

FACILITIES DIVISION
Standard Operating Procedures

DATE: August 11, 2004
SUBJECT: Procedure for Area Project Status Meetings
NUMBER: FDSOP-04-001
EFFECTIVE DATE: October 1, 2004

1. Purpose

This standard operating procedure establishes the procedure for Area Project Status Meetings. The intent is to improve customer service and project communication within and outside the Facilities Division (FD).

2. Abbreviations

AAO Area Administrative Officer
AD Area Director
FEB Facilities Engineering Branch
FDMIS Facilities Division Management Information System

3. Procedures

Twice a year, FD will conduct a series of status meetings with each Area (via teleconferences) to review Area projects handled by FD. The meeting will include status of projects, schedule, funding, and other related issues based on the current FDMIS Executive Status Report. This meeting will also give the Areas an opportunity to let FD know early about pending problems, as well as provide a forum for FD to bring to the table any project concerns or issues that need AD attention.

Attendance at the meetings will consist of the Director and Assistant Director of FD, all Branch Chiefs, FEB Team Leader, AD, and AAO. The Executive Assistant to the Director, FD, is responsible for arranging the meetings when required in accordance with the schedule below.

Schedule:

1st and 3rd Quarter
2nd and 4th Quarter

MWA/NAL/BA/NPA/SPA
PWA/SAA/MSA/NAA

4. Point of Contact

For further information, please contact the Office of the Director, FD, on 301-504-1151.

____/S/Patrick G. Barry_____
PATRICK G. BARRY
Director
Facilities Division