Federal Aviation Administration

PROJECT/MATERIEL MANAGEMENT DESK GUIDE

Published by:
Airway Facilities Service
Office of Resource Management
NAS Logistics Property Management Division
800 Independence Avenue, SW
Washington, DC 20591

Published - September 1999
Available from:
Mike Monroney Aeronautical Center
LIS/Online Requisitioning System
Stock Number 0056-00-480-0482

PREFACE

This guide describes the procedures required to properly manage and control National Airspace System (NAS) facilities and equipment (F&E) projects. The guide was written to provide an easy-to-use "how to" tool to assist personnel working at all levels in the area of NAS F&E project and materiel management. It explains what is expected of people in different organizations and functional positions as well as how to accomplish what is expected.

Guidance comes from the following Federal Aviation Administration (FAA) Orders, updated to include recent changes in agency accounting and property management policy and instructions pertaining to the project and materiel management process.

- 4650.7A, Management of NAS F&E Project Materiel
- 4650-30, Management and Control of NAS F&E Projects/Materiel
- 2700.31, Uniform Accounting System Operations Manual
- National Airspace System Implementation Program (ANI) Standard Operating Procedure (SOP) 70, Closeout/Capitalization

Direct any questions relating to information contained in this guide to the NAS Logistics Property Management Division, AFZ-500, at 202 267-9686.

Steven I. Rothschild
Program Director for Resources
Management, AFZ-1

This page purposely left blank.