ORDER

4441.16

Acquisition of Telecommunications Systems, Equipment, and Services

February 25, 1994

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-WXYZ-3; A-FOF-0(LTD) **Initiated By:** AOP-600

RECORD OF CHANGES

DIRECTIVE NO. 4441.16

CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

The growth of air traffic control (ATC) requirements and implementation of the Telecommunications Strategic Plan and the Capital Investment Plan (CIP) have caused rapid expansion and sophistication of Federal Aviation Administration (FAA)-owned and -leased telecommunications systems, equipment, and services. With this expansion, new and more standardized management capabilities are required in Washington headquarters and the regions/centers. In this respect, this order delineates responsibilities and provides guidelines and procedures for the acquisition of telecommunications systems, equipment, and services.

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CHAPTER 1. GENERAL

1. PURPOSE. This order establishes responsibilities, requirements, and procedures for the acquisition of telecommunications systems, equipment, and services. Acquisition-related policies are contained in the latest edition of Order 1830.3, Policy for Administrative and Operational Telecommunication Programs.

2. DISTRIBUTION. This order is distributed to branch level in headquarters, regions, and centers with limited distribution to all field offices and facilities.

3. CANCELLATIONS. This order cancels the following directives:

a. Order WA 1770.5, Administrative Telephone Service and Equipment, dated April 22, 1974.

b. Order 4441.3, Procedures for Leasing Commercial Communications Services, dated October 6, 1965.

c. Order 4441.4, Weather Bureau Radar and Facsimile Service, dated October 8, 1965.

d. Order 4441.6B, National Communications System Circuit Directory and Restoration Priority Information, dated October 7, 1974.

e. Order 4441.7, Local Airport Communications, dated December 13, 1967.

f. Order 4441.9, Practices Concerning Leased Telecommunications Service, dated August 27, 1970.

g. Order 4441.11, Appeal of Operations Communication Leased Service Tariff Changes, dated August 8, 1974.

h. Order 4441.12, Reporting Outages on International Carrier Leased Transoceanic Services (RIS: AF-4441-3), dated September 17, 1974.

i. Order 4441.13A, Inventory of Leased Operational Telecommunication Services (RIS: AF-4441-1), dated April 1, 1981.

j. Order 4441.14, Leased Telecommunication Service Financial Plan Report (RIS: AF-4441-14), dated July 25, 1975.

4. BACKGROUND. The growth of air traffic control (ATC) requirements and implementation of the Telecommunications Strategic Plan and the Capital Investment Plan (CIP) have caused rapid expansion and sophistication of Federal Aviation Administration (FAA)-owned and -leased telecommunications systems, equipment, and services. With this expansion, new and more effective management capabilities are required. The primary contribution to meeting this requirement

was the establishment of the Telecommunications Support and International Communications Division, AOP-600 (formerly the Telecommunications Management and Operations (TM&O) Division, ASM-300) and corresponding regional and center TM&O organizations with the responsibility and authority to more effectively manage telecommunication resources. A number of directives are also needed to facilitate and standardize the management process. This directive represents a share of that need.

5. EXPLANATION OF CHANGES. This is a new order; however, applicable provisions of canceled orders above are included herein. This order:

a. Combines the guidelines and procedures for acquiring both ATC and agency telecommunications equipment, systems, and services into a single document.

b. Identifies responsibilities of organizations involved in providing telecommunications systems, equipment, and services.

c. Provides acquisition strategy and guidelines for performing requirements analyses.

d. Provides guidelines and procedures for acquiring telecommunications systems, equipment, and services.

e. Discusses the interrelationships and uses of telecommunications information systems in the acquisition process.

f. Provides requirements and responsibilities for inventory and validation of telecommunications systems, equipment, and services.

g. Identifies and lists regulations, circulars, agency directives, and other documents pertinent to the telecommunications acquisition process.

h. Identifies and lists contract instruments for use in obtaining telecommunications systems, equipment, and services.

6. DEFINITIONS AND ACRONYMS. Refer to Appendix 1, Definitions, and Appendix 2, Acronyms.

7. FORMS. A sample Standard Form (SF) 145 is contained in Appendix 3, Sample SF 145, Telephone Service Request. SF 145 is available through the General Services Administration (GSA). Ordering information is contained in appendix 3.

8. AUTHORITY TO CHANGE THIS ORDER. The Program Director for NAS Operations, AOP-1, is authorized to issue changes to Appendix 5, Contract Instruments.

9. RELATED PUBLICATIONS. Appendix 4, Related Publications, lists the publications relating to the acquisition of telecommunications systems, equipment, and services. This list contains Defense Information Systems Agency (DISA) Circulars and Federal Information Resources Management Regulations (FIRMR) and FIRMR Bulletins as well as agency orders and other documents.

10. SCOPE. The guidelines and procedures contained in this order are applicable to the lease or purchase of ATC and agency telecommunications systems, equipment, and services.

11. RESPONSIBILITIES. The responsibilities of organizational elements involved in acquisition of telecommunications systems, equipment, and services are as follows:

a. The Associate Administrator for Airway Facilities, AAF-1, is responsible for oversight, evaluation, and management of telecommunications resources.

b. The Assistant Administrator for Information Technology, AIT-1, is responsible for implementing applicable Government-wide and agency policy, principles, standards, and guidelines with respect to acquisition of telecommunications systems, equipment, and services.

c. AOP-1 is responsible for the overall management, supervision, and support of the telecommunications acquisition program.

d. AOP-600 is responsible for:

(1) Developing and issuing national objectives, plans, policies, standards, requirements, programs and procedures pertaining to the acquisition, installation, management, and operation of assigned agency-owned and -leased ATC and agency telecommunications services.

(2) Coordinating with regions and centers, the telecommunications vendors, and other affected organizations on the acquisition, implementation, and testing of new systems, equipment, and services having agency-wide application.

(3) Acquiring assigned telecommunications systems, equipment, and services, allocating and managing FAA telecommunications assets, and ensuring existing resources are adequate to support new demands.

(4) Providing for national telecommunications information systems, interfacing, and documentation necessary for effective management of telecommunications functions.

(5) Coordinating requirements for telecommunications services with other offices, agencies, departments, and foreign Governments.

(6) Assigning channels, ports, etc., on systems, equipment, and services having agency-wide application.

(7) Designating the headquarters Telecommunications Certifying Officer (TCO) and Designated Agency Representative (DAR) and updating and distributing list of national and regional TCO and DAR. (Refer to paragraphs 11h and 11i as contained in this directive for TCO and DAR responsibilities.)

e. The Associate Administrator for National Airspace System (NAS) Development, AND-1, and related program directors and managers are responsible for developing and acquiring assigned systems and equipment generally identified and described in the CIP including specified telecommunications systems and equipment such as low density radio communications link (LDRCL) and radar microwave link (RML) programs.

f. The Director, NAS Systems Engineering Service, ASE-1, is responsible for developing system-level functional, performance, interface requirements, and communications and engineering standards for all new systems including telecommunications systems.

g. The Assistant Administrator for Informantion Technology, AIT-1, is responsible for:

(1) Determining and validating agency and operational support telecommunication requirements.

(2) Providing guidelines for the use of agency and operational support telecommunications equipment, systems, and services.

h. The Director, Air Traffic Plans and Requirements Service, ATR-1, in coordination with other AT organizations, is responsible for:

(1) Determining and validating ATC telecommunications requirements.

(2) Providing guidelines for the use of ATC telecommunications equipment, systems, and services.

i. Regional Airway Facilities (AF) divisions are responsible for:

(1) Acquiring ATC and agency telecommunications systems, equipment, and services for regional organizations including detached offices. (Refer to paragraph 11m.)

(2) Planning, budgeting, procuring, inventorying, managing, and evaluating telecommunications systems, equipment, and services. Each region is responsible for FAA-owned and -leased telecommunications, systems, equipment, and services installed in FAA facilities within its boundaries with the following exceptions:

(a) Inter-air route traffic control center (ARTCC) circuits. The regional office having jurisdiction over the "easternmost" terminal shall be administratively responsible for inter-ARTCC circuits.

(b) Control boundary areas. When facilities in an ARTCC control boundary are located in another region, the region in which the ARTCC is located shall be administratively responsible for circuits between the ARTCC and such facilities.

(3) Coordinating and providing for the installation, operation, and maintenance of FAA-owned or -leased telecommunications systems, equipment, and services.

(4) Preparing and issuing intra-regional guidelines to ensure telecommunications services are provided to meet system/equipment installation schedules and clarifying roles for funding, engineering, and implementation of nationally funded projects.

(5) Allocating telecommunications assets and providing leased services. This responsibility includes the issuance and administration of leased service, equipment, and maintenance contracts and the employment of existing or planned FAA networks to satisfy user requirements.

(6) Designating regional TCO's and DAR's.

(7) Participating in the cutover and checkout of major facilities to resolve telecommunications issues as they arise.

j. TCO's within the limits of management and supervisory oversight are responsible for:

(1) Certifying requests for telecommunications systems, equipment, and services.

(2) Certifying availability of allocated leased telecommunications funds for verified telecommunications requirements.

(3) Serving as the single point of contact for the Defense Commercial Communications Office (DECCO).

k. DAR's within the limits of management and supervisory oversight are responsible for:

(1) Authorizing FTS2000 network service requests based on agency requirements and availability of funds.

(2) Accepting service from contractors based on assurance from the local government contact that the service is working properly.

(3) Reviewing and certifying the contents of the monthly verification report based on user review and reconciliation of any variances and preparing written requests for any adjustments that should be reflected in the next quarterly bill and monthly statement.

(4) Reconciling any adjustments against the verification reports file and requesting assistance from GSA when requested adjustments are not reflected on the current quarterly bill and monthly statement.

(5) Monitoring overall network quality and escalating problems if a network problem is not resolved by the service provider's trouble handling information system.

(6) Forecasting future FTS2000-related funding requirements, keeping the program and budget offices informed, and preparing the annual service plan.

l. Regional Air Traffic (AT) divisions are responsible for:

(1) Determining and validating regional ATC telecommunications requirements.

(2) Participating in physical inventories of leased telecommunications services in coordination with regional AF divisions.

(3) Reviewing telecommunications requirements periodically and initiating action to terminate services that are no longer needed.

m. AF sectors are responsible for:

(1) Assisting in the coordination and oversight of installation of FAA-owned or -leased telecommunications systems, equipment, and services.

(2) Performing a leading role in cutover, checkout, acceptance, and inventory of telecommunications systems, equipment, and services, and providing exception reports discussed in paragraph 55 as contained in this directive.

(3) Assuming maintenance responsibilities or overseeing maintenance contractor support for the maintenance of telecommunication systems and equipment.

n. AT facilities are responsible for coordinating locally generated requirements with the local AF supervisor or representative.

o. All FAA regional/field organizations are responsible for:

(1) Identifying and forwarding their telecommunications requirements to the regional TM&O via their parent organization. Detached field offices that are geographically located within the boundaries of the region will be serviced by the regional TM&O.

(2) Managing telecommunications personal property, validating telecommunications requirements, and conducting inventories in accordance with agency requirements and in coordination with the regional TM&O.

p. The Aeronautical Center and the FAA Technical Center are responsible for:

(1) Acquiring ATC and agency telecommunications systems, equipment, and services for center organizations.

(2) Planning, budgeting, procuring, inventorying, managing, and evaluating FAA-owned and -leased telecommunications systems, equipment, and services installed within center boundaries.

(3) Coordinating and providing for the installation, operation, and maintenance of FAA-owned and -leased telecommunications systems, equipment, and services.

(4) Preparing and issuing guidelines to ensure telecommunications services are provided to meet system/equipment installation schedules and to clarify roles for budgeting, funding, engineering, and implementing telecommunications projects.

(5) Allocating telecommunications assets and providing leased services including the issuance and administration of leased service, equipment, and maintenance contracts and utilization of existing or planned FAA networks to satisfy user requirements.

(6) Designating center TCO's and DAR's.

(7) Participating in the cutover and checkout of major center implementation projects to resolve telecommunications issues as they arise.

12.-19. Reserved.

CHAPTER 2. TELECOMMUNICATIONS REQUIREMENTS ANALYSIS

20. PURPOSE. This chapter describes and provides guidelines for performing telecommunications requirements analyses and discusses acquisition strategies that will result in the implementation of the alternative that meets all technical and operational requirements, satisfies applicable policies and regulations, and is the most advantageous to the Government in terms of cost, quality, and performance.

21. GENERAL. Acquisition of telecommunications systems, equipment, and services will be made on the basis of a requirements analysis. The analysis will provide the basis for development of the acquisition plan. The requirements analysis will be completed prior to the submission of a telecommunications service request (TSR), procurement request (PR), or formal solicitation.

22. REQUIREMENTS ANALYSIS. Requirements analysis is a process involving identification and analysis of functional information needs, criticality, system life, workload, space and environment, accessibility, security, implementation, and other relevant factors; and consideration and analysis of resource, contracting, and paperwork processing alternatives that will produce the greatest value to the Government over the life of the system. The application, extent, and documentation of the analysis will be determined by the TCO in consideration of contracting office requirements and the significance, complexity, and cost of the telecommunications requirement.

23. DECCO REQUIREMENTS ANALYSIS. DISA Circulars 350-135-1, Defense Commercial Communications Acquisition Procedures, and 310-130-1, Submission of Telecommunications Service Requests, provide DECCO policy and procedures for acquisition of commercial telecommunications services. Specifically, DISA Circular 350-130-1, chapter I, paragraph 6, and DISA Circular 310-130-1, chapter I, paragraph 4, discuss the general requirements for identifying the preferred acquisition approach.

24. GSA REQUIREMENTS ANALYSIS. FIRMR, Part 201, Subtitle E-Federal Information Resources Management System, Title 41 - Public Contracts and Property Management Code of Federal Regulations (CFR) applies to the creation, maintenance, and use of federal records. The FIRMR also applies to the acquisition, management, and use of Federal information processing (FIP) resources by Federal agencies, including the FAA. Part 201-20, Acquisition, provides specific instructions for requirements analysis ending with the implementation of the most advantageous approach for the Government.

25. ACQUISITION STRATEGY. Although some telecommunications requirements will be satisfied by the use of mandatory-for-use contracts or the approach limited or obvious due to the straightforward nature of the requirement, other requirements bear assessment of alternative approaches. Once a requirement has been identified and validated, an acquisition strategy needs to be developed to ensure that the requirement is filled in a timely manner and at the best overall benefit to the Government. The following procedures are provided to aid in the assessment of acquisition alternatives and selection of the most advantageous approach.

a. The first step is to review existing contracts (Department of Transportation (DOT), FAA, DECCO, GSA, etc.) to determine if the requirement can be met through an existing contract. Existing requirements contracts (optional or mandatory) are the most expeditious method of acquiring equipment or services. The GSA schedules are a convenient method to order equipment or services, but they are nonmandatory (in most cases) and the requirement must still be competed among schedules or against the schedule.

b. If a new contract is required, a contracting office (FAA, DECCO, GSA, etc.) must be identified before further action is taken to ensure proper planning, coordination, and approval of the acquisition effort. The FIRMR requires all FIP acquisitions that exceed the delegated threshold per category of FIP resource be accomplished by the GSA unless a Delegation of Procurement Authority (DPA) has been granted. The latest edition of Order 1370.71, Procurement Authority for Information Resources and ADP, contains the threshold values for both competitive and sole source procurements.

c. The final step is to develop an acquisition strategy which will allow sufficient time to carry out all of the required procurement activities and meet the needs of the requiring activity.

26. LEASE/PURCHASE STUDY. The results of the lease/purchase study will be included in TSR's submitted to DECCO.

27. OTHER FACTORS AFFECTING ANALYSIS RESULTS.

a. Time Factors. The analysis should include the time factors for each applicable acquisition approach. Time factors of alternatives within both leasing and procurement approaches; e.g., normal interval DECCO acquisition, DECCO sole source, GSA Schedule, FAA Title 8A competitive, FAA open competition, etc., vary widely and are important factors to the outcome of the analysis. Total time from receipt of the telecommunications requirement to acceptance of the system, equipment, or service includes FAA processing time, contracting office (DECCO, GSA, FAA, etc.) processing time, vendor processing and installation time, and testing and acceptance time.

b. Funding Sources. Analysis of the funding availability and source and their effect on operational requirements, the lease and purchase process, and timing could affect the outcome of the analysis.

c. Equipment Interfaces. The analysis should consider any interface control documents needed to satisfy agency requirements and any equipment modifications needed to interface with existing or future equipment.

d. Maintenance Operations Requirements. FAA maintenance operations requirements such as direct and indirect maintenance costs, training, training systems administration, documentation, and overhead should be considered. (Refer to the latest editions of Orders 1380.40, Airway Facilities Sector Level Staffing Standard System; AF 1800.2, Airway Facilities Service Life Cycle Cost Studies; and 3000.6, Training (provides policy for standardized structured training of AF personnel) for applicable cost factors and procedures for determining maintenance costs.)

e. Application of Commercial-Off-The-Shelf (COTS) Service or Equipment. (Refer to the latest edition of Order 1810.6, COTS Estimation Policy and Procedures.) This policy requires that requirements be satisfied to the maximum extent through the use of COTS when:

(1) Such products will meet the users needs.

(2) The products are cost effective over the entire life cycle of the equipment, including consideration of future original equipment manufacturer upgrades.

28.-29. Reserved.

CHAPTER 3. CONTRACTING INSTRUMENTS

30. PURPOSE. This chapter describes types of contracts and available contracting instruments that should be considered for application to obtain telecommunications systems, equipment, or services. (Refer to appendix 5 for a listing of current and expected contracts, vendor, contract descriptions, and expiration dates.)

31. BASIC ORDERING AGREEMENT (BOA). A BOA is an agreement containing terms and conditions which apply to future orders. A BOA may be used to expedite contracting actions but does not restrict competition. The FAA will not normally negotiate a separate BOA with a contractor if one already exists with other accessible contracting offices; e.g., DECCO, GSA, etc.

32. DECCO CONTRACTS. DECCO has a number of contracts which are either dedicated to FAA requirements or which FAA and other Federal agencies may use. These contracts are for specified items or services and include pricing and delivery terms for most orders. When a specified requirement is within the scope of a particular contract but is not individually priced, the contracting officer (CO) will negotiate with the contractor for a reasonable and fair price. Copies of DECCO contracts are generally distributed to TCO's.

33. GSA CONTRACTS. The use of GSA contracts to obtain telecommunications equipment and services is generally mandatory unless an exception or DPA has been obtained from GSA. Under their mandatory-for-use and mandatory-for-consideration programs, GSA provides a range of telecommunications contracts including the FTS2000 network, the consolidated local telecommunications services program, and the purchase of telephones and services program (POTS). Part 201-24 of the FIRMR describes these programs and provides criteria, guidance, and procedures for participating or not participating in the programs.

a. FTS2000 Network. GSA awarded two 10-year contracts covering FTS2000 services on 12/7/88. AT&T was awarded the network "A" contract and U.S. Sprint Communications Company (U.S. Sprint) was awarded the network "B" contract. The FAA is assigned to network "A." The FTS2000 network provides a variety of services including switched voice, switched data, packet switched, dedicated transmission, switched digital integrated services, and video conferencing (compressed and wide-band video). The agency shall use the mandatory FTS2000 network for new services unless an exception has been requested and received from GSA.

b. Consolidated Local Telecommunications Service. Consolidated local telecommunications service is available in most buildings occupied by concentrations of Federal employees. This service includes the major serving switch or service, universal features and applications, and the wire and cable to the point of connection. The agency shall use available consolidated local telecommunications service unless an exception has been obtained from GSA. If an exception is granted, the agency may still need to obtain a DPA to acquire alternative services.

c. POTS Contracts. POTS contracts provide for the purchase, installation, maintenance, repair, removal, and relocation of telephone equipment. The agency shall use POTS contracts at locations where GSA provides consolidated local telecommunications service unless an exception has been obtained. At other locations, these contracts are not mandatory but will be considered for use. The process of determining whether to use POTS contracts at these other locations shall include a market and price analyses including items included in the POTS contract.

d. GSA Schedule Contracts. GSA schedule contracts provide a simplified process for obtaining telecommunications resources. GSA awards contracts to many vendors and each contract specifies the terms, conditions, maximum order limitations, and prices for stated periods of time. GSA schedule contracts are nonmandatory but should be used if such use would result in a lower overall cost than other contracting methods.

34. REQUIREMENTS CONTRACTS. Requirements contracts provide specific resources as ordered by the agency over the contract period and normally do not limit quantities. These contracts may be designated mandatory for use in the agency.

35.-39. Reserved.

CHAPTER 4. CONTRACTING AUTHORITY

40. PURPOSE. This chapter discusses the contracting authorities available for use in completing the acquisition action.

41. DECCO. The FAA has elected to use DECCO as a contracting agent due to its expertise in the telecommunications area, contracting efficiency, accounting procedures, and the potential for service sharing and accompanying economy of services. DISA Circulars 350-135-1, Defense Commercial Communications Acquisition Procedures, and 310-130-1, Submission of Telecommunications Service Requests, provide details concerning the contracting authority and responsibilities of DECCO and other U.S. Government agencies (FAA is one such agency) for acquiring commercial communications systems, equipment, and services. In general, DECCO contracts for commercial communications and performs the accounting and financial functions necessary for the payment of bills rendered by the contractor. The FAA designates TCO's to serve as the single point of contact with DECCO. These officers have authority and responsibilities for dealing with DECCO as delineated in the DISA circulars mentioned above and paragraph 11 as contained in this directive.

42. GSA. The use of GSA contracting resources to obtain certain telecommunications equipment and services is generally mandatory unless an exception or DPA has been obtained from GSA. (Refer to FIRMR BULLETIN C-5 and Order 1370.71 for procedures to request a DPA and DPA thresholds.) Part 201-24 of the FIRMR describes available programs and provides criteria, guidance, and procedures for participating or not participating in the programs.

43. REGIONAL TM&O PERSONNEL. Regional TM&O personnel will be assigned contracting authority. At a minimum, CO certification should be obtained for equipment and services of $25,000 value. Such certification is obtained through coordination with regional procurement organizations and assigned by the regional administrator. (Refer to the latest edition of Order 3410.16, Procurement Career Management System, for applicable training courses.)

44. REGIONAL CONTRACTING OFFICES. Regional contracting offices perform procurement and contracting functions for supplies, services, construction, and telecommunications equipment and services that are not procured by the regional TM&O or DECCO) in support of regional programs. These functions include administering contracts, evaluating contractors progress, and ensuring compliance with contract terms and conditions. When regional acquisition management offices perform telecommunications equipment or services purchasing functions, TM&O personnel will normally perform the role of contracting officer's technical representative (COTR) or technical officer (TO).

45. NATIONAL ACQUISITION OFFICE. The national acquisition office performs the same contracting and purchasing functions as the regional acquisition management offices except for programs that are national in scope, including national telecommunications programs. National TM&O personnel normally perform COTR and TO responsibilities.

46.-49. Reserved.

CHAPTER 5. ORDERING PROCESS

50. PURPOSE. This chapter delineates ordering responsibilities, identifies and discusses the various forms used in the ordering process, and provides procedures to close the action for telecommunications requirements including capitalization and disposal.

51. HEADQUARTERS TM&O ORDERING RESPONSIBILITIES. Headquarters ordering responsibilities (initiates action or coordinates on TSR's) are as follows:

a. National-in-scope acquisition programs for telecommunications networks, systems, equipment, and services.

b. Major and national-in-scope network, equipment, or circuit rerouting or rearrangement.

c. International-in-scope systems, equipment, or services. (Refer to chapter 8 of this directive.)

d. Automatic voice network (AUTOVON)/automatic digital network (AUTODIN) access. (Regions are to coordinate with AOP-600 prior to preparing TSR for AUTOVON/AUTODIN services).

e. Administrative Data Transmission Network (ADTN) access. (Regional and center coordinators are to coordinate with AOP-600 prior to preparation of TSR's for ADTN services).

52. REGIONAL TM&O ORDERING RESPONSIBILITIES. Regions will order all remaining telecommunications systems, equipment, and services. (Refer to Appendix 6, Typical Regional DECCO TSR Flow.)

53. COORDINATION. The TM&O organization will coordinate telecommunications requirements with affected organizational elements to ensure that all current and future needs will be satisfied. This activity should include consideration of consolidation of requirements, compatibility limitations, security, accessibility by handicapped individuals, the affect on space and working environment, and cutover risks. Close coordination between regions is required for inter-regional services to ensure detailed requirements are worked out prior to submitting the TSR. Coordination between the regional TM&O and facilities and equipment (F&E), special maintenance project (SMP), and real estate managers early in a program/project planning phase is critical to TM&O budgeting and scheduling activities.

54. DATA REFERENCE. The current FAA telecommunications publication (Currant Book), among other data, provides functional information on existing telecommunications capabilities now in place. The book lists services and describes telecommunications facilities and their associated functional units or systems (FUS). It also lists service acronyms and associated program designator codes (PDC) for use in completing the various forms discussed below.

55. ORDERING REQUIREMENTS. The forms, procedures, and data needed in ordering telecommunications systems, equipment, and services are as follows:

a. Communications Service Request (CSR). CSR's are generally used for coordination of communications requirements which utilize FAA telecommunication utilities or a combination of FAA utilities and commercial service. CSR's are also used to obtain port, channel, etc., assignments from the national TM&O organization for equipment deployed from national acquisition programs. (See appendix 7 for an example of a CSR to obtain these assignments.) The Telecommunications Management System (TELMS) program accommodates CSR requirements. (Refer to Chapter 7 for TELMS user information.)

b. DECCO TSR. DISA Circular 310-1301, Submission of Telecommunications Service Requests, prescribes instructions for the preparation and submission of TSR's. (Refer to Appendix 9, Sample Format of Request for Telecommunications Services Request (TSR).) Regions may develop forms for use in planning, documenting, validating, and coordinating requirements preliminary to generating the TELMS request. When an acquisition requiring a DPA is assigned to DECCO, the FAA will be responsible for obtaining the DPA. A copy of the approved DPA will be furnished to the DECCO CO. The provision of the DPA to DECCO will constitute the delegation of authority to DECCO to make the procurement. The TELMS program is designed to meet DECCO processing requirements and should be used to generate and submit all TSR's. (Refer to Appendix 9, Example of TELMS Generated TSR.)

c. Commercial Communications Work Order (CCWO). A local computer-generated form may be used by the TM&O to order local moves and minor changes to leased communications services. These work orders are issued under the authority of a "maximum limits" CSA issued by DECCO on an annual basis. Limits for use of the CCWO are set at $2,500 for nonrecurring and $300 for recurring monthly charges. The covering CSA will be cited on each order. DISA Circular 350-135-1 covers the use, administration, and limitations of CCWO's.

d. GSA Telephone Service Request. GSA Standard Form 145 may be used by the TM&O to request FTS service from a GSA consolidated switch. The form is forwarded directly to the GSA area manager having responsibility for that serving switch. (See appendix 3 for a sample.)

e. Communications Service Authorization (CSA). A local computer-generated form may be used to obtain services from vendors. This form is forwarded directly from the TM&O to vendors. The form is normally used for commercial lines, leases, fire alarm circuits, airport intercom services extended by the airport authorities to FAA, etc.

f. Ordering FTS2000 Network Services. The regional DAR will request FTS2000 Network services for nonconsolidated switch locations through DECCO. Such requests may be submitted by direct electronic access.

(1) Contents of the Service Request. All service requests will contain the following:

(a) Agency order number.

(b) Date on which service is desired.

(c) Agency name.

(d) Location name.

(e) Service delivery point number.

(f) Request originator and telephone number.

(g) DAR and telephone number.

(h) Type of service requested.

(i) Features.

(j) Estimated cost.

(k) Local Government contact (person that DECCO provides feedback regarding service confirmation dates, etc.).

(2) Cancellation. If the DAR wishes to cancel an order that has not yet been installed, the DAR must contact DECCO who will obtain GSA approval to cancel the service order. If the DAR wishes to disconnect a service already installed, the DAR must contact DECCO who registers the disconnect order with GSA.

(3) Service Installation. For new or initial service installations, service delivery will be scheduled for a maximum of 120 days after the contractor has received the service order. For add-on features, service delivery will take a maximum of 90 days after the contractor has received the service order. If a service order requires completion in less than the normal time, the service delivery may be expedited. If the contractor cannot complete the service delivery on schedule, the DAR is notified and a new installation date is negotiated.

(4) Service Acceptance. Following the 72-hour service acceptance period, GSA will approve the completion of the order and assume that service has been received and is satisfactory to begin billing if they do not hear otherwise from DECCO within 5 days.

g. Consolidated Local Telecommunications Service. (Refer to FIRMR Bulletin C-15 for ordering procedures and how to obtain a listing of service locations.)

h. Purchase of Telephones and Services (POTS). (Refer to FIRMR Bulletin C-21 for procedures on the use of POTS contracts.)

i. Completion/Exception Reports. Timely completion of action on telecommunications requirements is assumed unless the regional TM&O is advised by the local representative within 72 hours of scheduled completion and acceptance that the service has not been provided as requested.

56. CAPITALIZATION. The term capitalization means determining the dollar value of the real and personal property recorded as a capital asset. These asset values include costs incurred for the engineering, site selection, construction, contract monitoring, and installation, less expenses incurred in demolition, restoration, etc.

a. Project Closeout. Regional F&E project materiel managers are responsible for taking the necessary actions to close out F&E projects. Such project closeouts should normally occur within 30 days from the date the project is financially completed and includes sending the capitalization package to the accounting office to initiate financial capitalization efforts. The accounting office will update all necessary financial ledgers and project status. Capitalization should normally occur within 30 days from the date the project is closed. (Refer to the latest edition of Order 4650.7, Management of NAS F&E Project Materiel, for detailed procedures and schedules.)

b. Capitalization Requirements. Property under commercial lease to the FAA is not maintained in the financial records. Such items are controlled by contracting offices through association with lessors and the FAA offices having custody over the property. Items purchased or leased for purchase, regardless of the contracting office selected and meeting criteria for capitalization will be capitalized. (Refer to the latest edition of Order 2700.31, Uniform Accounting System Operations Manual, for criteria and detailed procedures.) Standard procedures will be used to capitalize equipment purchased through DECCO.

57. IN-USE PERSONAL PROPERTY. Property records shall be initiated and maintained on all telecommunications systems and equipment, including items leased for 90 days or more in accordance with the latest edition of Order 4650.21, Management In-Use Personal Property.

58. DISPOSAL. Disposal of excess telecommunications equipment will normally be accomplished in accordance with the latest edition of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property. Disposal plans may be required for certain telecommunications systems and equipment. When disposal procedures do not specifically cover telecommunications equipment, advice should be obtained from regional/national materiel management offices.

59. Reserved.

CHAPTER 6. NATIONAL TELECOMMUNICATIONS ACQUISITION PROGRAMS

60. PURPOSE. This chapter provides requirements, guidelines, and procedures for the conduct of national telecommunications acquisition programs.

61. GENERAL. The process for development, production, implementation, and support for national telecommunications networks, systems, and equipment acquisition programs is described in numerous regulations, standards, directives, and documents. The following paragraphs will highlight the key individuals involved, the primary activities, requirements, and documents governing the national telecommunications acquisition process. These activities may be required regardless of the contracting office selected.

62. ACQUISITION ROLES AND RESPONSIBILITIES. The acquisition process involves the use of a matrix management structure where the program manager (PM) is supported by a number of associate program managers (APM) in other functional offices such as contracts, logistics (National Airspace Integrated Logistics Support (NAILS)), legal, testing, training, etc. The roles and responsibilities of some of these key persons are as follows:

a. The PM. The PM is responsible for overall system design, development, acquisition documentation, quality assurance, test and evaluation, technical contract administration, program reviews, and installation. All acquisition, maintenance, and NAILS requirements are included. The PM provides for the original cost estimates for Washington-furnished equipment and validates regional/center estimates (submitted by regional/center APM's necessary to acquire or satisfy requirements of individual projects and programs. The PM also ensures the accuracy of delivery date estimates of planned major end item acquisitions provided for input into the materiel delivery forecast module (MDFM) of the resource tracking program (RTP) (formerly called the regional program management system (RPMS). The PM negotiates program directives with APM to obtain their support throughout the acquisition.

b. The APM for Contracting (APMC). The APMC is responsible to enter into, amend, modify, administer, and take other actions with respect to contracts as outlined in the Federal Acquisition Regulations (FAR) and FIRMR. The APMC ensures the contract is authorized by law, that funds are available, and that the contractor and the agency meet the terms and conditions of the contract.

c. The APM for Logistics (APML). Subsequent to the assignment of a PM for a specified system acquisition, the assigned PM will request, in writing, a designation of an APML from the Program Director for Requirements and Life-Cycle Management, ALM-1. The APML will ensure all NAILS requirements are acquired and implemented. The APML will advise the PM in regard to all NAILS matters within the scope of the latest edition of Order 1800.58, National Airspace Integrated Logistics Support (NAILS) Policy.

d. The Designated Senior Official (DSO). The DSO is a senior agency official responsible for carrying out the information resource management (IRM) functions and for acquisitions of FIP resources made pursuant to a DPA.

e. The DAR. DAR's are agency officials designated as primary contacts with GSA (or DECCO) for the FTS2000 Network program. (Refer to paragraphs 11 and 55.) Within the framework of agency management and oversight, DARs have program management authority and responsibilities for use of the FTS2000 Network to satisfy agency intercity telecommunications requirements.

f. The TCO. TCO's are persons designated by the regional AF and national TM&O division managers to certify that specified telecommunications systems, equipment, or services are required and that the FAA is prepared to pay mutually acceptable costs to fulfill those requirements. (Refer to paragraphs 11 and 54.)

63. THE PLANNING PROCESS.

a. The Framework. The framework within the agency for identifying and validating major requirements, selecting the most favorable approach to satisfy these requirements, and organizing and managing the entire process is described in the latest edition of Order 1810.1, Major Acquisitions. Order 1810.1 provides criteria for labeling a major acquisition, establishes acquisition policy, provides direction and responsibilities for acquisition executives and Program Managers; and identifies documents critical to the acquisition process including the mission need statement and acquisition plan. The order also transmits DOT Order 4200.14, Major Acquisitions, which defines a major acquisition, generally, on the basis of the program funding level.

b. The Telecommunications Strategic Plan. The Telecommunications Strategic Plan was developed to ensure that the high levels of telecommunications services required to support all aspects of the NAS ATC and FAA agency requirements are available at the right time, in the right place, at the lowest possible cost. The plan outlines the telecommunications goals and objectives, requirements now and for the future, the optimum communications approach, and transition strategy. Telecommunications planning and acquisition activities should consider the contents of the strategic plan.

c. The CIP. The CIP summarizers F&E programs the FAA intends to pursue over a 15-year planning horizon in addressing key concerns of the NAS. New F&E programs are initiated through the identification of a mission need (perceived deficiency of technology opportunity) which leads to the development of a mission need statement. The originator of a mission need must be sponsored by an FAA user organization (e.g., ATR, AFS, ASC, AAF). Mission needs may be submitted to the mission needs analysis process at any time during the year and should be submitted as soon as a deficiency is identified. The mission need statement process is defined in Order 1810.1F, Acquisition Policy.

d. Future NAS Telecommunications Plan (Fuchsia Book). The Fuchsia Book sets forth the telecommunications requirements for CIP projects. The book is used to support requirements analysis, budgeting activities, implementation planning, and FAA-owned utility planning and allocation. NAS PM's review and provide input to the annual update. The Fuchsia Book should be a reference in planning and acquisition activities.

e. Calls for Estimates. Calls for estimates provide the basis for developing the funding needs for future budget years. The calls for estimates provide information and guidance on national programs and the opportunity for regions, centers, and Washington program and support offices to express their funding needs. After Congressional enabling legislation, apportionment by the Office of Management and Budget (OMB), and issuance of allotments by the FAA Office of Budget, the FAA can carry out its programs. Throughout the fiscal year, needed funding adjustments can be made after appropriate approvals. Identification of the process for follow-on support for additions, moves, and changes should be done on a program by program basis.

f. Major system acquisitions are designated as such by the Deputy Secretary of the Department of Transportation (DOT). These acquisitions normally follow the process established by OMB Circular A-109 (with some exceptions). In accordance with Order 1810.1, this process starts with the development and approval of a mission need statement. When acquisition responsibility is to be assigned to a contracting office other than FAA (GSA, DECCO, etc.), the assigned contracting office should be included for coordination of the acquisition related documents prior to submission to the Transportation Systems Acquisition Review Council (TSARC). Other documentation needed at key decision points early in the acquisition process include an acquisition plan and a source selection plan. Each individual procurement, estimated to exceed $25,000 must be included in an annual procurement plan as required by the FAR, Part 7, and DOT Order 4200.16 prior to the issuance of a solicitation. When an acquisition involves FIP resources, a DPA may be required. (Refer to Order 1370.71 for DPA thresholds.) This delegation is required by the FIRMR and is obtained by submitting a request to the AIT-1 for approval, and subsequent transmission to the Office of the Secretary of Transportation and then to GSA for their approval(s), depending upon the dollar thresholds of the resources to be acquired. Such a request must be submitted early in the planning phase to minimize delays in the acquisition. The DPA approval process may proceed in parallel with some other activities, but formal solicitation of proposals may not occur until a DPA is obtained.

64. THE ACQUISITION AND SOURCE SELECTION PROCESS.

a. The PR. A PR including contract line items (CLIN), statement of work (SOW), equipment specification, and other sections, including proposal and evaluation criteria is required to initiate contracting action. An independent cost estimate is required for most PR's. Regional procurement offices will provide guidance to regional TM&O's to prepare PR's. Headquarters TM&O's should refer to the latest edition of Order WA 4400.1, Guide to Preparing Procurement Requests. This order provides information for preparing a PR. When DECCO is the contracting office, DISA Circular 350-135-1, chapter V, provides information for the contents of the SOW and the specification. Chapter V also provides information on contracting procedures and responsibilities.

b. The Procurement Readiness Review (PRR) Process. The PRR process supports the PM and PM's throughout the agency by ensuring coverage in the procurement package and process of all program management and acquisition planning and documentation requirements, program implementation documentation, software documentation, interface control, configuration management, NAILS, funding, scheduling, deliverables, deployment readiness review (DRR), and coordination requirements including, but not limited to, testing organizations and program management elements of AOP (master file, interruption reporting, certification, shakedown testing, etc.); the National System Requirements Analysis Division, AOS-100; the FAA Logistics Center; and the regions (construction, testing, implementation, facility reference data file, flight and joint acceptance inspections, and commissioning).

c. The Source Selection Process. This process is structured to ensure the impartial, equitable, and technically sound evaluation of solicited proposals. This process is described in Transportation Acquisition Manual, Part 1215. For competitively negotiated procurements which are estimated to exceed $5 million, a selection plan (SP) is developed. The SP, which is approved by the source selection official, includes a brief description of the procurement, the evaluation criteria, and schedule of events. In addition, the SP establishes the various boards such as the source evaluation board (SEB), Source Evaluation Board Oversight Board (SEBOB), etc. The latest edition of Order 4405.10, Source Selection, provides information on the selection process.

d. The DRR Process. The DRR process, governed by the latest edition of Order 1800.63, National Airspace System (NAS) Deployment Readiness Review (DRR) Program, is the primary vehicle for planning system deployment. The process ensures that all actions have been completed to support production, testing, acceptance, delivery, integration into the NAS, and operation of telecommunications systems to be deployed. Use of the DRR process early in acquisition planning will ensure that deployment considerations are addressed.

65.-69. Reserved.

CHAPTER 7. TELECOMMUNICATIONS INFORMATION SYSTEMS

70. PURPOSE. This chapter discusses the various information systems and their application in managing the telecommunications program.

71. TELMS. TELMS is an automated data entry program designed to enter and electronically transfer TSR's and/or CSR's to the Transportation Systems Center (TSC) mainframe computer using an International Business Machines (IBM) or compatible personal computer. TSR's are then forwarded to DECCO for processing and implementation after coordination of telecommunications service priorities (TSP) with the National Communications Service (NCS). CSR's reside in the CSR database for access by headquarters and regional TM&O personnel to engineer circuits, reflect engineering determinations, and obtain CSR status and reports. The Communications Service Request Interactive Retrieval and Update System (CIRUS) is used for this purpose. TELMS also provides for local management and tracking of CSR's and TSR's. TELMS will be replaced by Telecommunications Information Management System (TIMS). (Refer to Appendix 9 for an example of a TELMS generated TSR.)

72. FAA COMMUNICATIONS INFORMATION SYSTEM (FAACIS). FAACIS is the principle tool for use in requesting, accounting, payment, and managing FAA-leased telecommunications systems, equipment, and services. It is the primary database for FAA-leased telecommunications information and enables TM&O personnel to request new circuits and equipment via TSR's and request end-to-end circuit design, including the use of FAA-owned facilities via CSR's. FAA headquarters elements, regions, and other Government organizations may access the database. The database will produce current telecommunications information in the form of ad hoc and standardized administrative reports including circuits, equipment, locations, PDC's, and monthly costs. The primary interfaces include FAA headquarters organizations for inquiries and reports; regions for inquiries, reports, and service requests; TSC for maintenance and data updating; NCS for coordination of telecommunications service restoration priorities; and DECCO for TSR processing and data updating. FAACIS will be replaced by TIMS.

73. TELECOMMUNICATIONS INFORMATION MANAGEMENT SYSTEM (TIMS). Planned for implementation in 1994, TIMS will be the primary information system for supporting TM&O personnel in managing the non-real time aspects of all FAA telecommunication resources. TIMS will replace FAACIS, TELMS, and other telecommunications automation systems used for analysis and management. In addition to providing for telecommunications information, TIMS will provide for performance analysis, network planning, circuit engineering, administration, and budget analysis.

74. RESOURCE TRACKING PROGRAM (RTP). Formerly called the regional program management system (RPMS), RTP provides a comprehensive, interactive project management system specifically designed to manage F&E projects. The RTP provides the capability to budget, schedule, plan, track, report, and update project activities and resources and to associate cost information to tasks. The system integrates all facets of the F&E project life cycle from project conceptualization through project closeout. RTP provides the regional TM&O the capability of budgeting for telecommunications circuits/equipment and provide correlation between the F&E and leased telecommunications budget. It will ensure that telecommunications service requirements in support of approved F&E projects are identified and captured for the leased telecommunications budget. RTP replaced the F&E reporting system (FERS) and F&E manpower system (FEMS).

75. TM&O TOOLS DATA SYSTEM (TM&O TOOLS). The TM&O Tools database assists in managing the FAA-owned telecommunication resources, primarily the RCL and the LDRCL networks. This system supports a private leased line costing tool, a circuit implementation tool, and query/update or modify tool providing information from the TM&O database. TM&O Tools is a stand-alone system residing on an FAA-owned MicroVax computer maintained by the MITRE Corporation.

76.-79. Reserved.

CHAPTER 8. INTERNATIONAL SERVICES

80. PURPOSE. This chapter provides general information, guidelines, and procedures for obtaining international telecommunications services.

81. GENERAL. The Assistant Administrator for Policy, Planning, and International Aviation and the Office of International Aviation serve as the focal point in the agency for international programs. The latest edition of Order 1240.9, International Aviation Programs, provides general information on the various international organizations and procedures involved. Some of that information is highlighted here for convenience and reference. There are numerous national and international organizations and groups and subgroups that have roles in the planning and provision of international telecommunications services. Among these organizations and groups are:

a. Interagency Group on International Aviation (IGIA). IGIA membership is comprised of representatives of the State Department, Commerce Department, Department of Defense (DOD), Department of Transportation (DOT), Federal Communications Commission (FCC), and the National Transportation Safety Board (NTSB). This group reviews and decides on proposals originating with the U.S. Government, industry, foreign Governments, or international organizations, e.g., the International Civil Aviation Organization (ICAO), to implement or change a range of international technical programs including telecommunications services. A part of this review involves coordination with aviation industry organizations. A more complete description of IGIA may be found in the current publication of document IGIA 0/1A, entitled: Membership, Organization, and Procedures of the Interagency Group on International Aviation (IGIA).

b. International Civil Aviation Organization (ICAO). ICAO membership includes representatives from 168 countries. The ICAO is charged with developing the principles and techniques of international air navigation and fostering the planning and development of international air transport to ensure the safe and orderly growth of civil aviation throughout the world. Among other functions, ICAO develops and publishes regional air navigation (RAN) plans that identify facilities and services required for international air navigation. Additional information on ICAO is contained in ICAO publication: Memorandum on ICAO.

c. ICAO Regional Organizations. Regional groups handle the planning and implementation of facilities and services limited to that region of the world. These groups were formed by ICAO to improve the efficiency and safety of segments of the international aviation system. Regional bodies are established and disbanded to fulfil regional requirements (e.g., the North Atlantic Systems Planning Group, the European Air Navigation Planning Group, African Planning and Implementation Regional Group, the Caribbean/South American Regional Planning and Implementation Group, Asia/Pacific Air Navigation Planning and Implementation Regional Group, etc.) The work of the ICAO regional planning and implementation groups provides the basic input for periodical RAN meetings where amendments involving the implementation planning process to RAN plans are developed.

d. Other Organizations. There are additional United Nations specialized organizations and other international and national organizations that have impact on telecommunications support to aviation. These organizations include International Telecommunications Union (ITU), World Meteorological Organization (WMO), International Telecommunications Satellite Organization (INTELSAT) and International Maritime Satellite Organization (INMARSAT) and their U.S. signatory Communications Satellite Corporation (COMSAT), the National Telecommunications and Information Administration (NTIA), Radio Technical Commission for Aeronautics (RTCA), etc.

82. THE INTERNATIONAL PROCESS. Although the complete process to obtain international telecommunications services is sophisticated, complex, and often lengthy, the following represents a generalized approach:

a. U.S. Initiated Action. Upon receipt of validated requirements for international telecommunications services from ATR, AOP-600 develops and coordinates the agency position and necessary IGIA documentation to propose an amendment to the RAN Plan. IGIA coordinates the U.S. requirements with its intra-agency members and industry and determines the U.S. position on the amendment.

b. Internationally Initiated Action. International requirements are developed by the communications subgroups at the regional level and are then presented to the regional planning and implementation groups. If the regional planning and implementation group considers the proposed amendment to have merit, they will forward to the appropriate ICAO regional office. After circulation to the concerned member states for comments, the ICAO regional office will submit the proposed changes, additions, or deletions to the Air Navigation Commission (ANC). The ANC reviews the proposal and recommends action by the Council, which is the governing body in Montreal, Canada. If the proposed changes are approved by the Council, they are published in the appropriate manuals/plans. Considerable time may elapse because the manuals/plans are distributed on a periodic basis. If a change is of major importance to the users and cannot be delayed, a memorandum of agreement may be developed by the governments concerned to implement the change.

83. GENERAL FAA PROCEDURES. The following steps generally describe the process for adding, changing, or terminating an international service. The following process may not be applicable to all requirements such as the data communications requirements of the aeronautical fixed telecommunications network (AFTN) or the voice (and future data link) requirements of the Aeronautical Mobile Service in support of the oceanic ATC function. AOP-600 shall be involved from the outset of the process to provide guidance and assistance.

a. The facility shall define an ATC requirement for a telecommunications service with a foreign government and forward the requirement to the regional AT division.

b. The regional AT division shall confirm the requirement and coordinate with the regional TM&O organization. New requirements will necessitate planning and inclusion in the leased telecommunications budget. The regional TM&O organization will provide technical advice as to type of services required.

c. The regional AT division will forward the requirement to ATR along with the TM&O description of the services required and a description of any present configuration.

d. ATR will review and coordinate all requirements documentation with the Air Traffic Rules and Procedures Service (ATP). If the requirement is not validated, ATR and ATP will coordinate alternatives to the request with the regional AT division and the facility.

e. ATR will submit the complete validated requirements package to the AOP-600. AOP-600 will analyze the requirement in conjunction with other needs (voice and data), subject the requirement to network engineering methods, and determine the best means to satisfy the requirement in the most operationally and cost effective manner. AOP-600 will then coordinate with the foreign administration to develop a mutually agreed program with respect to technical characteristics, financial responsibility, implementation scheduling, etc. The requirement may or may not be subjected to the ICAO coordination process and may or may not involve amendment of the Air Navigation Plan.

f. AOP-600 will advise ATR of the status of the requirement every 6 months until the circuit has been approved and agreements have been completed.

g. AOP-600 will forward the approved requirements package through ATR and the regional AT division to the regional TM&O for action.

84.-89. Reserved.

CHAPTER 9. INVENTORY AND VALIDATION

90. PURPOSE. This chapter establishes requirements and responsibilities for conducting inventories and validating ATC and agency telecommunication requirements.

91. VALIDATION. Telecommunication services shall be reviewed on a continuing basis to revalidate the need for services and ensure the accuracy of billing data. Any service not revalidated shall be terminated. The process and criteria for validating leased operational telecommunications requirements are contained in the latest edition of Order 7031.4, Airway Planning Standard Number Four-Leased Air Traffic Control Communications Services.

92. INVENTORY REQUIREMENTS. Inventories will be conducted in accordance with the FIRMR and Order 4650.21. Such inventories are conducted to identify excess services and resolve discrepancies between billed services and services actually being provided. Action shall be initiated to discontinue any unused equipment or services and correct any discrepancies in the record of services.

93. RESPONSIBILITIES. Responsibilities associated with validation and inventory are as follows:

a. Regional TM&O organizations will initiate and coordinate special physical inventories. TM&O personnel will participate in the inventory activity whenever possible and provide guidance and procedures for other participants. Other participants will include FAA national, regional, and sector and facility personnel. Vendors and CO's will participate as appropriate. TCO's are responsible for terminating unneeded services and notifying DECCO of deviations between billed services and services actually provided.

b. Regional AT divisions will validate and inventory on a continuing basis the requirements for operational telecommunications services used directly by ATC personnel for issuing ATC instructions, flight activity messages, pilot briefings, and flight advisory services.

c. Regional AF divisions, in coordination with AT divisions, will validate and inventory, on a continuing basis, the requirements for services used for control and monitoring of navigational aids, remote center air/ground communications, radar transmission, and data transmission.

d. All organizations will validate, on a continuing basis, their requirements for agency telecommunications services. (Refer to Paragraph 11o as contained in this directive.)

94.-99. Reserved.

APPENDIX 1. DEFINITIONS

1. Agency Procurement Request (APR). An APR is a request by a Federal agency for GSA to acquire Federal information processing (FIP) resources or for GSA to delegate the authority to acquire FIP resources.

2. Agency Telecommunications. Agency telecommunications (formerly called administrative telecommunications) are all FAA telecommunications which are not ATC telecommunications as defined in paragraph 10 below. Examples include applications such as switched voice telephone services, voice and video conferencing systems, and data transmission networks which support administrative computer-to-computer interfaces. Networks which provide primarily administrative telecommunications include the FTS2000 telecommunications system and ADTN.

3. Communications Service Authorization (CSA) (DECCO). A CSA is an order for services or facilities under the DECCO Basic Agreement for Communications between the Government and vendors who have agreed to the terms of the agreement.

4. DECCO CSA Number. This term designates the specific circuit or equipment account; e.g. RCAA-P-7002. The DECCO CSA number identifies the CSA for DECCO provided services, circuits, or equipment. The CSA number and the Basic Agreement make up the formal contract for the services or facilities included.

5. Defense Information Systems Agency (DISA). DISA is an agency of the DOD under the direction, authority, and control of the Secretary of Defense. Its mission is to ensure that the Defense Communications System will be so established, improved, and used as to meet the long haul, point-to-point, telecommunications of the DOD and the other Government agencies as directed.

6. Defense Commercial Communications Office (DECCO). This is a DOD centralized communications leasing office established as a field activity under the command of the Director, DISA.

7. Federal Acquisition Regulation (FAR). This is the Government regulation which contains policies and procedures to guide managers in the conduct of Federal acquisition and provides detailed directions required to govern Federal contractual actions in accordance with applicable laws and the need for efficiency.

8. FIP Resources. FIP resources means automatic data processing equipment (ADPE) and any equipment or interconnected systems or subsystems of equipment that is used in the automatic acquisition, storage, control, display, switching, interchange, transmission, or reception of data or information. FIP is an umbrella term describing automatic data processing and telecommunications resources.

9. Federal Information Resources Management Regulation (FIRMR). This the Government regulation which contains policies and procedures to guide managers in the conduct, acquisition, and management of FIP resources. The FIRMR is supplemental to the FAR.

APPENDIX 1. DEFINITIONS (CONTINUED)

10. ATC Telecommunications. ATC telecommunications, formerly called operational telecommunications, are defined as those telecommunications associated with the regulation and protection of air traffic including national security commitments. Included are services and related equipment which provide either voice or data communications and which support en route, terminal, flight service/weather, and other operational use. ATC telecommunications include all telecommunications used at ATC and air navigation facilities to perform the primary assigned facility functions and all telecommunications services that require access into the operational system. ATC telecommunications also encompasses those telecommunications services necessary to support national emergency operations.

11. Program Designator Code (PDC). This code is used to identify DECCO-leased services by system, network, primary user, or other category. It is specifically required to identify the funding activity responsible for reimbursing DECCO for the cost of leased services, backbone, and overhead charges as appropriate.

12. Secure Telecommunications. Secure telecommunications means protective measures have been taken to deny unauthorized persons information derived from telecommunications of the United States Government related to national security and to ensure the authenticity of such telecommunications. Such protection results from the application of security measures (including cryptosecurity, transmission security, and emissions security) to electrical systems generating, handling, processing, or using national security or national security-related information.

13. Telecommunications. Telecommunications means the transmission, emission, or reception of signals, signs, writing, sounds, or intelligence of any nature by wire, fiber optic cable, radio, visual, or other electrical, electromagnetic, or acoustically coupled means. The term includes the telecommunications facilities necessary to provide such services. Telecommunications facilities include equipment used for such modes of transmission as telephone, telegraph, teletypewriter, data, facsimile, satellite, radio/telephotography, video, audio, and such corollary items as distribution systems and communications security facilities (41 CFR Subpart 201-4.002).

14. Telecommunications Certifying Officer (TCO). The person designated by the regional director, center director, Program Director for Communications and Aircraft Acquisitione, ANC-1, or Manager, AOP-600, to certify that a specified telecommunications system, equipment, or service is bonafide requirement of the administration, and that the region is prepared to pay mutually acceptable costs involved in its fulfillment.

15. Telecommunications Resources. This term includes telecommunications systems, equipment, facilities, and services.

APPENDIX 1. DEFINITIONS (CONTINUED)

16. Telecommunications Service Priority Restoration Code. A code assigned to circuits and used to identify the urgency of restoration in the event of a circuit outage. These codes are provided by the Director, National Communications System in support of the National Security Emergency Preparedness Program.

17. Telecommunications (Within the Purview of TM&O). Telecommunications that are within the purview of the FAA TM&O organization are more limited than that defined by the CFR and includes the transmission path and switching equipment required to send and/or receive voice, data, or video information between facilities. The transmission paths include both leased services and FAA-owned services such as the RCL. The management of telecommunications responsibilities is from the user facility's interfacility demarcation point, through and including the modems, in the case of selected multiplexed services. Where the interfacility services terminate in switching systems, such as private branch exchanges, these switches are also considered telecommunications responsibility even though these switches are after the demarcation point. All references to telecommunications contained in the body of this order should be interpreted according to this more limited definition of telecommunications. Where there are issues that do not appear to be covered, these should be dealt with on a case-by-case basis under memorandums of understanding among the parties involved at the regional level.

18. Vendor. This term includes any person, partnership, association, joint stock company, trust, or corporation providing communications service to the public.

APPENDIX 2. ACRONYMS

AAC	Aeronautical Center
ADPE	Automatic Data Processing Equipment
ADTN	Administrative Data Transmission Network
AF	Airway Facilities
AFTN	Aeronautical Fixed Telecommunications Network
A/G	Air/Ground
ALTE	Automated Line Test Equipment
ANC	Air Navigation Commission
ANICS	Alaskan NAS Interfacility Communications System
APM	Associate Program Managers
APMC	APM for Contracting
APML	APM for Logistics
APR	Agency Procurement Request
ARTCC	Air Route Traffic Control Center
AT	Air Traffic
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
ATP	Air Traffic Rules and Procedures
ATR	Air Traffic Plans and Requirements Service
AUTODIN	Automatic Digital Network
AUTOVON	Automatic Voice Network
BOA	Basic Ordering Agreement
CCWO	Commercial Communications Work Order
CFR	Code of Federal Regulations
CIP	Capital Investment Plan
CIRUS	Communications Service Request Interactive Retrieval and Update System
CLIN	Contract Line Items
CO	Contracting Officer
COMSAT	Communications Satellite Corporation
CONUS	Continental United States
COTR	Contracting Officers' Technical Representative
COTS	Commercial-Off-The-Shelf
CSA	Communications Service Authorization
CSR	Communications Service Request
DAR	Designated Agency Representative
DCE	Data Communications Equipment
DECCO	Defense Commercial Communications Office
DIFAX	Digital Weather FAX
DISA	Defense Information Systems Agency
DMN	Data Multiplexing Network
DOD	Department of Defense
DOT	Department of Transportation
DPA	Delegation of Procurement Authority
DRR	Deployment Readiness Review
DSO	Designated Senior Official
DTE	Data Terminal Equipment

APPENDIX 2. ACRONYMS (CONTINUED)

ECOM	Electronics Communications
FAA	Federal Aviation Administration
FAACIS	FAA Communications Information System
FAASAT	Federal Aviation Administration Satellite
FAATSAT	FAA Telecommuncations Satellite
FAC	Facility
FAR	Federal Acquisition Regulations
FCC	Federal Communications Commission
FDAT	Facility Data
F&E	Facilities and Equipment
FEMS	F&E Manpower System
FERS	F&E Reporting System
FIP	Federal Information Processing
FIRMR	Federal Information Resources Management Regulations
FUS	Functional Units or Systems
FSS	Flight Service Station
GSA	General Services Administration
IBM	International Business Machines
ICAO	International Civil Aviation Organization
ICSS	Integrated Communications Switching System
IGIA	Interagency Group on International Aviation
INMARSAT	International Maritime Satellite Organization
INTELSAT	International Telecommunications Satellite Organization
IRM	Information Resource Management
ITU	International Telecommunications Union
LABS	Leased A and B Service
LID	Location Identifier
LINCS	NAS Leased Interfacility Communications System
LDRCL	Low Density Radio Communications Link
MDFM	Materiel Delivery Forecast Module
MTDS	Master Terminal Demarcation System
MSL	Mean Sea Level
NAILS	National Airspace Integrated Logistics Support
NAS	National Airspace System
NAVAID	Navigational Aids
NAVCOM	Navigational Communications
NCS	National Communications Service
NICS	NAS Interfacility Communications Systems
NTIA	National Telecommunications and Information Administration
NTSB	National Transportation Safety Board
O/O TLP	Transmission Level Point of O/O
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
PDC	Program Designator Codes
PM	Program Manager
POTS	Purchase of Telephones and Services Program
PR	Procurement Request
PRR	Procurement Readiness Review

APPENDIX 2. ACRONYMS (CONTINUED)

RAN	Regional Air Navigation
RCL	Radio Communications Link
RCR	Routing and Circuit Restoral
RDAT	Radar Data
RML	Radar Microwave Link
RPMS	Regional Program Management System
RTCA	Radio Technical Commission for Aeronautics
RTP	Resource Tracking Program
SEB	Source Evaluation Board
SEBOB	Source Evaluation Board Oversight Board
SET	Supervisory Electronics Technician
SM	System Maintenance
SMP	Special Maintenance Project
SOW	Statement of Work
SP	Selection Plan
STATMUX	Statistical Multiplexing Network
STVS	Small Tower Voice Switch
SVC	Service
TDM	Time Division Multiplexors
TELCO	Telephone Company
TELMS	Telecommunications Management System
TCO	Telecommunications Certifying Officer
TIMS	Telecommunications Information Management System
TM&O	Telecommunications Management and Operations
TM&O TOOLS	TM&O TOOLS Data System
TO	Technical Officer
TRACON	Terminal Radar Approach Control
TSARC	Transportation Systems Acquisition Review Council
TSC	Transportation Systems Center
TSP	Telecommunications Service Priorities
TSR	Telecommunications Service Request
U.S. Sprint	U.S. Sprint Telephone Company
VFR	Visual Flight Rules
VTS	Voice Telecommunications System
WMO	World Meteorological Organization

APPENDIX 3. SAMPLE SF 145, TELEPHONE SERVICE REQUEST

TELEPHONE SERVICE REQUEST

SECTION I – (TO BE COMPLETED BY GSA)

Please perform all work outlined below and invoice in accordance with published tariff.

SERVING TELEPHONE COMPANY	DOC. I.D.	SYSTEM I.D.	ORDER NUMBER	PAGE NO.
	TSR			

AUTHORIZED SIGNATURE, TELEPHONE NUMBER AND LOCATION	DATE SIGNED

SECTION II – (TO BE COMPLETED BY REQUESTING AGENCY)

AGENCY NAME	WORK SITE	PERSON TO CONTACT

SEQUENCE NUMBER	CUSTOMER NUMBER	AGENCY ORDER NUMBER	LOCATION CODE	SERVICE REQUEST DATE	We hereby request GSA to have the work performed as indicated below. AUTHORIZED SIGNATURE	DATE SIGNED
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SPECIAL INSTRUCTIONS

LINE NO.	ACTION CODE	QTY.	VENDOR CODE	DESCRIPTION
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SECTION III – (TO BE COMPLETED BY SERVING TELEPHONE COMPANY)

NON-RECURRING CHARGE	EFFECTIVE BILLING DATE	The above work was completed by the date indicated.	SIGNATURE AND TELEPHONE NUMBER	DATE SIGNED

145-111 (NSN 7540-00-577-5830)
PREVIOUS EDITION NOT USEABLE)

TELEPHONE COMPANY COPY

STANDARD FORM 145 (REV. 6-82)
Prescribed by GSA
FPMR (41 CFR 101-37.303)

FORMS MANAGEMENT DATA					AS OF	FORM NO.	SHEET NO.
					10-15-88	SF 145	8
NATIONAL STOCK NO.	U/I	EDITION DATE	GSA CONTROL NO.	CODE	DESCRIPTION • REMARKS		
7540-00-577-5830	HD	6-82	145-111	R	8 1/2 x 11" detached from top stub; 5-part carbon interleaved snapout set, face only; white sulphite writing, pt. 1—sub. 12-13; pts. 2 thru 5—sub. 9-10; green PMS 355 ink.		

STOCKED BY: ☒ GSA DEPOT ☐ SUPT. OF DOCUMENTS (GPO) — DATE AVAILABLE FROM GSA SUPPLY DEPOTS:
☒ OTHER (Explain) GSA Self Service Stores—Except National Capitol Region.

APPENDIX 4. RELATED PUBLICATIONS

NOTE: All FAA orders are latest edition.

1. Federal Information Resources Management Regulations (FIRMR), Part 201; and Bulletins C-5, C-15, and C-21 all pertaining to acquisition and management of Federal Information Processing (FIP) resources including telecommunications services.

2. Defense Information Services Agency (DISA) Circulars pertaining to acquisition and management of telecommunications services.

   a. DISA Circular 350-135-1, Defense Commercial Communications Acquisition Procedures.

   b. DISA Circular 310-130-1, Submission of Telecommunications Service Requests.

3. FARs pertaining to acquisition in general and acquisition of telecommunications systems, equipment, and services specifically.

4. DOT 5400.1, Telecommunications Management Policy (transmits FAA Order 1770.33).

5. Order 1240.9, International Aviation Programs.

6. Order 1380.40, Airway Facilities Sector Level Staffing Standard System.

7. Order 1370.71, Procurement Authority for Information Resources and ADP.

8. Order AF 1800.2, Airway Facilities Service Life Cycle Cost Studies.

9. Order 1800.58, National Airspace Integrated Logistics Support (NAILS) Policy.

10. Order 1810.1, Major Acquisitions.

11. Order 1810.6, COTS Estimation Policy and Procedures.

12. Order 1830.3, Policy for Administrative and Operational Telecommunications Programs.

13. Order 1800.63, National Airspace System (NAS) Deployment Readiness Review (DRR) Program.

14. Order 2700.31, Uniform Accounting System Operations Manual.

15. Order 3000.6, Training.

16. Order 3410.16, Procurement Career Management System.

17. DOT Order 4200.14, Major Acquisitions.

APPENDIX 4. RELATED PUBLICATIONS (CONTINUED)

18. DOT Order 4200.16, Advanced Acquisition, Planning, and Annual Procurement Plan.

19. Order WA 4400.1, Guide to Preparing Procurement Requests.

20. Order 4405.10, Source Selection.

21. Order 4650.7, Management of NAS F&E Project Materiel.

22. Order 4650.21, Management In-Use Personal Property.

23. Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

24. Order 6000.36, Communications Diversity.

25. Order 7031.4, Airway Planning Standard Number Four-Leased Air Traffic Control Communications Services.

26. Current FAA Telecommunications (Currant Book).

27. Future NAS Telecommunications Plan (Fuchsia Book).

28. Telecommunications Strategic Plan.

29. Transportation Acquisition Manual, Part 1215.

30. International Publications:

a. IGIA 0/1A, Membership, Organization and Procedures of the Interagency Group on International Aviation (IGIA).

b. Memorandum on ICAO.

c. Annex 10 - Aeronautical Telecommunications.

d. Doc 8259 - Manual on the Planning and Engineering of the Aeronautical Fixed Telecommunications Network.

e. Circular 183-AN/113 - ATS Speech Circuits - Guidance Material on Switched Network Planning.

f. Air Navigation Plan Publications.

31. DISA Circulars 350-135-1, Defense Commercial Communications Acquisition Procedures (Issued 02/05/93); and 310-130-1, Submission of Telecommunications Service Requests.

32. Transportation Acquisition Manual, Part 1215.

APPENDIX 5. CONTRACT INSTRUMENTS

1. Low Density Radio Communications Link (LDRCL). Contract No: DCA200-91-D-0022; Vendor: Rockwell; Expiration Date: April, 2001; Description: Procurement of LDRCL.

2. Time Division Multiplexors (TDM). Contract No: DTFA01-90-D-00024; Vendor: Codex; Expiration Date: April, 2000; Description: Procurement of TDMs for Data Multiplex Network. Contract is mandatory for all new procurements at locations identified in the Data Multiplexing Network (DMN) NAS project.

3. Leased A and B Service (LABS). Contract No: DCA200-91-0001; Vendor: GTE; Expiration Date: October, 2001; Description: Maintenance and management of LABS. System is Government-owned at all locations except Alaska where a totally leased system is provided. Transmission media presently provided by the vendor will be transferred to other Government contracts as they are completed.

4. Vintage Switch. Contract No: DCA200-90-D-0043; Vendor: AT&T; Expiration Date: November, 1994; Description: Lease and maintenance of AT&T voice switches at 349 switch locations.

5. WECO300. Contract No: DCA200-88-C-0009; Vendor: AT&T; Expiration Date: February, 1996; Description: Lease and maintenance of WECO300 voice switches at 17 ARTCCs and 4 Terminal Radar Approach Control (TRACON) facilities. Switch additions, ancillary equipment, headsets, etc. can be procured from this contract for included locations. Up to two switches can be procured per year.

6. Master Terminal Demarcation System (MTDS). Contract No: DCA200-89-D-0024; Vendor: NAVCOM; Expiration Date: July, 1994; Description: Procurement and installation of MTDS at locations not covered by the master demarc contract above.

7. Automated Line Test Equipment (ALTE). Contract No: DCA200-90-C-0058; Vendor: Heikemian; Expiration Date: September, 1995; Description: Procurement and installation of ALTE at ARTCCs and 100 other locations.

8. NAS Leased Interfacility Communications System (LINCS) Hawaii. Contract No: DCA200-92-D-0014; Vendor: HAWTEL; Expiration Date: December, 2002; Description: Procurement, Installation, operation, management, and maintenance of non-switched operational telecommunications circuits in Hawaii.

9. Voice Telecommunications System (VTS). Contract No: DFTA01-91-D-00041; Vendor: GTE; Expiration Date: August 2001; Description: Lease of telephone switches to support regions, centers, and large facilities.

10. Leased Interfacility NAS Communications System (LINCS). Contract No: DCA200-92-D-0021; Vendor: MCI; Expiration Date: March 2002; Description: Transmission channels leased on system basis and all related operations, management, maintenance, and administrative services. Service provided for operational requirements supporting the NAS within the continental United States (CONUS).

APPENDIX 5. CONTRACT INSTRUMENTS (CONTINUED)

11. Integrated Communications Switching System (ICSS) Phase 1B. Reserved.

12. Small Tower Voice Switch (STVS). Contract No: DCA200-93-D-0014; Vendor: Denro; Expiration Date: October 1999; Description: Procurement of voice switching equipment for Visual Flight Rules (VFR) facilities.

13. ICSS Maintenance. Contract No: DCA200-92-C-00030; Vendor: Litton Amecom; Expiration Date: June 2002; Description: Provides contract maintenance from 64 ICSSs and includes depot level support, leased spares, on-site maintenance for 31 Type III ICSSs. Contract No: DCA-200-92-C-00029; Vendor: Denro Inc.; Expiration Date: June 2002; Description: Provides on-site maintenance for 14 Type III ICSSs and includes contract maintenance for 133 ICSSs, Types I and III, and depot level support.

14. Alaskan NAS Interfacility Communications System (ANICS). Reserved.

15. NAS Interfacility Communications Systems (NICS) Implementation Support. Contract No: DCA-200-92-D-0035; Vendor: NAVCOM; Expiration Date: June 1997; Description: Provide specialized engineering support for the transition and implementation of LINCS, FAASAT, LDRCL, O/O TLP.

16. Routing and Circuit Restoral (RCR). Reserved.

17. Digital Weather FAX (DIFAX). (1) Contract No: 50-DDNW-5-00013; Vendor: Alden Electronics; Expiration Date: Oct 1993; Description: Procurement of data terminal equipment (DTE). (2) Contract No: 50-DDNW-8-00046; Vendor: GTE Spacenet; Expiration Date: Oct 1995; Description: Procurement of Data Communications Equipment (DCE).

18. Radio Communications Link (RCL). Contract No: DTSA01-85-C-00019; Vendor: AT&T; Expiration Date: May 1993; Description: Provide 8 GHz Microwave Radio System with digital capabilities, installing over 800 sites and providing 830 radios.

19. Statistical Multiplexing Network (STATMUX). Contract No: DCA200-92-C-XXXX; Vendor: DOWTY Communications, Inc.; Expiration Date: March 2002; Description: Procurement of equipment (statistical multiplexors), installation, and maintenance for the STATMUX network portion of the DMN. Equipment is compatible with existing Paradyne STATMUXs.

20. Administrative Data Telecommunications Network (ADTN). Contract No: DTFA-01-86-C-00015; Vendor: Sprint; Expiration Date: Dec 1993; Description: Provides dedicated world-wide private packet switching network.

21. FAA Telecommunications Satellite (FAATSAT). Reserved.

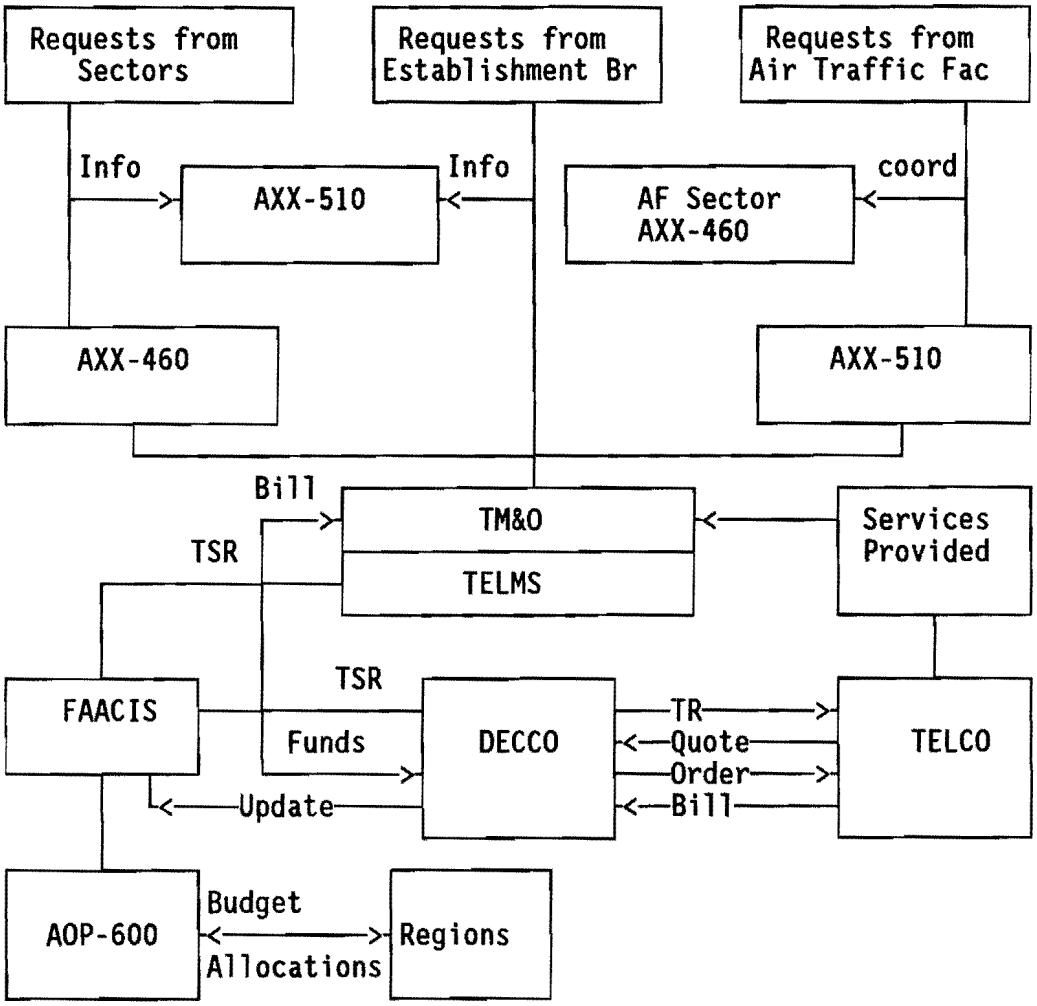
APPENDIX 5. CONTRACT INSTRUMENTS (CONTINUED)

22. FTS-2000. (Refer to paragraph 33.)

23. POTS. (Refer to paragraph 33.)

24. GSA Schedules. (Refer to paragraph 33.)

APPENDIX 6. TYPICAL REGIONAL DECCO TSR FLOW



APPENDIX 7. SAMPLE FORMAT OF REQUEST FOR COMMUNICATIONS SERVICE

Request Number:_____ (This number will be assigned by the organization submitting the requirement. It shall consist of the organizations alpha code (e.g. ASW, ANM, etc.) followed by a numerical serial number. This number will be used as a reference to track this channel requirement.

Required Service Start Date:_____

Required Disconnect Date (If applicable):_____

Voice:_____ Data:_____

Bandwidth/Data Rate (Bits Per Second):_____

Service (SVC):_____ PDC:_____
(e.g., RDAT, FDAT, ECOM, etc.)

Drops:	LID	FAC	FUS*
1.	___	___	___
2.	___	___	___
3.	___	___	___
4.	___	___	___

(Requirements for three drops or greater apply only to multipoint channels. Drop (1) should be the control facility; e.g., ARTCC, etc.)

Remarks:

_____

_____

_____

(In the remarks field, indicate any special/unique conditions, or diversity requirements other than what is identified in the latest edition of FAA Order 6000.36, Communications Diversity.)

Note: The FUS code identifies the equipment/system located at the endpoint facilities. FUS codes can be found in the Currant Book.

*Information is noted in the most recent publication of the Currant Book.

APPENDIX 8. SAMPLE FORMAT OF REQUEST FOR TELECOMMUNICATIONS SERVICES

TO: Telecommunications Management and Operations Branch, AXX-480

FROM: Person's Name THRU: Supervisor DATE:_____

PHONE:_____ OFFICE: _____

1. Start__Change__Discontinue__Amend TSR__Cancel TSR__Temp Svc__
2. Circuit Number (if existing)_____
3. Date Service Required_____
4. From: (Service Location)_____

   Contacts: (Name and Phone - SET)_____

   (Name and Phone - SM)_____
5. To: (Service Location)_____

   Contacts: (Name and Phone - SET)_____

   (Name and Phone - SM)_____
6. Half Duplex_____Full Duplex_____
7. Transmit Level_____Receive Level_____(0/0 TLP)
8. Type of Service_____
9. Details of Action Required_____

   _____

   _____

   _____

   _____

   _____
10. Name of person to make "In Effect" Report_____
11. For Radio/NAVAID Locations: a. Frequency_____, b. Loc ID____,

    c. Latitude____D____M____S, d. Longitude____D____M____S_____,

    e. Elevation (MSL)_____Feet, f. Antenna Ht._____Feet,

    g. Location of Control Station Name, State____, h. Loc ID____

APPENDIX 8. SAMPLE FORMAT OF REQUEST FOR TELECOMMUNICATIONS SERVICES (CONTINUED)

Guidance for Submitting Telecommunications Service Request

1. START is an order for a new service.
CHANGE is a modification to an existing service.
DISCONTINUE is a stop order for an existing service.
AMEND TSR is a change order to a previous order not yet delivered.
CANCEL TSR is a cancellation of a previous order not yet delivered.
TEMPORARY SERVICE is an order for service for a specified period.
(Disconnect date must be specified)

2. CIRCUIT NUMBER (IF EXISTING) should be stated exactly as it appears on the latest edition of the Telecommunications Circuit Directory.

3. DATE SERVICE REQUIRED is the date you need the service in place, not the commissioning date.

4. FROM: SERVICE LOCATION is the name, location identifier, and facility code (ARTCC, Flight Service Station (FSS), Airport Traffic Control Tower (ATCT), etc.) of the control station.

5. TO: SERVICE LOCATION(S) give information as in paragraph 4.

6. HALF DUPLEX, FULL DUPLEX applies to radio and private line services. If unknown, leave blank.

7. TRANSMIT LEVEL, RECEIVE LEVEL (0/0 TLP).

8. TYPE OF SERVICE means voice, control, teletype, data, radar data, radio air/ground (A/G) point-to-point multiplex, private line shutdown/SS1, or other (specify). Specify two/wire, four/wire, and signalling required.

9. DETAILS OF ACTION REQUIRED describe any other service requests which are dependent on this order. State what coordination is required, and any other pertinent factors.

10. "IN EFFECT REPORT" will be submitted within 72 duty hours of the completion of action. It is to be submitted when service has been provided and accepted; i.e., meets all requirements of the TSR. If the service is incomplete but useable, an exception report will be submitted. If the service is late, a delayed service report is due.

11. FOR RADIO/NAVAIDS LOCATIONS. This information is required for frequency coordination and the database record. Do not submit requests prior to final siting, resolving interfaces.

APPENDIX 9. EXAMPLE OF A TELMS GENERATED TSR

TELECOMMUNICATIONS SERVICE REQUEST

101	TSR NUMBER	FH25JAN921001
102	RESTORATION PRIORITY	?
103	TYPE ACTION	START
104	TYPE OF LEASED SVC	CIRCUIT ONLY/SINGLE VENDOR
105	CIRCUIT REQUIREMENTS	DEDICATED
106A	OPERATIONAL SVC DATE	242100Z MAY 92
106B	COM'L/GFE SVC DATE	242100Z MAY 92
107	CCSD	?
109	DCS TECH SCHEDULE	NS
110	TYPE OPERATION	FULL DUPLEX
111	MODULATION RATE	3 KH VOICE
112	SERVICE AVAILABILITY	FULL PERIOD
115	SIGNALING MODE	NO SIGNALING
116	CSA NUMBER	NEW LEASE
117	PDC	FHCA
118	OVERTIME AUTHORIZED	NO
120A	END USER LOC(GEOLOC)	FT WORTH
121A	DECCO ST/CNTRY CODE	48
122A	DECCO AREA CODE	E
123A	DECCO FACILITY CODE	ATC
124A	ADDRESS/DIR TO SITE	FORT WORTH ARTCC, 13800 FAA ROAD, FORT WORTH, TX. 76155
		USE DCA LOCATION CODE: HMBA
		SITE NPA: 817, NXX: 283
		SITE LAT: 32-49-51, LONG: 97-03-57
125A	ROOM OR SYSTEM LOC'N	BASEMENT EQUIPMENT ROOM
126A	TERMINAL EQUIPMENT	RADIO Control arrangement
128A	INTERFACE CHARS	IMPEDANCE: 600 OHMS
		TRANSMIT LEVEL: 0 TLP
		RECEIVE LEVEL: 0 TLP
129A	TERMINATION	4W
130A	CONTACT	ON SITE NPA: 817, NXX: 283
		CONTACTS MAY OR MAY NOT BE ON PREMISES - PHONE FIRST
		PRIMARY CONTACT:
		SUZIE SUPERTECH ZFW AFS 817/858-1111
		ALTERNATE CONTACT:
		ELLEN GAY ADAMS ASW-481 817/740-3226
139A	NPA/NXX OF SVC LOC'N	SITE NPA: 817, NXX: 283
120B	END USER LOC(GEOLOC)	SHREVPRT
121B	DECCO ST/CNTRY CODE	22
122B	DECCO AREA CODE	E
123B	DECCO FACILITY CODE	RAG
124B	ADDRESS/DIR TO SITE	FAA RCAG SITE, BARKSDALE AFB, SHREVEPORT, LA 71110
		USE DCA LOCATION CODE: VQHV
		SITE NPA: 318, NXX: 221
		SITE LAT: 32-38-30, LONG: 93-32-50
125B	ROOM OR SYSTEM LOC'N	n/a
126B	TERMINAL EQUIPMENT	radio control equipment
128B	INTERFACE CHARS	IMPEDANCE: 600 OHMS
		TRANSMIT LEVEL: 0 TLP

APPENDIX 9. EXAMPLE OF A TELMS GENERATED TSR (CONTINUED)

TELECOMMUNICATIONS SERVICE REQUEST - FH25JAN921001 - Page 2

		RECEIVE LEVEL: 0 TLP
129B	TERMINATION	4W
130B	CONTACT	ON SITE NPA: 318, NXX: 221 CONTACTS MAY OR MAY NOT BE ON PREMISES - PHONE FIRST PRIMARY CONTACT: JIMMY YATES SHV NCU 318/636-0880 ALTERNATE CONTACT: ELLEN GAY ADAMS ASW-481 817/740-3226
139B	NPA/NXX OF SVC LOC'N	SITE NPA: 318, NXX: 221
401	PURPOSE OF TSR	Provide a full period private line voice grade radio circuit between above locations. Circuit to be used to control FAA airground radio.
402	TSR AUTHOR	ELLEN GAY ADAMS ASW-481 817/740-3226
408	OBJECTIONS TO SATEL	Satellite service not acceptable
409	ACCEPTING ACTIVITY	SUZIE SUPERTECH ZFW AFS 817/858-1111
410A	DEMARCATION POINT	FAA/TELCO DEMARC POINT
410B	DEMARCATION POINT	SEE LOCAL CONTACT FOR ASSIGNMENT terminate in FAA mini-demarc on next available slot
412	SPECIAL PROGRESS RPT	Notify TSR author at telephone number listed if operational service date is changed.
416	COST THRESHOLD	Requirement contingent on prices not to exceed the following: MRC: $600.00, NRC: $930.00
417	REMARKS	Circuit used for FAA traffic control purposes
418	DD 1368 SUBMITTER	FAA SOUTHWESTERN REGION TCO
430	EST SVC LIFE--MONTHS	120 MONTHS
431	CLASS OF SERVICE	N
437A	IW INSTL/MAINT	CPIWI-NO/CPIWM-NO
438A	RELATED LEASED EQUIP	NA
440A	COMMERCIAL ACCESS	WILL NOT LEAK
437B	IW INSTL/MAINT	CPIWI-NO/CPIWM-NO
438B	RELATED LEASED EQUIP	NA
440B	COMMERCIAL ACCESS	WILL NOT LEAK
521	ACTION REQUESTED	A
523	NEW SVC USER SVC ID	?
525	SERVICE PROFILE	A1;A2;B1;C1;D1;E1;F1;G1
526A	TSP RP SUBCATEGORY	B
526B	TSP RP CRITERIA	6
526C	TSP RP REQUESTED	2
531	SVC USER ORGANIZAT'N	6920
601	SERVICE	ECOM
603	CIRCUIT FILE REMARKS	CONTROLS 134.65
613	TSR DESCRIPTION	sample TSR for start RCAG circuit
616	MRC/NRC ESTIMATES	MRC: $ 400.00 , NRC: $ 620.00
630A	LID	ZFW
631A	FAC	ARTCC
632A	FUNCTIONAL UNIT/SYS	RADIO
633A	CITY	FORT WORTH
634A	STATE	TX
630B	LID	SHV
631B	FAC	RCAG
632B	FUNCTIONAL UNIT/SYS	RCE

APPENDIX 9. EXAMPLE OF A TELMS GENERATED TSR (CONTINUED)

TELECOMMUNICATIONS SERVICE REQUEST - FH25JAN921001 - Page 3

633B	CITY	SHREVEPORT
634B	STATE	LA
701	CREATION DATE	25 JAN 92
CC:	COPIES TO BE SENT TO	ASW-450 LIT AFS ASW-510