



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Identification of Support Personnel
for Labor Distribution (LDR) and Cost
Accounting System (CAS)

Date: **MAY 31 2002**

From: Director, Flight Standards Service, AFS-1

Reply to
Attn. of:

To: Flight Standards Division Managers and
Flight Standards Staff Managers

In response to a congressional mandate on cost accounting, the Federal Aviation Administration is in the process of implementing a Labor Distribution Reporting (LDR) and Cost Accounting System (CAS). LDR is a system for collecting data on time used by agency personnel in the administration of their respective responsibilities, while CAS provides associated cost data.

To implement LDR/CAS, the Associate Administrator for Regulation and Certification's (AVR) management team has approved the "Service or Office Infrastructure" chart in Attachment 1. This chart requires the identification of a Quality Assurance Representative (QAR) and a System Administrator (SA) at each organizational level in the Flight Standards Service.

To assist you in identifying appropriate personnel to be assigned QAR and SA responsibilities, Attachment 2 outlines the roles associated with each title. It is suggested that QAR and SA responsibilities be assigned to employees who are already performing similar time and attendance or administrative type functions. Please note that you are not precluded from assigning the QAR and SA responsibilities to one person at the organizational level.

In this regard, QAR and SA responsibilities may be assigned to bargaining unit employees and/or to nonbargaining unit employees. To assist in determining whether (and at what organizational level) a bargaining obligation may exist regarding these matters, please identify whether or not the employee is represented by a union. If the employee is represented by a union, please identify which union (AFGE, AFSCME or PASS) represents the employee.

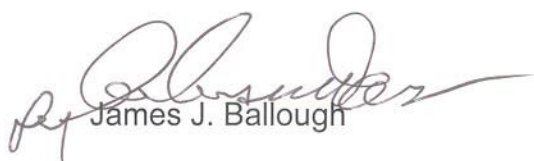
QAR and SA names, routing symbols, telephone numbers and the name of the union, if any, that represents the employee should be sent to the attention of Joe Mooney via cc:Mail or NextGen. Please provide the names of a QAR and SA at the regional and field levels by close of business on Friday, June 7.

Additional information on LDR/CAS is provided in Attachment 3, entitled "Frequently Asked Questions and Answers About CAS And LDR" as well as AVR's Web page: <http://intranet.faa.gov/avr>.

The following AVR LDR/CAS Infrastructure Team Members are available to answer any questions you may have:

Joe Mooney (AAI), Team Lead	(202) 267-3279
Charles Davis (AAM)	(202) 267-3299
Carolina Forrester (ARM)	(202) 267-9690
Deane Hausler (AIR)	(202) 267-7260
Marcia Payne (AFS)	(703) 464-1800

Your cooperation in this matter is appreciated.



James J. Ballough

Attachments