

Western Service Center Business Services Group

For the most current
information go to
<http://servicearea.atot.faa.gov>

Contact Information

Business Services Group

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Financial Management Team (Tech Ops/Terminal/EnRoute)

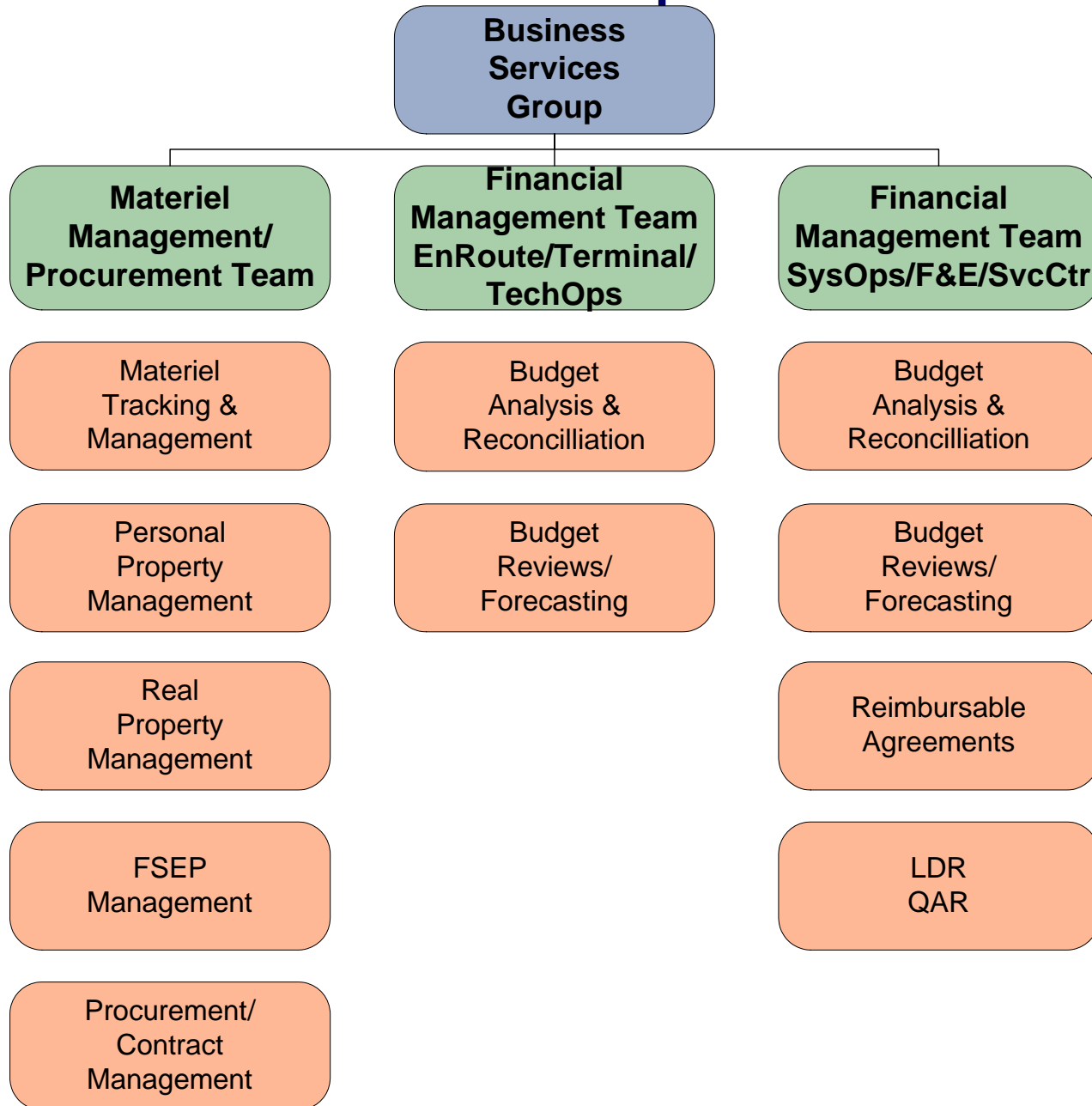
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Financial Management Team F&E/Service Center/Sys Ops)

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Materiel Management/Procurement Team

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Team Manager, Doreen Boschee
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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 QAR for the Western Service Area

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Financial Management

The Financial Management Teams support Budget Analysis and Reconciliation, Budget Reviews/Forecasting, and Reimbursable Agreement processes. The teams assist customers with developing budgets to fund operational requirements, provide fund certification if necessary, track budget execution, assist customers with associated budget reconciliation activities, develop reports of budget execution activity, and assist customers with development and execution of reimbursable agreements with external entities, and serve as LDR QAR for the Western Service Area.

Materiel Management/ Procurement

The Materiel Management/Procurement Team supports Materiel Tracking and Management, Personal Property Management, Real Property Management, FSEP Management, and Procurement/Contract Management. The team provides guidance and oversight for personal and real property located in the Service Area. The team also manages store credits, field spares, FSEP, purchase card, and travel card programs.



FAA
Air Traffic Organization

Business Services Group

Western Service Center

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