

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION

SW 1800.27D

3/23/93

SUBJ: LOGISTICS DIVISION EVALUATION PROGRAM

1. PURPOSE. This order restates existing policy for evaluation of all functions assigned to the Logistics Division.
2. DISTRIBUTION. This order is distributed to branch level at the Regional Office and to all field offices.
3. CANCELLATION. Order SW 1800.27C, Logistics Division Evaluation Program, dated November 2, 1988, is canceled.
4. EXPLANATION OF CHANGES. Minor editorial changes have been made and references to directives updated.
5. OBJECTIVES. The Logistics Division Evaluation Program is designed to implement the division's evaluation responsibilities. Its purpose is to identify deficiencies, determine cause, recommend corrective action, and to follow up to ensure corrective action has the desired effect. Specific objectives are as follows:
 - a. To determine the effectiveness, efficiency, and economy of program accomplishment at the field office and facility level.
 - b. To determine the extent of compliance with national and regional programs, policies, standards, and procedures in the Regional Office and the field office and facility level.
 - c. To determine the adequacy of guidance, assistance, support, and services being provided by the regional logistics organization.
 - d. To analyze the data obtained from the onsite data collection phase and to prepare a comprehensive report of each evaluation, describing objectively the deficiencies noted with recommendations for corrective actions.
 - e. To ensure the followup system is effective and corrective action is accomplished for system improvement.
 - f. To assess the adequacy and quality of policies, as well as the progress of regional and agency goals, which pertain to logistics activities.

6. SCOPE.

a. The scope of the evaluation program will include all functional responsibilities assigned to the Logistics Division. These functions are listed below and are individually identified on the attached appendixes.

- (1) Field Logistics Specialist Program, Appendix 1
- (2) Real Property and Space Management, Appendix 2
- (3) In-Use Personal Property, Appendix 3
- (4) Excess Property, Appendix 4
- (5) Management of Project Materiel, Appendix 5
- (6) Contracts and Procurement, Appendix 6
- (7) Field Inventory Management, Appendix 7
- (8) Transportation, Appendix 8
- (9) Motor Vehicle Management, Appendix 9
- (10) Printing-Reproduction-Mail, Appendix 10
- (11) Logistics General, Appendix 11

b. These appendixes were developed as a checklist to provide an aid for evaluating all logistics activities. All items in the checklist may not be applicable to each individual activity, but can be used in evaluating other offices or units.

c. All appendixes would probably apply to an Airway Facilities Sector; however, when evaluating an activity such as a Flight Standards District Office or an Air Carrier District Office, for example, Appendixes 1, 5, 7, and 11 may not apply.

7. TYPES OF EVALUATIONS. There are two basic types of evaluations.

a. Formal Evaluations. Those which are scheduled in advance and encompass all the functions listed in subparagraphs 6a(1) through 6a(11) above. As resources permit, formal evaluations will be conducted at each principal field office at least once every 3 years.

b. Special Evaluations. Those which are directed toward specific functions, usually less than the overall coverage listed in subparagraphs 6a(1) through 6a(11) above. They normally consist of surveys, administrative inquiries of specific problem areas, followup evaluations, or situations that arise which, in the opinion of the responsible official, need immediate attention. This type of evaluation will be conducted as required and as available resources permit.

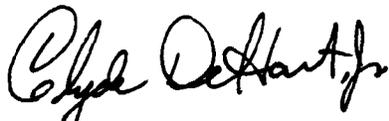
8. SCHEDULING AND NOTIFICATION. Normally, 2 weeks notice shall be given the field office or facility managers prior to initiation of a formal evaluation within their field office or facility. The parent division and appropriate area and local coordinators shall be advised of the schedule.

9. BRIEFINGS. In order to ensure a high level of rapport between the evaluator and the evaluated, the field office or facility manager will be advised of the details of the evaluation prior to commencement of the evaluation. In addition, an exit interview will be conducted with the field office or facility managers prior to departure to advise them of the results of the evaluation and generally what will be included in the official report.

10. REPORTS AND FOLLOWUP.

a. A report will be prepared by the evaluator conducting each formal evaluation. Every effort will be made to develop and issue the report within 30 working days from completion of the exit interview. However, the scope and depth of the evaluation will determine the length of time required to prepare and submit the report. The report distribution and procedures for handling followup actions will be in accordance with instructions outlined in SW Order 1800.29C, Appraisal and Evaluation System.

b. Unless otherwise authorized by the Manager, Logistics Division, evaluation reports will be marked "For Official Use Only (Public Availability to be determined under 5 U.S.C. 552)." Handle requests for disclosure in accordance with Order 1200.23, Public Availability of Information, and Order 1600.15D, Control and Protection of "For Official Use Only" Information.



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