

## FAX TRANSMITTAL

# of pages 1

To	ATM LEX	From	CVG Hub
Dept./Agency		Phone #	
Fax #		Fax #	

NSN 7540-01-317-7956

5099-101

GENERAL SERVICES ADMINISTRATION



## Federal Aviation Administration

### Memorandum

Date: February 13, 2006

From: Manager, Cincinnati Hub

To: Air Traffic Manager, Lexington ATCT

Subject: FY2006 Budget Allocations and Expectations

This is to advise that the following constitutes the Lexington (LEX) Tower funding for overtime, office supplies, and LIS for FY2006.

The allocations for LEX are as follows:

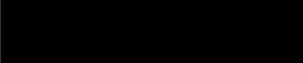
Overtime	\$17,000.00
Office Supplies	\$ 400.00
LIS	\$ 1,500.00

All managers are expected to manage their facilities within their allocated resources, to the extent possible. At a minimum, positive activities towards reaching your budget target should be documented during the remainder of the fiscal year. **All budget allocations include any expenditures you have incurred to date for the fiscal year.**

This memorandum is considered an addendum to your existing performance standards. Specifically, the Outcomes and Expectations of "*Major Job Responsibility #3: Managing Resources and Administrative Programs*" which requires all managers to manage resources such as overtime, supplies, travel and equipment within the budget allocation as identified by organizational objectives.

It is essential to the overall fiscal success of the hub that every manager does their part and manages responsibly and ensures that the Hub Manager is informed immediately when issues arise that may adversely impact the budget.

Your efforts are greatly appreciated and I am confident that you will exceed my expectations during the remainder of this year.

  
Darryl F. Collins