

APPENDIX 1. FIELD LOGISTICS SPECIALIST PROGRAM

The objective of the Field Logistics Specialist Program is to enhance the quality and timeliness of logistics support given to field operations by providing specialized logistics capability in the Airway Facilities Sectors (AFS); to provide this capability at the lowest practicable organizational level; and to offer advice and assistance to other Federal Aviation Administration (FAA) field organizations within the geographic bounds of the sectors.

KEY POINTS

- Utilization
- Involvement in sector inspection/evaluations
- Source of technical guidance

Comments

1. Has the AFS manager requested the field logistics specialist (identified in Order 3500.2B) to provide advice and assistance concerning the performance of logistics functions? (Order 3500.2B, par. 5)

2. Is the field logistics specialist performing the functions as outlined in Order 3500.2B, par. 8h(5)?

3. Has the field logistics specialist conducted staff studies and evaluations of the sector logistics program? (Order 3500.2B, par. 8h(5))

4. Have training plans been implemented by the AFS for assigned field logistics personnel to provide, as minimum for their positions, categories 1 and 2 listed in Order 3420.1, Field Logistics Personnel Training Programs, appendix 1, and Federal Aviation Acquisition Manual Notice 92-07 for those assigned contracting officer warrants?

5. Have facility personnel (other than logistics specialists) assigned to performing the logistics functions attended one or more of the following logistics training courses? (Order 3420.1, appendix 1)

- 07004 Procurement for Technical Personnel
- 07009 Field Logistics Management

APPENDIX 2. REAL PROPERTY AND SPACE MANAGEMENT

The objective is to achieve maximum utilization of all real property used by FAA in terms of efficiency and economy. Another objective is to provide space of the quality and quantity that will combine flexibility, planning, and efficient work flow arrangement to create an effective working environment.

KEY POINTS

- Effective utilization of real property
- Adequate facility space
- Minimum inventory
- Prompt and timely request processing
- Adequate controls and accountability
- Custodians properly identified
- Custodial reports on file

Comments

1. Does the custodian or responsible person maintain a record of all Real Property Records (RPR) submitted to the accountable officer? (Order 4660.1, par. 414g)

2. Are copies of RPR's on hand and current for each facility appearing on the "Custodians's Real Property Report (RIS: LG 4660-19)"? (Order 4660.8, par. 108b(6) and Order 4660.1, par. 425)

3. Are property custodian changes recorded and current? (Order 4660.1, par. 430)

4. Is the custodian identifying and reporting excess real property assets? (Order 4660.1, par. 414f and Order 4660.8, par. 108b(5))

5. Is the custodian maintaining the semiannually updated "Custodian's Consolidated Real Property Report (RIS: LG 4660-19)"? (Order 4660.1, par. 425)

6. Does the custodian have copies of space leases and contracts on file? (Order 4420.4, par. 444a(4))

Comments

7. Is the currently assigned space adequate to meet needs?

8. Have smoking areas been designated in FAA-owned or -leased space? (Order 3900.47, par. 7)

APPENDIX 3. IN-USE PERSONAL PROPERTY

The objective is to assure that all FAA employees effectively use, protect, and care for all government property, and that it is used only in the conduct of official business.

KEY POINTS

- Programs to monitor and control
- Care, safeguarding, and protection
- Written delegation of responsibility
- Handling of lost, damaged, or destroyed property
- Employees fully aware and adequately trained
- Use of custody receipts

Comments

1. Are all employees and management assuming personal responsibility for safeguarding government property in their care? (Order 1600.6B, par. 5-7; Order 4630.3B, par. 10a; Order 4650.21B, pars. 19 and 20)

2. Do general storage areas have controlled and limited access as well as charge out procedures? (Order 1600.6B, pars. 5-7b(3) and 5-7d)

3. Are custodians reporting instances of lost, stolen, or missing property? (Order 1600.6B, pars. 5-7d and 12-3; Order 4630.3B, par. 10b; Order 4650.21B, par. 19e)

4. How many reports of survey have been initiated in the last 3 years?

5. Are custody receipts maintained for property determined to be personally charged? (Order 4650.21B, pars. 24a(1)SW1 and 24c; SW Order 4650.16A, figure 22)

6. Is the property custodian exercising physical custody and control of in-use equipment? (Order 4650.21B, par. 19)

7. Are changes in custodial responsibility promptly documented? (Order 4650.21B, par. 19 and appendix 14)

Comments

8. Are personal property inventories jointly taken when change of custodian is made? (Order 4650.21, par. 74b)

9. Are employees responsible for processing documents affecting in-use personal property records adequately trained and fully aware of the procedures? (Order 4650.21B, par. 19; SW Order 4650.16, par. 6)

10. Is the quarterly Personal Property Management Report (RIN: PP40521) reviewed for accuracy and are required changes made? (Order 4650.21B, pars. 29, 34a, and 48)

11. Are the equipment labels and monthly Processed Transaction Report (RIN: PP312R1) received? (Order 4650.21B, pars. 47 and 64)

12. Is the report, with file copies of the original documents in suspense, used to validate the transaction and clear the custodian's suspense file? (Order 4650.21B, pars. 30a, 30b, 31c, 32a(1)(f), and 32a(2)(d))

13. Are the required changes and report returned to the property manager within 10 calendar days? (Order 4650.21B, par. 47)

14. Are document control registers maintained and utilized? (SW Order 4650.16A, par. 6a(3))

15. Are FAA Forms 4650-17 or 4650-18, rubber stamps, code strip, or equivalent, used with original source documents to capture additional data not reflected on the original documents? (Order 4650.21B, pars. 27b, 31 and 34; SW Order 4650.16A, figures 9, 14, 15, and 20)

16. Are labels provided by the property manager being used to identify in-use accountable property? (Order 4650.21B, par. 64)

17. Are documents used for Personal Property In-Use Management System (PPIMS) transactions properly prepared? (Order 4650.21B, SW Order 4650.16A)

18. Has the field logistics specialist or other personnel been delegated, in writing by the custodian, other administrative duties, such as signing for materiel? (Order 4650.21B, par. 19 and appendix 19)

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Appendix 3

Comments

19. Is prior approval obtained from the property manager for transfer of in-use accountable property between custodians? (Order 4650.21B, pars. 32a and b; SW Order 4650.16A, figures 6, 7, and 8)

20. Is all accountable property which is leased, borrowed, or loaned for a period exceeding 90 days recorded in PPIMS? (Order 4650.21B, par. 24a(2))

21. Are nonaccountable items not included in the PPIMS data base controlled at the discretion of the custodian via hand receipt? (Order 4650.21B, par. 24c)

22. Is commercial off-the-shelf software valued over \$1,000 recorded in PPIMS and controlled by the custodian? (Order 4650.21B, par. 28)

APPENDIX 4. EXCESS PROPERTY

The objective is to stimulate prompt identification, reporting, and disposal of agency excess personal and real property.

KEY POINTS

- Continuous survey to identify excess property
- Prompt reporting and disposal
- Property care and handling
- Problems or delays
- Status of current/proposed excess property

Comments

1. Does the property custodian review property under his jurisdiction and control to assure proper and maximum utilization? (Order 4800.2B, par. 9d)

2. Are excess materiel and equipment reported to the property manager? (SW Order 4650.16A, appendix 1, figures 19 and 20; Order 4650.21B, pars. 19d and 33a; Order 4800.2B, pars. 9d, 52b, 53, 54, and 55)

3. Are excess and facilities and equipment (F&E) unassigned materiel stored separately from regular stock? (Order 4700.2, par. 36)

4. Are excess items identified with FAA Form 4700.1, Controlled Property (I.D. tags), completed entirely to identify report number and line item number when disposition is received? (Order 4700.2, par. 36)

5. Is the excess property given proper care, safeguarding, and protection? (Order 4800.2B, pars. 9d(4), (5), and (7))

6. Are reports of excess property promptly prepared and submitted for all unrequired property. (Order 4800.2B, pars. 52b(1) and (3); Order 4250.9B, par. 44)

7. Are the condition codes of the reported excess property accurate? (Order 4800.2B, par. 54a(4), appendix 6)

8. Is the property manager notified of changes in condition, quantity, or location of reported excess property? (Order 4800.2B, par. 9d(5))

Comments

9. Does the custodian contact the regional hazardous materiel coordinator for assistance if there is a reasonable suspicion that hazardous materiel is present? (Order 4800.2B, pars. 55c(2) and 63)

10. Is management utilizing the Follow-up Action Report (RIS: 4800.1) to insure custodians are completing disposition within 30 days? (Order 4800.2B, par. 183a(1))

11. Are copies of the Location Inventory Report (RIS: 4800.2) available to custodians? (Order 4800.2B, par. 182a(2))

APPENDIX 5. MANAGEMENT OF PROJECT MATERIEL

The objectives are achieving effective planning for acquisition and control of materiel required for installation and modification programs of the National Airspace System; interfacing with other systems to facilitate financial and property accountability.

KEY POINTS

- Advance notification of project materiel shipments
- Prompt processing of documentation
- Materiel storage, control, and identification
- Performance of joint acceptance inspections/inventories
- Real/personal property accountability/capitalization

Comments

1. Are project files established and maintained by job order number for all active projects?

2. Are all documents, including excess reports for unrequired project materiel, contained in the job order project file?

3. Does the regional facilities and equipment (F&E) project materiel manager coordinate with the consignee in a timely manner on project materiel shipping/receiving instructions? (Order 4650.7, par. 31b(5))

4. Is the materiel manager immediately notified of all overages, shortages, damages, misdirected shipments, or shipments of project materiel that cannot be referenced to a job order number? (Order 4670.7A, par. 31c(2); Order 4650.22D, pars. 9g and 25; SW Order 4650.12D, appendix 1)

5. Is the sector manager ensuring adequate storage is provided for incoming project materiel? (Order 4650.7A, par. 31c(1))

6. Is incoming project materiel marked as F&E with the job order number segregated from operations and excess stock and securely stored? (Order 4650.7A, par. 31c(2); Order 4700.2, par. 36)

7. Is the sector requisitioning schedule "A&B" materiel as necessary? (Order 4650.7A, par. 31c; Order 4630.2A, pars. 11 and 14)

Comments

8. Are Initial Supply Support Allowance Chart (ISSAC) items being reviewed and ordered to support new or modified facilities? (Order 4620.3C; Order 4650.7A, par. 28c)

9. Are F&E items failing under warranty reported and replaced? (Order 4650.20A)

10. Are transfers of project materiel coordinated with the project materiel manager prior to movement? (Order 4650.7A, pars. 31b(6) and 32b(2))

11. Is the custodian reporting advance screening of F&E unassigned and excess equipment? (SW Order 4650.6D)

12. Is the on-site engineer identifying at the completion of the project all unrequired materiel for reporting by the sector manager? (Order 4650.7A, par. 36b)

13. Is the sector manager provided with a project materiel listing to be used as a basis for inventories prior to the Joint Acceptance Inspection? (Order 4650.7A, par. 36a(2))

14. Is sensitive or line item accountable property transferred from project materiel inventory into PPIMS within 30 days after receipt? (Order 4650.7A, pars. 31c(2) and 40a(1))

15. Are copies of the job order closeout packages provided to the sector manager? (Order 4650.7A, par. 40d(2))

16. Are all receiving documents for project materiel signed and distributed within 2 working days? (SW 4650.12D, par. 5a)

17. Are capitalized project files removed from the active files and destroyed 1 year after capitalization? (Order 1350.15B, par. 4650.2)