delegated only to the next supervisory level within the Branch.

d. Other Branch Managers may be requested to attend an IDWG meeting to provide data or to assist in resolving an issue. Other branch personnel may be invited to a meeting for presentations, or as required to inform the IDWG on a particular agenda item.

e. The Assistant Manager of the Airway Facilities Division, AWP-401 (or his representative) shall chair the meetings.

#### 35. IDWG ADMINISTRATION.

a. AWP-403 shall provide staff support for the meetings. The staff support shall include scheduling the meetings (time and place), arrangements for computers, visual aids, copies of documents, and all other aids and materials necessary for the meetings.

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b. Assembling all agenda items and publishing the agenda at least one (1) week in advance of the next meeting. An agenda item(s) may include inviting other branch personnel to an IDWG meeting. AWP-403 will coordinate with the appropriate Branch Manager to have that individual(s) attend the next meeting.

c. It is the responsibility of the Branch raising an issue, to submit the item to AWP-403 for inclusion in the agenda of the next meeting.

d. It is the responsibility of AWP-403 to publish the minutes and action items from the last meeting within three (3) working days. The minutes shall be approved and initialed by at least one of the attending members. AWP-403 shall send a copy of the minutes to all IDWG members and other attending Branch Managers.

e. An annual schedule of meeting dates and room locations will be published by AWP-403 in December each year covering meetings for the following year. The IDWG meetings shall be held every other week. Other meetings may be scheduled as needed.

36. IDWG DECISIONS.

a. Decisions/recommendations that require FRB approval and/or review shall be expeditiously submitted to the FRB by AWP-403. However, an IDWG member may be designated to personally present the recommendations to the FRB. All forwarded material shall be signed by at least the attending key members.

b. Decisions/recommendations requiring action at the IDWG level shall be administratively forwarded to the responsible organization by AWP-403.

37. CHANGES.

a. This chapter shall be changed only by the IDWG, with the approval of the FRB.

b. All changes shall be administratively drafted and published by AWP-403.

38 - 39. RESERVED.

CHAPTER 4. F&E PROGRAM CONTROL MEETING (PCM)

40. INTRODUCTION. The AWP-420 Program Managers shall conduct well defined periodic and special F&E Program Control Meetings attended by representatives of key elements involved in the F&E Program. The PCM Committee was formed as part of the F&E Program Management Enhancement effort to perform the following:

a. Revise the PCM Order for incorporation into the Regional F&E Management Process order.

b. Provide greater benefit to various Regional users by revising the format of the PCM minutes and providing the procedures for a positive follow-up system.

41. PURPOSE OF PCM'S. Program Control Meetings are established to provide an effective means for project control, on a continuing basis, of significant aspects of F&E funded projects.

42. PCM RESPONSIBILITIES.

a. The Resources & Planning Branch, AWP-420, of the Airway Facilities Division will:

(1) Conduct periodic F&E Program Control Meetings attended by representatives of key elements involved in the F&E Program. The meetings will be held to clarify priorities and scopes established by the FRB of approved projects, discuss schedules, adjust project funds, identify and coordinate the resolution of technical and logistical problems, accept action items from the FRB and the IDWG, assign corrective actions, and monitor F&E program accomplishment. The meetings are not intended to cover detailed technical matters or design details; however, the meetings may lead to the solution of such matters by ensuring that appropriate specialists are working together as a team.

(2) Provide the Program Managers who will develop meeting agendas, schedule time and place, notify attendees, publish minutes, track action items, and chair meetings. See Appendix 3 for specific F&E program areas assigned to Program Managers.

(3) Report timely feedback as described in Para. 46.

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b. The Establishment Engineering Branch, AWP-450 of the Airway Facilities Division will:

(1) Conduct project scheduling meetings in accordance with Chapter 5 to review all F&E projects for establishing or verifying schedules, manpower requirements and surface problem areas. These meetings will be attended by AWP-420 Program Managers and other regional staff representatives having F&E program responsibilities.

(2) Provide an updated copy of the RPMS to AWP-420 prior to the monthly PCM. Justification must be provided for any significant changes to the scheduled events.

(3) Provide attendees at Program Control Meetings who are knowledgeable of the agenda topics and can represent their branches.

c. The Systems Maintenance Engineering Branch, AWP-460 of the Airway Facilities Division shall provide attendees at Program Control Meetings who are knowledgeable of the agenda topics and can represent their Branch. They may also be asked to represent AF sector interests on occasion.

43. PCM PARTICIPANTS. The following offices should submit agenda items to AWP-420 when possible one week prior and shall send representatives with decision-making authority to Program Control Meetings:

- a. Logistics Division, AWP-50
- b. Flight Standards Division, AWP-200
- c. Airway Facilities Division, AWP-400
- d. Air Traffic Division, AWP-500
- e. Airports Division, AWP-600
- f. Civil Aviation Security Division, AWP-700

44. PCM ADMINISTRATION.

a. Generally, the meetings shall be held during the first full week of every month.

b. Minutes shall be published and distributed within five (5) working days after the meeting.

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45. MEETING SCHEDULE AND LOCATIONS. Regularly scheduled Program Control Meetings will be held monthly. An annual schedule of meeting dates and room locations will be distributed by AWP-420 in December each year covering meetings for the following year.

46. REPORTING. Concisely written meeting minutes will be prepared by the Program Managers listed in Appendix 3. The minutes will focus on problem-solving and decision-making actions along with milestone data and a list of all assignments made at the current meeting. Every effort should be made to have the minutes distributed within FIVE working days from the date of the meeting. Action items agreed upon in the meetings and described in the minutes are to be considered binding upon the office to which the items are assigned. The format in Appendix 4 will be used for the meeting minutes. A "highlight" report will be added to cover high dollar, high visibility, political sensitive or problem projects.

47. RELATIONSHIP TO OTHER F&E PROJECT MEETINGS. The meetings described in this order do not take the place of nor do they preclude on-site conferences necessary for day-to-day progress on specific projects (e.g., Resident Engineer meetings with Airway Facilities Sector personnel, Technical On-Site Representative (TOR) meetings at a new facility). Separate meetings for management review of significant projects per Order WP 6000.12X will continue to be required.

48 - 49. RESERVED.

## CHAPTER 5. REGIONAL PROJECT MANAGEMENT SYSTEM (RPMS)

50. INTRODUCTION. The Regional project Management System (RPMS), a computerized planning and scheduling system for F&E projects, has replaced the FAA Facility and Equipment Physical Status Reporting System (FERS). RPMS has integrated the regional and headquarters systems that performed budget preparation, resource planning, finance, project status, and material tracking into a project management information system.

51. PURPOSE OF RPMS. The purpose of the Quarterly RPMS meetings is to exchange and coordinate project information including priorities, funding, schedules, milestones, and problem areas. This chapter outlines certain responsibilities and establishes procedures for timely, effective RPMS meetings and revision of the RPMS database.

52. RPMS RESPONSIBILITIES.

## a. Headquarters

(1) periodic revision of RPMS national database from RPMS regional database.

(2) periodic archiving/purging of national database.

(3) periodic updating of RPMS Reporting Module User Manual.

## b. Regional AF Division

(1) periodic revision of regional database with upload to national database.

(2) periodic downloading of current national database to region database.

(3) periodic archiving/purging of regional database.

## c. Establishment Engineering Branch, AWP-450

(1) Lead/project engineers shall status and/or create new RPMS networks as required on the LAN system by the third Friday of each month and the unit supervisors shall approve the network changes by the fourth Friday of each month.

(2) chair the RPMS meetings.

## d. Resources and Planning Branch, AWP-420

(1) periodic reviews of RPMS revisions.

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(2) creates Header Datasets for the Regional RPMS database within five working days of receipt of the Project Authorization (PA) from Washington Headquarters. AWP-422 shall revise the Header Datasets within five working days upon receipt of notification of the required changes from AWP-450.

### 53. RPMS MEETINGS.

a. Timeframe. The RPMS meeting shall be held quarterly on the first Wednesday of the months of January, April, July and October. The meeting shall commence at 7:30 and adjourn at 11:15.

b. Attendees.

<u>AWP-450</u>	<u>AWP-420</u>	<u>AWP-460</u>
Branch Manager	Branch Manager	As required
Section Managers	AWP-422 Section Manager	
Unit Supervisors	Unit Supervisors	
	Program Managers	

c. Responsibilities.

<u>Chairperson</u>	<u>Co-Chairperson</u>
Branch Manager	Section Manager, AWP-452
AWP-450	Section Manager, AWP-453
	Section Manager, AWP-454

d. Format. The RPMS meeting shall be chaired by the Establishment Engineering Branch, AWP-450, and structured in three segments, each with a duration of one hour and fifteen minutes. Unit supervisors and program managers shall attend respective segments for information exchange and coordination of their program and projects.

<u>Time</u>	<u>Co-Chaired by</u>
7:30	AWP-452 Section Manager
8:45	AWP-453 Section Manager
10:00	AWP-454 Section Manager
11:15	Meeting Adjourned

e. RPMS Database Revisions. The national RPMS database shall be downloaded by AWP-420 into the regional database to provide current RPMS reports formatted by AWP-450 for use at this meeting. The region RPMS database shall be uploaded into the national database monthly. Monthly revisions to RPMS shall be provided to AWP-420 by AWP-450.

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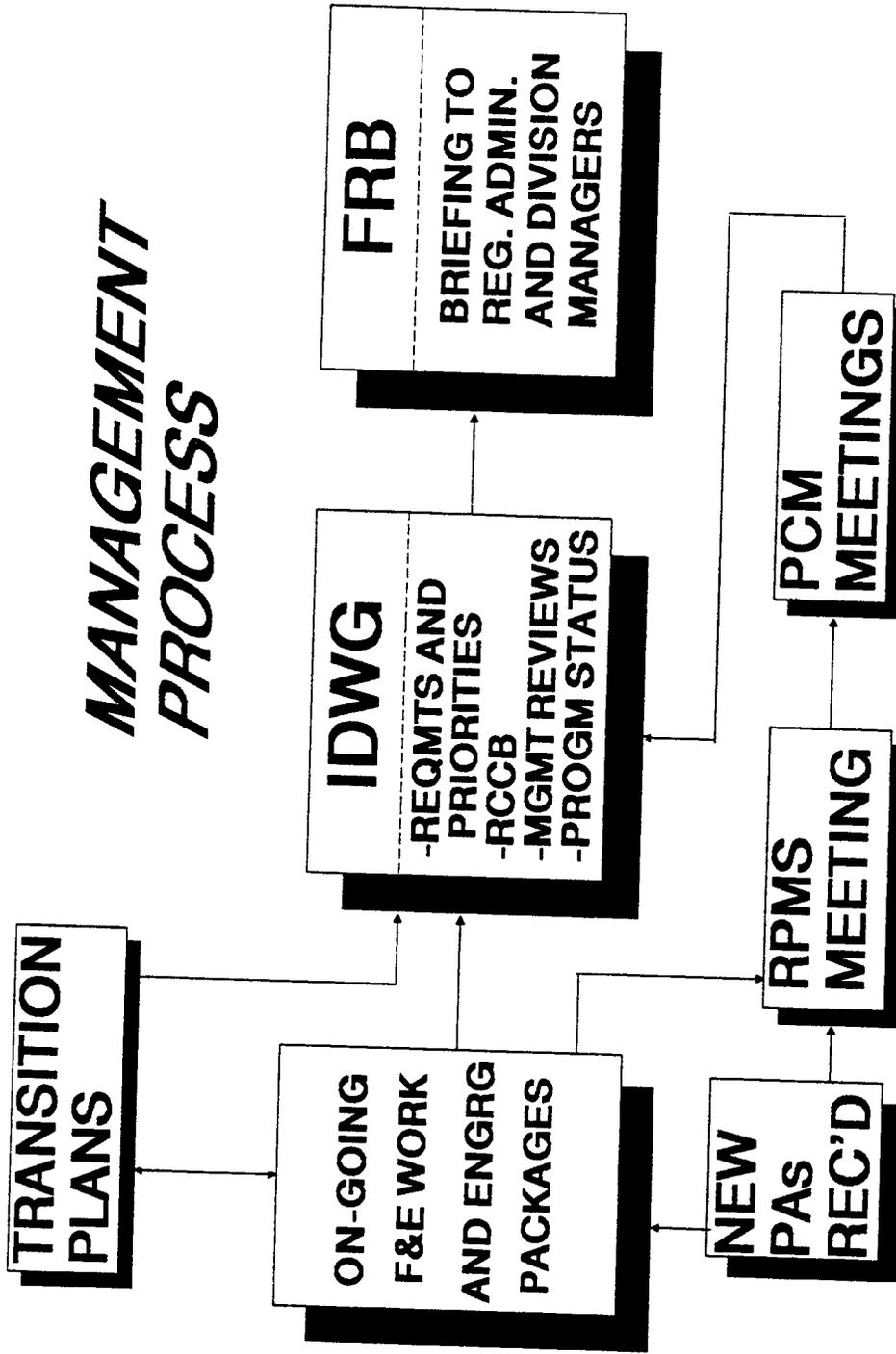
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54. RPMS ADMINISTRATION. The Resources and Planning Branch, AWP-420, shall have overall responsibility for the administration of the RPMS database. This includes review of and revision to the database, upload/download to/from the national database, preparation and dissemination of all RPMS reports. Upon receipt of the monthly RPMS report, the Establishment Engineering Branch, AWP-450, shall review, revise, and submit updated RPMS reports to AWP-420 on an agreed upon date. On the months of the quarterly RPMS meeting, the updating, additions and modifications shall be submitted by the respective branches as presented and agreed upon during the meeting. It is the responsibility of the Establishment Engineering Branch to schedule the quarterly RPMS meeting room.

55. CHANGES TO RPMS PROCESS. It is recognized that the RPMS is destined to change through many phases before all hardware, software, processes, etc. are available and the system could be considered in final form. Therefore, the AWP-400 division is given authority hereby to change this chapter, RPMS, as required in the future, to correspond to end state RPMS process.

56 - 59. RESERVED.

Appendix 1. MANAGEMENT PROCESS



Appendix 2. BENEFITS/ADVANTAGES

***BENEFITS/ADVANTAGES***

- **RPMS HELPS MGMT BE AWARE OF POTENTIAL PROBLEMS IN A TIMELY MANNER**
- **UPPER LEVEL MGRS TRACK SELECTED CRITICAL PROJECTS**
- **MGMT SYSTEM WILL BE DEVELOPED RATHER THAN EVOLVED**

***BENEFITS/ADVANTAGES (CONT)***

- **TLABS - TYPE PROJECTS  
CAN BE HANDLED WITHIN  
THE PROCESS**
- **F&E GOALS BECOME MORE  
READILY PERCEIVED AS  
REGIONAL GOALS**
- **REGIONAL PRIORITIES  
WILL RECEIVE JOINT  
ACCEPTANCE**

***BENEFITS/ADVANTAGES (CONT)***

- **TRANSITION PLANS BECOME AN INTEGRAL PART OF THE MGMT SYSTEM**
- **ALL DIVISIONS WILL MAKE INPUTS**
- **HELPS DEVELOP A NATIONAL STANDARD FOR REGIONAL F&E MANAGEMENT**

***BENEFITS/ADVANTAGES (CONT)***

- NEW PROCESS RESULTS IN MORE EFFICIENT USE OF REGIONAL RESOURCES
  - PROVIDES MECHANISM FOR PRIORITIZING, PLANNING AND TIMELY COMPLETION OF PROJECTS
- THEREFORE-----  
SAFE AND EFFICIENT USE OF AIRSPACE IS PROMOTED

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APPENDIX 3  
 F&E PROGRAM MANAGERS\*\*  
 RESOURCES PLANNING BRANCH  
 AIRWAY FACILITIES DIVISION

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 Appendix 3

AWP-422 PROGRAM MANAGER	MAJOR PROGRAMS	LIST OF PROGRAM MANAGERS' AREAS OF RESPONSIBILITY (AS OF DEC. 19, 1989)
AWP-422.21	NAVIGATIONAL AIDS (NAVAIDS)	VOR, LORAN, TACAN, VOT, DME, RVR, ILS, MLS, NDB, LMM, GS, VORTAC, MARKERS, HH
AWP-422.22	VISUAL AIDS (VISAIDS)	ALSF, PCS, UPS, LLWAS, REIL, ALS MALSR, PAPI, VASI, EG/PP, ODALS (OTHER ENVIRONMENTAL SYSTEMS)
AWP-422.23	FUTURE	FUTURE PROJECTS, F&E BUDGET
AWP-422.24	SPECIAL PROGRAMS	LPF, SPECIAL PROJECTS, REIMBURSABLES, LAND PURCHASES ENVIRONMENTAL IMPACT STUDIES
AWP-422.31	RADAR	ASR, ASDE, ARSR, MODE-S, CD, ATCRB, SECRA, GFR
AWP-422.32	TBD	
AWP-422.33	COMMUNICATIONS	COMM, RCO, RCAG, BUEC, RT/R, TDR, NEXRAD, CML
AWP-422.34	INTERFACILITY	RCE, RCF, RCL, RMM, NARACS
AWP-422.41	ENROUTE AUTOMATION, ARTCC	CRA, CDC, MCC, OFDPS, FDIO, DARC, VSCS, EARTS, FDEP, AAS, ODAPS, TMS HOST, SMMC, ERM, ACF, CA, NADIN, ARTCC, TLABS, CERAP, ACCC
AWP-422.42	FLIGHT SERVICE, WEATHER&TERMINAL AUTOMATION	DF, CWP, CNS, WMSC, WCP, FSAS, IVRS, HIWAS, EFAS, AWOS, RRWDS, ICSS, ETG DBRITE, ARTS, FSS, AFSS, GOES
AWP-422.43	ATCT TRACON	ATCT, CFW, TRACON, CBI, CST, RRH, ICSS I&II, DASI, RCDRS, ATIS, TCS, RAPCON, RBC, LBC, STAR, ARSA

\*\*This listing is intended to identify program responsibilities within the F&E Program Section, AWP-422. It is not intended to show the number of PCM meetings required each month as some of the major programs are combined in one meeting.

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Appendix 4

APPENDIX 4  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION  
F&E PROGRAM CONTROL MEETING

Prepared by: AWP-422.XX  
Date: / /

I. ATTENDEES.

AWP-50      AWP-200      AWP-400      AWP-500      AWP-600      SEIC

(List of attendees.)

II. GENERAL PROGRAM TOPICS.

- A. (Provide date and place of next meeting.)
- B. (Summarize general program topics discussed.)

III. MAJOR PROJECTS BY LOCATION.

(This section contains minutes of discussions that focus on problem-solving, decision-making, assigned actions, funding status, and milestone data on all major projects addressed at the Program Control Meeting(PCM).

IV. REPROGRAM ACTIONS. (List of reprogram actions coordinated at the PCM)

V. MANAGEMENT REVIEWS. (List of Management Reviews scheduled for next two months)

VI. SUMMARY. These minutes cover only major projects, problem areas, or policy matters discussed. Status of the entire program is contained in the monthly F&E Physical Status Report (FERS) which is available at all Airway Facilities Sector Offices and various Regional Office elements. Please address any questions to the Program Manager.

\_\_\_\_\_  
(Program Manager), AWP-422.xx, ext. xxxx      \_\_\_\_\_ (date)

DISTRIBUTION:

AWP-40	AWP-55	AWP-56
AWP-200	AWP-400	AWP-406
AWP-420	AWP-450	AWP-452
AWP-453	AWP-454	AWP-460
AWP-500	AWP-600	

Managers: all AFS & ARTCC