



U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

CC: ARA Directors

Subject: **ACTION:** Centralization of Cost Center Codes

Date: APR - 8 2003

From: Acting Assistant Administrator for Financial  
Services/CFO

Reply to  
Attn. of:

To: Management Board  
Office Directors

In October 2003 the FAA will place DELPHI into service. At the same time, the Agency will reassign the responsibility for managing cost centers and routing symbols. Starting in fiscal year 2004, the Standards and Information Division, APF-100, will assign and maintain routing symbols and cost center codes for all Agency levels including Washington headquarters, regions and centers. It is important that you coordinate all cost center changes with APF-100. Please let us know of any changes well in advance so we may be responsive to your needs.

ABA has centralized this role in APF-100 to standardize data elements throughout the agency. This will enable us to record and report financial and other administrative information.

We are developing the processes to make this change work smoothly. As soon as we complete them, we will let you know. As a part of this process change, we will review current cost center codes and routing symbols. We will be in touch with your office if we find any questionable codes.

We request your support in complying with the new process once it is in place to ensure accurate financial information. Please contact Patricia Carter if you have any questions or concerns on 202-267-9946.

*John F. Hennigan*  
John F. Hennigan

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