




Federal Aviation Administration

Memorandum

Date: SEP 12 2007

To: Agency Directives Management Officer, AIO-20

Through: AJW-8

From: 
Richard Thoma, Director, Safety and Operations Support

Subject: FAA Order 4650.31, Vendor Shipments of Nationally-Furnished Operations-Funded Material

This memorandum requests the subject order be cancelled. In 1993 this order was written to address a long-standing problem with field notification and the receiving of documentation for nationally-furnished material funded by the agency's operations (OPS) acquisitions. The responsibilities and processes established in this order were patterned after those contained in FAA Order 4650.30 for F&E acquisitions. The specific procedures in this Order were never implemented, such as the use of FAA Form 4650-15 Receiving Report. Shipment and receipt of nationally-funded OPS material continued to be conducted through the use of standard business practices to include the use of purchase orders and vendor invoices as documentation for receipt of material.

The need for this directive has subsequently been eliminated with the implementation of the Acquisition Management System (AMS), the PRISM acquisition system containing information relating to identifying consignee and receipt process, and the DELPHI Fixed Assets mass additions process.

Any questions should be referred to Debora Agnelli at (202) 267-5753.

*updated AMS
5/21/08
AC*

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4650.31

6/29/93

SUBJ: VENDOR SHIPMENTS OF NATIONALLY FURNISHED OPERATIONS-FUNDED MATERIEL

1. **PURPOSE.** This order establishes the procedures to be used for providing proper shipping documentation for nationally furnished materiel funded by the agency's operations appropriation.
2. **DISTRIBUTION.** This order is distributed to the branch level within the offices of the Associate Administrator for Airway Facilities, System Management, NAS Transition and Implementation, Operational Support, Facility System Engineering, NAS Program Management, NAS System Engineering, Operations Research, and Research and Development Services, the Program Manager for Advanced Automation, the Program Directors for Automation, Communications and Aircraft Acquisition, Navigation and Landing, Surveillance, and Weather and Flight Service Systems, the Office of Accounting, and the Office of the Associate Administrator for Contracting and Quality Assurance in Washington; to the branch level within the regions with section level distribution within Logistics, Accounting, and Airway Facilities divisions; to the division level at the Aeronautical Center with branch level in the Offices of Financial Services and Acquisition, and the FAA Logistic Center; to the division level at the FAA Technical Center with branch level in the Resource Management Service; and standard distribution to all other field offices and facilities.
3. **BACKGROUND.** There has been a long-standing need to ensure FAA facilities receive notification when nationally furnished operations-funded materiel is being delivered. This order establishes those procedures, and defines and assigns responsibilities. FAA Form 4650-15, Receiving Report, will be used to ship operations-funded national buys. This form will serve as an all-inclusive action document that provides:
 - a. Shipping notice to the consignee.
 - b. Receipt information to all offices concerned.
 - c. Assurance of proper accountability records for both physical and financial requirements.
4. **FORMS.** The following forms are required to utilize the procedures contained in this order. They are available through normal distribution channels.
 - a. FAA Form 4650-15, Receiving Report (national stock number (NSN) 0052-00-517-5001, unit of issue (UI): SE, quantity unit pack: 100).
 - b. FAA Form 4650-17, Receiving Document Code Strip (NSN 0052-00-879-4000, UI: SH, quantity unit pack: 1).
 - c. FAA Form 4650-18, Personal Property Data Entry Form (NSN 0052-00-879-5001, UI: SH, quantity unit pack: 100).
5. **SCOPE.** The provisions of this order are applicable to the purchase or lease of nationally furnished operations-funded materiel. This is defined as materiel to be delivered as a result of multi-regional or national delivery contracts. An example would be items shipped from a vendor directly to a consignee located outside the boundaries of procuring region, center, or headquarters office. It also applies to any acquisitions made for the FAA by other Departmental organizations such as the Transportation System Center. Excluded are those items direct-shipped by Aeronautical Center contractors as a result of a requisition placed on the Logistics and Inventory System.

Distribution: A-W(AF/SM/NS/OS/FE/PM/SE/OR/RD/AP/NA/NC/NN/NR/NW/ AA/SU)-3; A-X-3(minus LG/AA/AF); A-X(LG/AA/AF)-4;
A-Y-2(minus DE/AA/PR); A-Y(DE/AA/PR)-3; A-Z-2(minus CM);
A-Z(CM)-3; A-FOF-0(STD) Initiated By: ASM-720

6. RESPONSIBILITIES.

a. **Contracting Officer.** Each contracting officer shall ensure that (1) shipping addresses contained in the contract are verified with the applicable property manager prior to award; (2) the shipping instructions contained in Appendix 1, Shipping Instructions, are included in all operations-funded, national-buy contracts and agreements; and (3) the contractor complies with its provisions.

b. **Contractor Responsibility.** At least 30 days prior to anticipated shipping date or as soon as shipping availability is known, the contractor shall prepare and transmit FAA Form 4650-15 to:

- (1) The contracting officer.
- (2) The property manager of the regional, center, or headquarters office where the equipment is being shipped.
- (3) The consignee.

c. **Headquarters/Region/Center Property Managers.** The property manager is responsible to ensure FAA Form 4650-15 is accurately processed for financial and quantitative support of the agency's accounting and property systems. They are the focal points for questions relating to receipt, control, and distribution of these documents.

d. **Consignee.** The consignee is responsible for the timely inspection and receipt of operations-funded shipments in accordance with the provisions of this order. Inspection and receipt includes:

- (1) Opening and inspecting shipments before certifying receipt.
- (2) Informing the property manager immediately of any operations-funded shipments received without an FAA Form 4650-15 included with the shipment.
- (3) Informing the property manager immediately of any over, short, damaged, or back-ordered items.
- (4) Annotating any incorrect information on FAA Form 4650-15 as needed or directed by the property manager.
- (5) Entering the receipt into the Personal Property Inventory Management System (PPIMS) for facilities performing PPIMS data entry or completing the information required for entry into PPIMS (FAA Form 4650-17 or FAA Form 4650-18), and attaching it to FAA Form 4650-15 sent to the property manager.
- (6) Signing FAA Form 4650-15 to certify receipt of the materiel within 5 work days from the date materiel is received and distributing the receipted form as follows:
 - (a) Copy 1 to the paying accounting office.
 - (b) Copies 2 and 3 to the property manager.
 - (c) Copy 4 to the contracting officer who signed the contract.
 - (d) For Airway Facilities organizations, a reproduced copy should also be sent to the sector office.

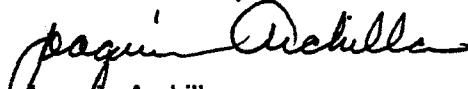
e. In accordance with OMB Circular A-125, User Charges, a shipment is legally considered "accepted" 5 days after receipt unless otherwise noted.

7. ACTIONS BY THE PROPERTY MANAGER AFTER RECEIPT NOTIFICATION.

- a. Upon receipt of FAA Form 4650-15 from the consignee, the property manager shall forward a copy to the property manager's servicing accounting office.
- b. Upon notification by the consignee that a shipment arrived without FAA Form 4650-15, the property manager shall immediately advise the contracting officer who signed the contract to request FAA Form 4650-15 from the contractor.
- c. When shortages or back orders are reported by the consignee, the property manager shall instruct the consignee to draw a line through the items that are short or backordered, correct the item and total prices shown on FAA Form 4650-15, and process copies of the form as prescribed in the above paragraphs.
- d. Upon receipt of reports of overages or damaged shipments from the consignee, the property manager shall inform the contracting officer and request corrective action.

8. ACTIONS BY THE CONTRACTING OFFICER AFTER RECEIPT NOTIFICATION. Upon being informed by the property manager of reports of any overages, shortages, or damaged shipments, the contracting officer shall coordinate with the contractor to resolve the discrepancy and inform the property manager of the results (or status) and disposition of the discrepancy within 10 work days.

9. ORGANIZATIONAL SUPPLEMENTS. Each region and center may issue supplements to this order to provide internal guidance and instructions. Such supplements, however, must not conflict with the provisions of this order.


Joaquin Archilla
Deputy Director, System
Management Service

APPENDIX 1. SHIPPING INSTRUCTIONS

1. The contractor shall prepare FAA Form 4650-15, Receiving Report, for each shipment. If all items to be shipped cannot be identified on the form, plain bond paper can be used as a continuation sheet. Each continuation sheet shall contain the contract number and the estimated date of shipment. In addition, each continuation sheet must be numbered (Page 2 of X, Page 3 of X, etc.). Figure 1 is a copy of FAA Form 4650-15. Figure 2 contains instructions for completing the form. FAA Form 4650-15 must be an accurate reflection of the shipment being made.
2. Prior to preparing FAA Form 4650-15, the contractor shall contact the property manager to verify the consignee's address, the name and telephone number of a contact point at the consignee's site, and to ascertain if there are any special shipping instructions associated with the shipment, such as "inside delivery is required," etc. A listing of addresses for each property manager and the geographic locations for which they are responsible is included as figure 3.
3. The prepared FAA Form 4650-15 (entire set) shall be included with each shipment. Four copies of each continuation sheet are also required.
4. Separate, reproduced copies of each prepared FAA Form 4650-15 (including any continuation sheets) shall be sent to the following individuals at least 30 days prior to anticipated shipping date or as soon as shipping availability is known:
 - a. The contracting officer.
 - b. The property manager of the region where the equipment is being shipped.
 - c. The consignee.
5. Failure of the contractor to observe these requirements may delay payment of its invoice.

APPENDIX 1. SHIPPING INSTRUCTIONS (CONTINUED)

FIGURE 1. FAA FORM 4650-15, RECEIVING REPORT

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION RECEIVING REPORT						
SHIPMENT 1		NUMBER OF PACKAGES 2		PURCHASE ORDER NUMBER 3		CONTRACTING OFFICE 4
DELIVER TO 5		CONTRACT NO. 6		DISCOUNT TERMS 7		RECEIPTS ARE 8 <input type="checkbox"/> Form No. _____ <input type="checkbox"/> Certificate <input type="checkbox"/> Pro Forma
PORT POINT 9		CARRIER 10				BILL OF LADING NUMBER 11
RECEIVED BY 12				PAYING OFFICE 13		
RECEIVED FROM (Shipment) 14				ACCOUNTING DATA 15		
ITEM NO.	CATALOG NUMBER	ARTICLE OR SERVICE	QUANTITY RECEIVED	UNIT	UNIT PRICE	AMOUNT
16	17	18	19	20	21	22
I certify that the articles or services indicated in the "Quantity Received" column were received on (Date) 23 and in the quantity and quality specified, or the services have been performed as stated, except as noted under "Remarks".		REMARKS 24				TOTAL FOR ALL PAGES 25
Signature of AIA _____ Title _____ Organization _____		PAGE 1 OF _____ PAGES	INVENTORY TYPE 26	DATE 27	VOUCHER NUMBER 28	

FAA Form 4650-15 (1-79) FORMERLY FAA FORM 2887

1. ACCOUNTING

APPENDIX 1. SHIPPING INSTRUCTIONS (CONTINUED)**FIGURE 2. FAA FORM 4650-15, RECEIVING REPORT
PREPARATION INSTRUCTIONS**

BLOCK	NAME	DESCRIPTION
1.	WEIGHT	Enter the actual total shipping weight (and carton size) of each package to be shipped.
2.	NUMBER OF PACKAGES	Enter the number of individual containers being shipped.
3.	PURCHASE ORDER NO	Enter the estimated shipment date instead of a purchase order number.
4.	CONTRACTING OFFICE	Enter the name, routing symbol, and telephone number of the appropriate contracting officer.
5.	DELIVER TO	Enter the name, routing symbol, and telephone number of the contact at the shipping destination.
6.	CONTRACT NO.	Enter the appropriate contract/purchase order number, including any applicable modification number.
7.	DISCOUNT TERMS	Leave blank.
8.	RECEIPTS ARE	Leave blank.
9.	FOB POINT	Enter the f.o.b. point as contained in the contract; e.g., "f.o.b. destination" or "f.o.b. origin."
10.	CARRIER(S)	Enter the name of the carrier and the shipping method, e.g., motor freight, padded van, etc., as well as any special handling requirements such as "inside delivery."
11.	BILL OF LADING NUMBER	Enter the applicable bill of lading number.
12.	RECEIVED BY	Enter the name and freight address of the organization to which shipment is to be sent (P.O. box number is not acceptable).
13.	PAYING OFFICE	Enter the organization symbol of the applicable paying office (from the contract/purchase order); e.g., AAA-200, ASO-20, etc.
14.	RECEIVED FROM (SHIPPER)	Enter the name and address of the organization making the shipment. If a subcontractor is making the shipment, enter the prime contractor's name with "c/o" subcontractor's name and address.
15.	ACCOUNTING DATA	Leave blank.
16.	ITEM NO.	Enter a numerical sequence number beginning with "1" for individually identified items being shipped. In addition, include the contract line item number (CLIN) of each item of equipment contained in the contract/modification.
17.	CATALOG NUMBER	Enter the national stock number, if available.
18.	ARTICLE OR SERVICE	Enter the model number, part number, serial number, year of manufacture, and a clear description of each item being delivered.

APPENDIX 1. SHIPPING INSTRUCTIONS (CONTINUED)

**FIGURE 2. FAA FORM 4650-15, RECEIVING REPORT
PREPARATION INSTRUCTIONS (CONTINUED)**

BLOCK	NAME	DESCRIPTION
19.	QUANTITY RECEIVED	Enter the total number of each item to be shipped.
20.	UNIT	Enter each item's unit of issue; e.g., each, foot, carton, box, etc.
21.	UNIT PRICE	Enter the unit cost applicable for each item being shipped, including the decimal point and cents (\$0.00).
22.	AMOUNT	Enter the product of block 19, quantity received and block 21, unit price.
23.	CERTIFICATION BLOCK	Leave blank.
24.	REMARKS	Enter the name of the property manager contacted for verification of the consignee's address and the date of that contact.
25.	TOTAL FOR ALL PAGES	Enter the sum of all line items contained in block 22, amount.
26.	INVENTORY TYPE	Leave blank.
27.	DATE	Leave blank.
28.	VOUCHER NUMBER	Leave blank.

APPENDIX 1. SHIPPING INSTRUCTIONS (CONTINUED)

FIGURE 3. FAA PROPERTY MANAGERS

The locations shown parenthetically show the locations for which each property manager is responsible.

HEADQUARTERS (DC)
Property Manager, AAF-52
800 Independence Avenue, S.W.
Washington, DC 20591
(202) 267-3802

CENTRAL REGION (IA, NE, KS, MO)
Property Manager ACE-52
601 East 12th Street
Federal Building
Kansas City, MO 64106
(816) 426-5101

SOUTHERN REGION (KY, TN, NC, SC, GA, FL, AL, MS, PR, VI, PANAMA)
Property Manager, ASO-52
P.O. Box 20636
Atlanta, GA 30320
(404) 763-7351

WESTERN PACIFIC REGION (CA, NV, AZ, HI, PACIFIC TERRITORIES)
Property Manager, AWP-52
P.O. Box 92007
Worldway Postal Center
Los Angeles, CA 90009
(310) 297-1139

FAA TECHNICAL CENTER (ATLANTIC CITY, NJ)
Property Manager, ACM-500
Atlantic City International
Airport, NJ 08405
(609) 484-6523

GREAT LAKES REGION (ND, SD, MN, WI, MI, IL, IN, OH)
Property Manager, AGL-52
O'Hare Lake Office Center
2300 East Devon Avenue
Des Plaines, IL 60018
(312) 694-7214

ALASKA REGION (AK)
Property Manager, AAL-52
222 West 7th Avenue
Anchorage, AK 99513
(907) 271-5382

EASTERN REGION (NY, PA, NJ*, DE, WV, VA, DC**, MD)
Property Manager, AEA-52
JFK International Airport
Fitzgerald Federal Building
Jamaica, NY 11430
(718) 553-1899

NEW ENGLAND REGION (ME, NH, VT, MA, CT, RI)
Property Manager, ANE-52
12 New England Executive Park
Burlington, MA 01803
(617) 273-7360

SOUTHWEST REGION (NM, OK***, TX, AR, LA)
DOT, Federal Aviation Administration
Property Manager, ASW-52
Ft. Worth, Texas 76193-0000
(817) 740-5052

NORTHWEST MOUNTAIN REGION (WA, OR, ID, MT, WY, UT, CO)
Property Manager, ANM-52
1601 Lind Avenue, SW
Renton, WA 98055-4099
(206) 227-2052

MIKE MONRONEY AERONAUTICAL CENTER
Property Manager, AMG-200
P.O. Box 25082
Oklahoma City, OK 73125
(405) 954-5102

* All areas of NJ except for deliveries to the FAA Technical Center.

** All areas of DC except for deliveries to FAA Headquarters.

*** All areas of OK except for deliveries to the Aeronautical Center.