

Central Service Center Business Services Group

Contact Information

Business Services Group

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Materiel/Procurement Team

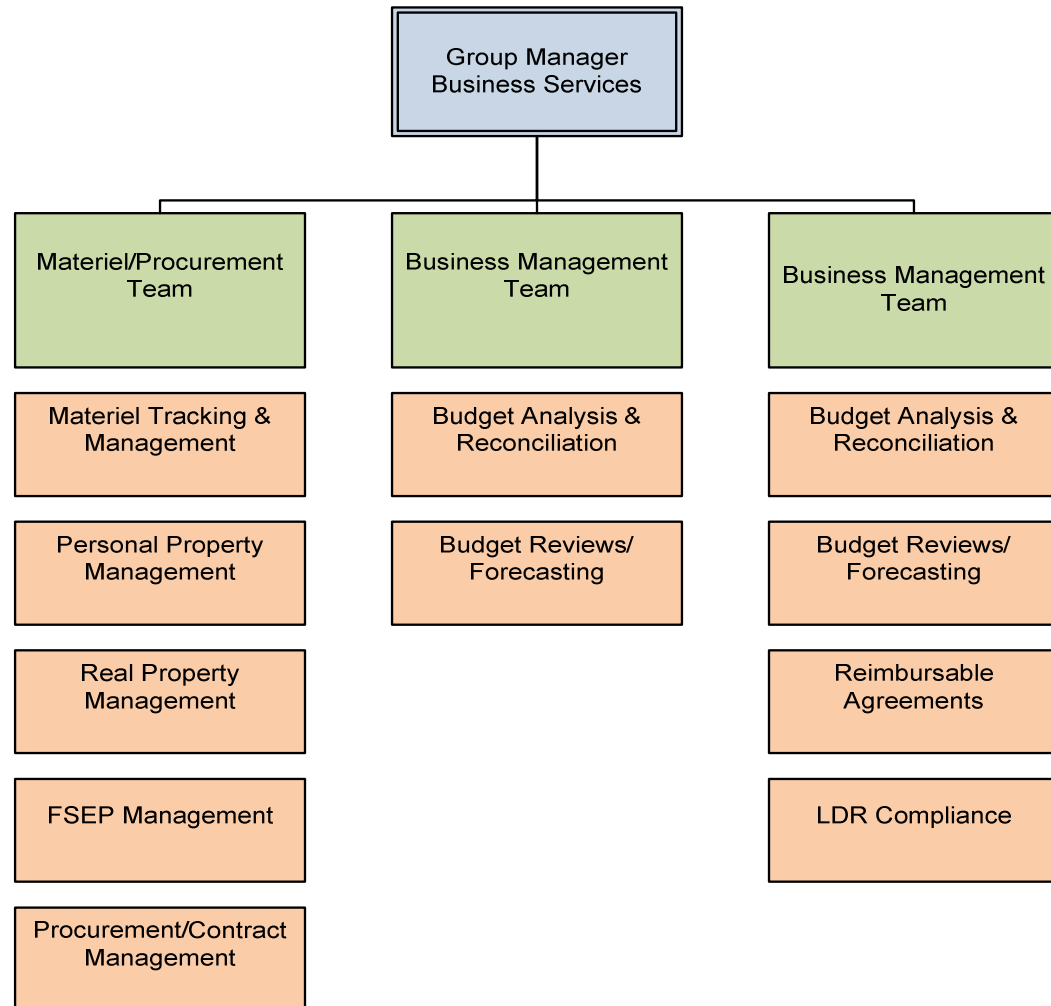
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 Team Manager: Lina Ortiz
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Business Management Team

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 Team Manager: Betty Curtis
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Business Management Team

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For detailed functional listings, please visit our websites.

Internal: <http://servicearea.ato.faa.gov>

External: http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/acquisition/sc/

Business Management

The Business Management team supports the Budget Analysis and Reconciliation, Budget Reviews/Forecasting, and Reimbursable Agreements processes. The team assists customers with developing budgets to fund operational requirements, provides funds certification if necessary, tracks budget execution, assists customers with associated budget reconciliation activities, develops reports of budget execution activity, and assists customers with the development and execution of reimbursable agreements with external entities. Each Business Management Team consists of a Team Manager, Specialists supporting Budget Analysis and Reconciliation, Specialists supporting Budget Reviews/Forecasting, and Specialists supporting Reimbursable Agreements.

Materiel/Procurement

The Materiel/Procurement team supports the Materiel Tracking and Management, Personal Property Management, Real Property Management, FSEP Management, and Procurement/Contract Management. The Team Managers provide guidance and oversight for personal and real property located in the Service Area. The team also manages the store credit, FSEP, purchase card, and travel card programs. The Materiel/Procurement Team consists of a Team Manager, Specialists supporting Materiel Tracking & Management, Specialists supporting Personal Property Management, Specialists supporting Real Property Management, Specialists supporting FSEP management, and Specialists supporting Procurement/Contract Management.

Mission

We provide financial, materiel, procurement, and logistical support services to ATO Service Units and other FAA organizations, as requested, while ensuring proper stewardship of allocated resources through internal control programs.

Primary Services

- Budget Analysis and Reconciliation
- Budget Reviews/Forecasting
- Reimbursable Agreements
- Materiel Tracking and Management
- Personal Property Management
- Real Property Management
- Facility, Service, and Equipment Profile (FSEP) Management
- Lease and Service Contract Management
- Purchase Card Program Oversight
- Procurement/Contract Management
- Travel Card Oversight
- LDR Compliance

7/1/08



**FAA
Air Traffic Organization**

Central Service Center

**Business Services
Group**

