

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GL AF 2500.12A

GREAT LAKES REGION

2/7/95

SUBJ: AIRWAY FACILITIES FISCAL PROGRAM MANAGEMENT - THE REFURBISH STRUCTURES PROGRAM (RSP) APPROPRIATIONS

1. **PURPOSE.** This order provides policy, procedural requirements and defines the roles and responsibilities for the Facilities & Equipment (F&E) Refurbish Structure Program (RSP).
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 2500.12, Airway Facilities Fiscal Program Management - Sector and Branch Assigned Refurbish Structure Appropriations, dated July 6, 1992, is canceled.
4. **BACKGROUND.** The Refurbish Structures Program supports a comprehensive national plan to provide the required improvement projects for the many existing Airway Facilities structures, buildings and plant equipment that will be needed in their present location for the next 20 years. Most of these support facilities will reach the end of their normal service life prior to the year 2000. RSP project modifications to repairable structures can significantly extend normal, usable life.
5. **EXPLANATION OF CHANGES.** This order is a substantial revision to GL 2500.12, dated July 6, 1992. The primary changes in this revision are the following:
 - a. RSP funds are now to be considered 1-year funds in order to efficiently obligate allocated funds and decrease the amount of unobligated funds which remain vulnerable to be withdrawn.
 - b. An expanded listing of responsibilities and requirements.
 - c. An expanded description of the types of projects authorized, and not authorized, by the scope of RSP funding.
 - d. The Manager for Program Support (MPS) in each sector is designated as the Fund Certification Officer for RSP funds. This provides the sector greater control and expedites Purchase Requests (PR) and Expenditure Request and Authorization (Form 4405) processing.
 - e. A more specific, but informal, bi-monthly submittal.
 - f. An explanation of the contents of project folders.
 - g. A sector requirement to submit Joint Acceptance Inspections (JAI) or Contract Acceptance Inspections (CAI) documentation, as applicable, and new or updated engineering drawings to the Establishment Engineering Branch, AGL-450.
6. **RELATED ORDERS.** The following orders are related to the management of projects and provide fiscal guidance. Refer to the current versions of: GL 2500.8, Budget and Fiscal Year Management; CE/GL 1370.3, FAA Standard Codes Handbook; GL 4402.2, Small Purchases; 6030.39, Management of Maintenance Project Work; GL 6032.5, Management of Maintenance Project Work. This listing may not be inclusive.

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

Initiated By: AGL-422

7. **RESPONSIBILITIES.** The Manager, Airway Facilities (AF) Division, AGL-400, has the overall responsibility to manage the AF Division F&E Appropriation and to ensure the efficient utilization of allocated funds and resources. The following specific responsibilities apply within the AF Division:

a. The F&E National Airspace System (NAS) Planning Section, AGL-422, has been delegated the overall responsibility for the fiscal management of the F&E Refurbish Structures Program. This responsibility begins with the review of RSP project budget submissions from the Sector/Branch customers, and the approval of all project submissions which comply with the scope and intent of the RSP appropriation. AGL-422 shall, through coordination with the F&E NAS Program Section, AGL-421, and the Environmental Engineering Section, AGL-464, ensure that approved projects avoid duplication of other planned projects. AGL-422 has the responsibility to allocate the annual RSP funding authorizations, along with the Job Order Number (JON) and appropriation code. AGL-422 also has to manage the overall, regional fiscal performance for the approved projects the customers elect to accomplish during each fiscal year. Performance is assessed through the monitoring and evaluation of requested spreadsheet data from RSP customers, or on-site evaluations. **If required, AGL-422 is responsible to close JONs which exceed their current authorized allocations, or, to reprogram previously allocated funds not obligated in a timely manner.**

b. The Sector/Branch personnel are the RSP customers. They, or their delegated representative, are responsible for the day-to-day management of RSP project performance and the fiscal tracking and status reporting of authorized funds. They shall ensure an RSP budget request system is in place within the sector/branch. They are to ensure that the obligation of funds is within the current authorized fiscal allocations, that each year's authorized funds are obligated within the fiscal year allocated, and that their RSP projects are approved by AGL-422. The Sector/Branch Managers shall establish a tracking system for each project and establish a project folder for projects over \$2000.

8. **SCOPE OF AUTHORIZED RSP PROJECTS.** The purpose of RSP projects is to improve or repair existing AF structures, buildings and plant equipment in order to extend their useful life for as long as possible. RSP projects sustain the existing facilities and plant equipment which house and support NAS navigational, communications, surveillance, and visual/electronic landing systems. RSP modifications can be made to maintain a building's integrity, enhance energy conservation, and meet new equipment environmental support requirements. They can also be used to bring facilities into compliance with current published standards. Buildings and structures which cannot be economically upgraded or modified may be candidate projects for replacement, based on current standards, using RSP funds. Examples of applicable RSP buildings, structures or plant equipment include: centers, towers, radars, flight service stations, antenna structures, communications, navigational aids, low level windshear alert system poles, access roads, shelters, fences, power and electrical systems, cabling, and Heating, Ventilation and Air Conditioning (HVAC), and other plant equipment or appropriate structures.

a. Examples of projects which are NOT funded with the Refurbish Structures Program are listed below:

- (1) Establishing a new facility.
- (2) Relocating existing facilities or equipment.
- (3) Equipment removals or disconnects.
- (4) Maintenance or weed control contracts.
- (5) Purchasing NAS systems.

- (6) Regrading or routine gravel replacements for access roads.
- (7) Monitoring or study projects. (However, RSP projects requiring asbestos monitoring can be funded using available RSP funds.)
- (8) Purchases, such as phones, test equipment, fuel, etc.
- (9) All purchases, repairs or refurbishments of items which are not an integral part of an existing structure or plant equipment. (Applicable plant equipment that is authorized is HVAC, piping and power/generation systems.)
- (10) All projects providing new or greater capabilities if not required by current replacement standards.

b. Support items, such as engineering instruments and design software, etc., used for RSP projects should be funded by sector or Systems Engineering Maintenance Branch, AGL-460, operational appropriations, or other F&E Capital Investment Plan (CIP) funding sources.

c. The national F&E budget call provides the scope of work authorized under the Refurbish Structures/CIP, line item #4608. This scope may change from year to year, therefore, AGL-422 shall consult the national budget call prior to approving RSP projects. All such scope changes will also be forwarded to the sectors and AGL-464 for their information.

9. **REQUESTS FOR ALLOCATIONS OF FUNDS.** Each Sector/Branch shall submit an annual, itemized RSP budget request to AGL-422 by June 1st of each year.

a. Requests shall be developed in an EXCEL compatible spreadsheet and each numbered project shall contain the following minimum information: project location, brief project description, estimated project cost. **If Activity 5 funds are to be used**, the estimated cost of engineering hours, resident engineering hours, associated travel, and/or associated overtime should also be listed. (If submitted with your Activity 5 Call for Estimate, there is no need to repeat it as part of the RSP budget request.)

b. Budget submittals no longer need to be prioritized.

c. Requests should be forwarded to AGL-422 by attaching the request to a cc:Mail note, in lieu of hard copy.

d. AGL-422 shall review, and approve or disapprove, all project requests by August 1st of each year. Once a project is approved, it does not need to be submitted again. AGL-420 will maintain a cumulative listing of approved projects. More RSP projects will usually be approved than funding is available to perform. **Project approval does not mean that the project is funded.** It is the customer's responsibility to assign allocated funds to approved projects based on priorities and funds authorized. Additional project requests may be submitted during the year via cc:Mail or fax to AGL-422.

10. **ALLOCATION & REGIONAL MANAGEMENT REQUIREMENTS.** AGL-422 is responsible for:

a. Allocating and distributing authorized funds to each RSP customer. This allocation is based on past RSP spending performance, the amount of approved project requests, current Division policy, and the amount of RSP funds provided by Headquarters. All funds provided will be distributed. All allocations will be **distributed not later than August 1st** of each year, along with a listing of all newly approved projects. These RSP funds can be used by the customers as soon as they are received. There is no need to wait for October 1st, the beginning of the fiscal year.

2/7/95

b. Maintaining and monitoring the regional RSP fiscal management system. This EXCEL system tracks the total of the Departmental Accounting Financial Information System (DAFIS) commitments, obligations and the customer's bi-monthly submitted report data. The customers' bi-monthly report must identify those future project expenditures which have not been processed to an Obligating Document, and, are therefore, not in DAFIS. These future projects, plus the DAFIS totals, will provide regional and sector management an indication of performance: how each customer is progressing in their responsibility to plan, and then to obligate, their allocated funds.

c. Reprogramming unobligated funds. Funds not obligated by the customer, by the end of the fiscal year allocated, will be considered for reprogramming action: unusual circumstances will be considered, when they exist. If required, reprogramming will be accomplished by November, two months after the end of the fiscal year: JONs will be closed, and remaining funds reprogrammed.

d. Closing customer JONs which exceed their authorized fiscal allocation; unless AGL-422 has given the customer prior approval. DAFIS is the official source in determining if a customer has exceeded their allocation. If closed, any further obligations or commitments incurred will require the customer to issue a new PR against their next year's allocation.

e. Informing the customer, via cc:Mail or memorandum, of proposed reprogramming or closure prior to taking action.

11. OBLIGATION OF ALLOCATED FISCAL AUTHORIZATIONS. The Obligation of funds occurs when an Obligating Document (OD) has been processed by the Accounting Division, ACE-20. The ACE-20 DAFIS report, 32-18F, Summary Report of Obligations, provides both the "Commitments" and "Obligations" which accrue against a customer's JON.

a. Listed below are OBLIGATING DOCUMENTS which constitute an obligation, or a commitment, when entered into DAFIS:

(1) Purchase Orders (PO) - Result of a Procurement Request (PR) for an individual purchase/contract.

(2) Government Purchase Order-Invoice-Voucher (SF-44).

(3) Credit Card Monthly Billing Statements.

(4) Imprest Fund Reimbursement Voucher.

(5) Contract Action Data Sheets (CADS) - Result of a Procurement Request amendment for service to be performed.

(6) Customer Supply Center (CSC) Invoices.

b. The submission of a Procurement Request (PR), FAA Form 4400-19, does not constitute a legal obligation or commitment against a budgeted plan. A PR must be prologed by the Logistics Management Specialist (LMS) or the Acquisition Management Branch, AGL-55, in order to be entered as a commitment in DAFIS.

c. The project engineering and procurement documents (i.e., PR, SF-4405, Expenditure Request and Authorization, etc.) should be prepared and processed as early as possible during the fiscal year. If not possible, it is strongly suggested that all projects for more than \$2,000 be submitted to the LMS/AGL-55 no later than June 1st, and that all projects for less than \$2,000 be submitted no later than August 1st.

12. **FUND CERTIFICATION.** The MPS in each sector is designated as the Funds Certification Officer (FCO) for sector allocated funding. This responsibility cannot be re-delegated. The FCO shall:

a. Verify that sufficient, legitimate funds are available to accomplish each project as estimated. Proper verification requires the FCO to reference DAFIS and all ODs planned or in process.

b. Authorize amended PRs or CADS if sufficient, allocated funds are available.

c. Forward a copy of each certified PR, Form 4405, and all POs or CADS, to AGL-422.

13. **CUSTOMER MANAGEMENT REQUIREMENTS.** Each RSP Sector/Branch customer is responsible for:

a. Developing an EXCEL, or EXCEL compatible, spreadsheet database system that can be used to submit the annual RSP budget request, and to track and report RSP funded projects. This system must contain at least the following items: a project numbering system, project location or location identifier, description, cost estimate, OD type &/or OD number, amount of obligation, and date, or estimated date, of obligation. This database system must also clearly identify those future project expenditures which have not been processed into an OD, and therefore, are not in DAFIS (see item 9.b.).

b. Submitting their EXCEL, or EXCEL compatible, spreadsheet to AGL-422/422.2, bi-monthly. The first report to be submitted October 1, the second December 1, etc. However, significant changes should be reported when they occur. In order to minimize impact on the customer, bi-monthly report submittals should be copies of the customer's working files, attached to cc:Mail, or faxed. There is no need to "clean-up" these working files for submittal, or attach formal cover letters.

c. Developing and following realistic budget spending plans. Closely monitor procurements to ascertain ODs are processed and the expenditure takes place before the end of the fiscal year. This is absolutely critical during the fourth quarter of the fiscal year.

d. Continually monitoring program balances and adjust approved project priorities, as required by the Sector/Branch, to ensure the highest priority requirements are met. Utilize the sector tracking system to identify and utilize any projected surplus funds for unfunded projects. Substitute new RSP projects during the fiscal year, if the proposed substitution has been approved by AGL-422 as within the scope of the RSP. (If desired, individual expenditure data, listed by PR/Contract document number, is available on microfiche. Contact ACE-20 for DAFIS report FE770, or any other reports desired.)

e. Establishing a project folder for each project over \$2,000. The folder shall contain, at a minimum, the specifications, all related fiscal documents (authorizations and expenditures), and JAI or CAI, as appropriate. Fiscal data for all smaller projects - VISA, SF-44, etc. - must be retained for traceability purposes, but formal, individual folders are not required.

f. Accomplishing a JAI or CAI, as applicable, at the completion of each project. JAI/CAI documentation shall be in accordance with current requirements. JAIs/CAIs shall be forwarded to AGL-450 for entry into the Division tracking database.

g. Submitting project engineering drawings that impact the "as-built" condition of a facility or structure to AGL-450 for entry into the Division database.

14. PERFORMANCE MEASUREMENT. The following should be used to measure this order's performance:

a. Assessed by the currency, timely submittal and indicated spending performance of the bi-monthly spreadsheet reports provided to AGL-422/422.2.

b. Assessed by the quality and timely submittal of the JAI/CAI documentation and engineering drawings to AGL-450.

c. AGL-422 shall visit at least two sectors each year to verify that the procedures in this order are complied with and that appropriate program management techniques are achieving the desired results.

d. The Evaluation Staff, AGL-405, shall review these RSP records during management evaluations; approximately every 3 years, or as required.



Robert M. Strong, Jr.
Acting Manager, Airway Facilities Division, AGL-400