

APPENDIX 6. CONTRACTS AND PROCUREMENT

The objectives are emphasis on obtaining materiel and services at fair, reasonable prices that are advantageous to the Government; administration of properly executed contracts to insure performance, delivery, and quality live up to their terms and conditions.

KEY POINTS

- Logistics management specialist procurement authority
- Understanding of responsibilities (PR's, completion, awards, contract administration)
- SF-44's security and completion
- Imprest fund utilization
- International Merchant Purchase Authorization Card (IMPAC) credit card program

Comments

PROCUREMENT REQUESTS

1. Do procurement requests list the most prominent characteristics of the required item?  
(Order 4400.42A, par. 6c)
2. Are procurement requests initiated for services contracts when annual costs exceed \$2500?  
(Order 4400.42A, par. 8)
3. Are controls used to ensure the specifications and procurement requests are submitted at least 120 days prior to start date on services contracts?  
(SW Order 4404B, par. 2d)

STANDARD FORM 44 PURCHASE ORDER-INVOICE-VOUCHER

4. Is the SF-44 used primarily for on-the-spot, over-the-counter purchase of supplies and services less than \$2,500 and for construction less than \$2,000?  
(Order 4400.44, par. 3; SW Order 4405.6E, par. 4)
5. Are restricted items being purchased?  
(Order 4400.44, attachment 1; SW Order 4402.2F, appendix 1)
6. Are procurement actions being split to avoid dollar limitations for purchases? (Order 4400.44, par. 3b)

Comments

7. Is a record made of each SF-44 purchase order issued on the inside back cover of the SF-44 book? (Order 4400.44, par. 3b(3))

8. Are SF-44 books stored in a steel filing cabinet with a dial lock? (Order 4400.44, par. 4c)

9. Are SF-44 books returned to the issuing office if no SF-44 is issued from the book within the preceding 12 months? (Order 4400.44, par. 4a)

10. When one or more employees perform the work on services contracts that do not exceed \$2,500, is the clause entitled "SERVICE CONTRACT ACT OF 1965" included or attached to the SF-44 or imprest fund invoice prior to issuance? (SW Order 4402.2F, appendix 1, part III, par. D; FAR 22.1005)

P.O./CONTRACT ADMINISTRATION

11. Are receiving reports, FAA Form 4500.1, FAA Form 4650.12, FAA Form 4650.15, SF Form 1034, or OF 347 properly accomplished and distributed within 2 days after receipt? (Order 4456.1C, pars. 6a and b; SW Order 4650.12D, par. 5)

12. Is FAA Form 4400.3, Contract Organization and File Content List, checklist of tasks to be performed, prepared to help administer the contract? (FAR 4.803(A)40, FAR 4.803(5)15)

13. Are guidelines established with the contractor on deductions for incomplete or unsatisfactory performance?

14. Does the contracting officer's representative (COR) have contract files with conditions and specifications as well as instructions from the contracting officer (CO) as to the COR responsibilities? (FAR 4.803(B))

15. Does the COR promptly notify the CO of significant contract developments?

16. Do the CO and the COR provide each other with courtesy copies of letters sent to the contractor?

Comments

17. Does the COR visit the work site(s) to verify work is accomplished in accordance with the contract, and promptly take action on deficiencies?

18. Is the CO reviewing to insure delivery orders and modifications which add, define, or change work to be performed are within the scope of the basic contract and that justifications, findings, and determinations are in the file? (TAR 1243.7001)

PURCHASE ORDERS/CONTRACTS

19. Are justifications prepared and placed in the contract files for other than full and open completion? (FAR 6.302-3; Order 4405.6B, par. 7)

20. Is negotiation memoranda, regardless of value, on file? (TAR 1215.807-70, 808; FAR 15.808)

21. Are contract awards for refuse disposal and on all construction over \$500 entered via System for Acquisition Management into the Contract Information System? (FAA Order 4400.37C)

22. Are contract options documented? (FAR 17.205)

23. Are written notices furnished when exercising options? (FAR 17.207)

24. Are determinations documented to show why a contract type was chosen? (negotiated FAR 16.103d, sealed bid FAR 6.401)

25. Are service contracts extending beyond the fiscal year in which funds are authorized? (FAR 32.703-3)

26. Are formal contracts issued for procurements less than \$25,000. (FAR 13.104)

27. Is the automated bidders mailing list utilized? (SAM Module 15)

28. Do purchase order files contain data summarized on DOT F 4230.1 to back up competition and price reasonableness? (TAR 1213.106; FAR 13.106(a)(1) and (c)(1))

29. Are signed copies of procurement requests in the contract files? (FAR 4.803, TAR 1204.7001)

30. Are contract files organized? (FAR 4.802(c))

Comments

31. Are unsuccessful offerers advised when they do not receive an award? (FAR 14.408.1(a)(1), FAR 15.1001)

32. Are FEDSTRIP serial numbers assigned in accordance with (IAW) Southwest Acquisition Circular (SAC) #4 dated June 5, 1990?

33. Are invitation for bid numbers assigned utilizing contract numbers IAW SAC #2 dated February 17, 1990?

34. Are codes for acquisition instruments assigned IAW ASU-130 letter dated November 26, 1991?

35. Are contract, procurement request, and purchase order numbers assigned IAW SAC #1 dated January 27, 1989.

IMPREST FUND

36. Is the facility making maximum use of the authority in Order 4250.9B, par. 23, to locally procure depot support items?

37. Are justified requests to establish imprest funds forwarded through ASW-55B? (Order 2770.4A, SW supplement 1, par. 3-SW1; SW Order 4405.6E, par. 6d)

38. Are imprest fund cashiers prohibited small purchase authority? (Order 2770.4A, SW supplement 1, par. 4a-SW1)

39. Are small purchase authorities extended only to employees designated by ASW-55 who have been issued an SW Form 4400.1, Small Purchase Authority Card? (Order 2770.4A, SW supplement 1, par. 2a-SW1; SW Order 4405.6E, par. 8)

IMPAC CREDIT CARDS

40. Are the following prohibited and restricted items being purchased? (FAA Southwest Region Credit Card Instructions, page 5, revised August 1992)

- Personal purchases
- Cash advances
- Airline, bus, boat, or train tickets
- Rental or lease of motor vehicle on official travel
- Meals, beverages, or lodging

3/23/93

SW 1800.27D  
Appendix 6

Comments

Repair, gasoline, or oil for motor vehicles in GSA  
Fleet Management Program and/or Department-owned  
or commercially leased vehicles  
Nonexpendable property, including telecommunication  
equipment  
Rental or lease of building space (temporary storage  
space is okay)  
Construction  
Items otherwise restricted by regulation or policy.  
Small purchase restrictions applicable to the  
SF44 purchases are generally applicable to  
credit card purchases. One exception is that  
credit cards may be used nationwide and for  
telephone purchases and not limited to local  
vendors.

41. Have all IMPAC credit card holders received  
delegation of purchase authority? (TAR 1202.170(d))

42. Are monthly IMPAC credit card statements  
reviewed, and description provided for each item  
within 7 calendar days after receipt? (SW Credit Card  
Instruction Book, page 9, par. a)

43. Are logs maintained for mail or telephone  
credit card purchases? (SW Instruction Book, page 7,  
attachment 2)

APPENDIX 7. FIELD INVENTORY MANAGEMENT

The objective is to emphasize that managers and supervisors are responsible for management of materiel from the identification of a requirement through its consumption or final disposition.

KEY POINTS

- Sector program for monitoring and control of stock and spares
- User understanding and knowledge of the Logistics Inventory System (LIS)
- Supply support codes
- Exchange and repair program
- Storage

## Comments

1. Are FAA Forms 4250.3, Stock Selection Cards, placed in stock inventory locations? (Order 4700.2, par. 32)

2. Are recurring stocked items requisitioned upon reaching the reorder point? (Order 4700.2, par. 32)

3. Are requisitions assigned priorities based on the urgency of need and standards established by Order 4250.9B, pars. 52 and 53)

4. Is the LIS/On-line Requisitioning System status used by management to review the validity of requisitions? (Order 4250.9B, pars. 4lc and 53b(4))

5. Are receiving reports maintained on file for 2 years (3 YEARS FOR FAST PAY) after receipt of materiel, then destroyed? (Order 1350.15B, par. 4600.4a)

6. Is ASW-52B being advised of problems that cannot be resolved between the field offices and the Logistics Service Center?

7. Are procedures understood for the assignment, change, or cancellation of address codes? (Order 4650.15C, LIS Name/Address System)

8. Are the current supply support code mail, freight, special shipping information, and label data base correct? (Order 4650.15C, LIS Name/Address System)

Comments

9. Is materiel in storage given care to prevent deterioration, corrosion, or damage? (Order 4700.2, par. 28)

10. Are requisitioners aware that full cost of the item will be transferred to the ordering cost center if the exchange and repair (E&R) is not returned within 60 days after the followup? (SAC Order 2700.3, par. 3d(2))

11. Is the LIS/Customer Service Evaluation Program being utilized?

12. Is the General Services Administration (GSA) Customer Supply Service being utilized? (Order 4650.29)

13. How is receipt of over, short, and damaged items handled? (GSA Guide ODDH-001, Discrepancies or Deficiencies in GSA DOD Shipments, Materiel or Billings, chapters 2, 3, and 4; FPMR 101.26.8)

14. Is the criteria set forth in Order 4250.9B, chapters 3 and 4, followed for maintaining facility stock?

15. When an item in inventory fails to meet the annual review stockage criteria, is it being deleted from inventory and reported as excess for disposition? (Order 4250.9B, pars. 35 and 44; Order 4800.2B, par. 55; Order 4700.2, par. 36)

16. Are E&R procedures understood and followed? (Order 6200.4E, pars. 71, 73, 74, 81a, and 82; Order 4650.21B, par. 30; SW Order 4650.16A, appendix 1, figures 9 and 10)

17. Are all E&R Shipments documented by traceable means?

18. Is the acquisition of paper/plastic cups, facial tissue, napkins, plastic tableware, and other personal convenience items, such as briefcases and sunglasses, prohibited or issued as authorized? (Order 4650.28B, pars. 5 and 10; Order 3910.1B, par. 4)

APPENDIX 8. TRANSPORTATION

The objective is to ensure all property shipped at Government expense is transported by the most economical means consistent with the urgency of need and the nature of the property.

KEY POINTS

- Knowledge of orders and regulations
- GBL accountability
- Freight shipment and receiving

Comments

1. Does the designated transportation agent maintain an accountable record of Government Bills of Lading (GBL) issued by the regional distribution officer using either a log-in book that indicates carrier, consignee, date of issue, weight, or a file of every used GBL in numerical sequence? (Order 4770.3, pars. 6b and 11)
2. Are the appropriation chargeable code and paying office verified on the GBL? (Order 4770.3, par. 46d-SW1)
3. Is the freight classification guide for the description of articles used to obtain the best rate for shipment? (Order 4770.3, par. 46e, and appendix 2)
4. Are required accessorial services, such as "inside delivery," specified in blocks 15 and 18 of GBL? (GSA Booklet, June 1989, pages 18, 19, 22, and 35)
5. Do GBL blocks 33A, C, D, E, and F have complete entries? (GSA Booklet, June 1989, pages 32 and 33)
6. Is the most economical mode of transportation chosen based on type of materiel shipped and the urgency of need? (Order 4770.3, par. 6c, and chapter 2)
7. Are GBL's issued only by authorized personnel? (Order 4770.3, par. 5-SW1; GSA Booklet, June 1989, page 33)
8. Are discrepancies noted on the carrier's document for shortages or damages on incoming shipments and signed by the driver? (Order 4770.3, par. 64; GSA booklet, June 1989, pages 11 and 38)

Comments

9. Is the consignee notifying the administrative office responsible for the payment when accessorial or special services are shown as ordered but are not furnished? (Order 4770.3, par. 7b; GSA Booklet, June 1989, page 38, par. 6)

10. Are GSA local drayage contracts utilized where available? (Order 4770.3, par. 32)

11. Where local drayage costs are less than \$150, are shipments made utilizing commercial bills of lading with payment by imprest fund or SF-44? (Order 4770.3, pars. 32 and 39)

APPENDIX 9. MOTOR VEHICLE MANAGEMENT

The objective is to ensure sound basic principles and techniques are utilized in the operation and maintenance of vehicles to provide adequate official transportation at a minimum cost.

KEY POINTS

- Knowledge of orders
- Vehicle maintenance
- Proper vehicle operation

Comments

1. Are SF-94's, Statement of Witness, available in each government vehicle? (Order 4670.2B, par. 20b; SW Order 4670.3C, par. 125a(3))

2. Is the use of government vehicles restricted to official use only? (Order 4670.2B, par. 11e(6))

3. Are the penalties known that may be imposed if there is unauthorized use and/or misuse of a government vehicle? (Order 4670.B, par. 30c)

4. Are all Government vehicles parked at or near the operator's residence approved in writing by the proper office? (Order 4670.2B, appendix 6; SW Order 4670.3C, par. 105)

5. Is the official legend and identification displayed conspicuously on FAA-owned vehicles and trailers? (Order 4670.2B, par. 41)

FAA OFFICIAL USE ONLY  
U. S. GOVERNMENT  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

6. Do license tags on FAA-owned vehicles and trailers contain code letters DOT and number series between 33501 to 34000? (Order 4670.2B, par. 40; SW Order 4670.3C, par. 19)

7. Are FAA vehicles which operate on aircraft movement areas equipped with a warning flag and a rotating beacon light? (Order 4670.2B, par. 12)

Comments

8. Is the customer's copy of the credit card gas receipt annotated to show the odometer reading at the time of purchase when using SF-149, National Credit Card?  
(SW Order 4670.3C, par. 84a)

9. Is an SF-149 available for each government vehicle?  
(Order 4670.2B, par. 50; SW Order 4670.3C, par. 82)

10. Does the card have the correct license tag number?  
(Order 4670.2B, par. 56a(4))

11. Does the card have the correct billing code, 000 169 102, for GSA vehicles? (Order 4670.2B, par. 53)

12. Is the credit card current? (Order 4670.2B, par. 56)

13. Are all vehicle operators aware that the use of the restraint system is MANDATORY for each occupant and not a matter of choice? (Order 4670.2B, par. 112; SW Order 4670.3C, pars. 8c and 95a)

14. Are cargo barriers provided in vehicles used to carry materiel that could shift forward to strike occupants in the event of a sudden stop or accident? (Order 4670.2B, par. 114; SW Order 4670.3C, par. 95d)

15. Are GSA vehicles receiving timely maintenance inspections as prescribed by GSA Form 3478, Motor Vehicle Service Authorization? (Order SW 4670.3C, par. 63)

16. Is GSA Form 494, Monthly Motor Vehicle Use Record, completed and returned to GSA no later than the 15th of each month? (SW Order 4670.3C, par. 30c)

17. Are copies of GSA Forms: 494, Monthly Motor Vehicle Use Record; 312, Daily Motor Vehicle Trip Ticket; and 1152, Vehicle Assignment Receipt; promptly forwarded to ASW-52A motor fleet manager? (SW Order 4670.3C, pars. 30c, 32c, and 28b(1))

18. Are travelers aware of procedures and requirements for commercial rental of motor vehicles?  
(Order 4670.2B, pars. 80 and 81; SW Order 4670.3C, chapter 5)

19. Is FAA Form 4670.5, Motor Vehicle Use Record, completed for each FAA-owned vehicle and for self-propelled motor equipment, and forwarded monthly to ASW-52A, along with fuel and repair invoices? (SW Order 4670.3C, par. 22b)

3/23/93

SW 1800.27D  
Appendix 9

Comments

20. Are preventive maintenance inspections performed annually on FAA-owned vehicles and self-propelled motorized equipment, with inspection documented on FAA Form 3778-3 and forwarded to ASW-52A? (SW Order 4670.3C, par. 137c)

21. Are you receiving assistance on vehicle problems from ASW-52A and/or GSA fleet management centers, when requested?

22. Are vehicles assigned to the facility in good working condition?

23. Are vehicles justified for retention if they do not meet the annual mileage requirements of: 12,000, passenger; 10,000 light trucks; 7,500, medium/heavy trucks? (SW Order 4670.3C, par. 30)

24. Are the appropriate types of vehicles assigned for local needs/terrain? (Order 4670.2B, par. 32)

25. Are keys and credit cards adequately protected during and after normal duty hours? (Order 4670.2B, par. 11d(7))

26. Are cost comparisons made when privately owned vehicles are authorized in lieu of Government-owned vehicles? (Order 4670.2A, par. 80c; Order 4670.3C, par. 13d)

APPENDIX 10. PRINTING-REPRODUCTION-MAIL

The objective is to ensure economical, timely mail, and printing services are provided for operational support.

KEY POINTS

- Publications distribution
- Mail services
- Printing and duplication services

Comments

1. Is mail and distribution service from the Region satisfactory? (SW Order 1760.7C)

2. Are individual requests for copies of publications submitted on FAA Form 1720-11 to the distribution unit? (Order 1720.18B, par. 42)

3. Has corrective action been taken to resolve the receipt of excess or insufficient copies of publications through the distribution system? (Order 1720.18B, pars. 6, 21a(2), and appendix 2)

4. Is certified mail used where mailing and delivery records are essential? (Order 1770.11C, pars. 2 thru 25)

5. Is the regional mail improvement coordinator contacted for help on special mailing requirements or problems? (Order 1770.11C, pars 2 thru 26)

6. Is interoffice mail clearly marked and routed in messenger envelopes? (Order 1770.11C, pars. 2 thru 17)

7. Are printing and duplicating requests submitted to the regional printing officer? (Order 1720.36, par. 20b; Order 4500.1F, par. 8; SW Order 4402.2F, appendix 1, par. B13; Order 4400.4, attachment 1, par. 13)

8. Are all requests for copiers reviewed by ASW-52A prior to acquisition? (Order 1720.36, par. 32a(3))

Comments

9. Are lease versus purchase cost comparisons made on copier acquisitions/renewals? (Order 1720.36, pars. 32a(5), (6), and 33)

10. Are field offices and facilities insuring proper postage is affixed to all outgoing mail? (SW 1770.27, par. 4d; Order 1770.34, par. 4b)

11. Are postage meters provided to field offices spending more than \$30 monthly in postage? (Order 1770.34, par. 6a)

12. Are "Official Mail USA" stamps used if postage meters are not available? (Order 1770.34, par. 6c)

13. Are postage meter dates set every day?  
(Order 1770.34, par. 7g)

14. Has all metered mail equipment been picked up on in-use accountable property records? (Order 1770.34, par. 8; Order 4650.21B, par. 24)

APPENDIX 11. LOGISTICS GENERAL

The objective is to provide a reference of orders and management tools to assist with logistics operations.

KEY POINTS

- Minimum list of orders applicable to logistics operations
- Microfiche catalogs

## Comments

1. Is a current Directives Checklist, Order SW 0000.42X, available, primarily to Airway Facilities offices, for review to insure the following list of orders applicable to logistics are available for reference? (Note: Only basic order numbers without alpha updates are given. Refer to your directives checklist for the latest issue of each order.)

|           |   |
|-----------|---|
| 1050.14   | POLYCHLORINATED BIPHENYLS IN THE AIRSPACE SYSTEM                                |
| 1330.1    | FORMS MANAGEMENT  |
| 1330.3    | FORMS CATALOG   |
| SW 1330.6 | FORMS CATALOG   |
| 1350.14   | RECORDS MANAGEMENT  |
| 1350.15   | RECORDS ORGANIZATION, TRANSFER, & DESTRUCTION STANDARDS                         |
| 1375.4    | STANDARD DATA ELEMENTS & CODES FACILITY IDENTIFICATION & SUPPLEMENTAL STANDARDS |
| 1600.6    | PROTECTION OF AGENCY PROPERTY   |
| 1600.39   | REMOVAL OF EQUIPMENT FROM D.O.T. BUILDINGS                                      |
| 1720.18   | FAA DISTRIBUTION SYSTEM   |
| 1720.36   | PROCEDURES FOR PRINTING, DUPLICATING, & COPYING                                 |

Comments

|            |   |
|------------|---|
| SW 1740.6  | STILL PHOTOGRAPHIC SERVICES & SUPPLIES  |
| SW 1750.4  | PROCUREMENT OF NONLIBRARY BOOKS PERIODICALS, AND NEWSPAPERS                         |
| SW 1760.7  | MAIL OPERATIONS   |
| SW 1770.11 | MAIL MANAGEMENT STANDARDS & PROCEDURES  |
| SW 1770.27 | METERED MAIL  |
| 1770.34    | METERED MAIL IMPLEMENTATION   |
| SW 1800.27 | LOGISTICS DIVISION EVALUATION PROGRAM   |
| SW 2700.5  | STATE & LOCAL SALES TAX EXEMPTION IN TEXAS  |
| 2770.4     | IMPREST FUND  |
| 3420.1     | FIELD LOGISTICS PERSONNEL TRAINING  |
| 3500.2     | FIELD LOGISTICS SPECIALIST PROGRAM  |
| 3910.1     | ISSUANCE OF SUNGLASSES  |
| SW 4250.2  | SERIOUS SUPPLY SUPPORT PROBLEMS   |
| 4250.9     | FIELD MATERIEL MANAGEMENT & CONTROL   |
| 4250.13    | SUPPLY SUPPORT FOR FIELD EVALUATION OF ENGINEERING DEVELOPMENT PROGRAMS             |
| 4250.18    | REGIONAL LOGISTICS DIVISION'S RESPONSIBILITIES IN SUPPORT OF SUBREGIONAL ACTIVITIES |
| SW 4400.4  | PROCUREMENT LEADTIME STANDARDS  |

3/23/93

SW 1800.27D  
Appendix 11

Comments

SW 4400.7      PROCUREMENT REQUEST APPROVALS IN  
                 AIRWAY FACILITIES ORGANIZATIONS

SW 4400.8      AUTHORITY TO MAKE CONTRACTUAL  
                 COMMITMENTS

                 4400.18      LEASE/PURCHASE DETERMINATIONS

                 4400.42      PREPARATION & APPROVAL OF  
                 PROCUREMENT REQUESTS

                 4400.44      STANDARD FORM 44 (SF-44)  
                 PURCHASE ORDER-INVOICE-VOUCHER

                 4400.49      CONSOLIDATION OF REQUIREMENTS

                 4400.52      PROCUREMENT PLANNING  
                 REQUIREMENTS

                 4400.57      SYSTEM FOR ACQUISITION  
                 MANAGEMENT (SAM)

SW 4402.2      SMALL PURCHASE INSTRUCTIONS

                 4405.6      REVIEW & APPROVAL OF OTHER THAN  
                 FULL & OPEN COMPLETION

SW 4405.6      PROCEDURES FOR EXTENSION OF  
                 SMALL PURCHASE AUTHORITY

                 4405.14      RATIFICATION OF UNAUTHORIZED  
                 PROCUREMENT

                 4420.4      SPACE ACQUISITION

                 4456.1      PROMPT PROCESSING OF RECEIVING  
                 REPORTS

SW 4500.1      LOGISTICS FUNCTIONS

                 4500.3      FAA PARTICIPATION IN THE FEDERAL  
                 CATALOG SYSTEM

                 4580.2      LOAN AGREEMENTS

                 4600.15      POLICY FOR REAL ESTATE  
                 ACQUISITION

                 4620.1      SCHEDULED OVERHAUL OF GROUND  
                 FACILITIES' EQUIPMENT

Comments

- 4620.3 INITIAL SUPPORT FOR NEW OR MODIFIED EQUIPMENT INSTALLATION
- 4620.4 STANDARDS FOR OFFICE FURNITURE & EQUIPMENT
- 4620.5 SCHEDULED OVERHAUL OF LONG RANGE RADAR ANTENNA PEDESTAL IN THE NATIONAL AIRSPACE SYSTEM
- 4630.2 STANDARD ALLOWANCE OF SUPPLIES & WORKING EQUIPMENT FOR NATIONAL AIRSPACE SYSTEM FACILITIES
- 4630.3 SURVEY OF LOST, DAMAGED, OR DESTROYED GOVERNMENT PERSONAL PROPERTY
- 4630.5 QUALITY AND RELIABILITY ASSURANCE OF GENERAL OPERATING MATERIEL MANAGED BY FAA DEPOT
- 4633.1 PHYSICAL INVENTORY
- SW 4650.6 ADVANCE SCREENING OF F&E UNASSIGNED & EXCESS EQUIPMENT
- 4650.7 MANAGEMENT OF PROJECT MATERIEL
- 4650.12 LOCAL PURCHASE
- SW 4650.12 DISTRIBUTION OF RECEIVING & SHIPPING DOCUMENTS
- 4650.15 SUPPLY SUPPORT CODE ASSIGNMENT/ CROSS-REFERENCE MAINTENANCE
- 4650.16 NATIONALLY FURNISHED PROJECT MATERIEL PROCURED BY WASHINGTON
- SW 4650.16 PERSONAL PROPERTY IN-USE MANAGEMENT SYSTEM DOCUMENTATION
- 4650.19 SUPPLY SUPPORT CRITERIA FOR REPARABLE ITEMS
- 4650.20 REPORTING & REPLACEMENT OF ITEMS FAILING UNDER WARRANTY

3/23/93

SW 1800.27D  
Appendix 11

Comments

4650.21 MANAGEMENT OF IN-USE PERSONAL  
PROPERTY

4650.22 VENDOR SHIPMENTS OF NATIONALLY  
FURNISHED PROJECT MATERIEL

4650.27 ACQUISITION & DISTRIBUTION OF  
DEVICES FOR THE FAA STANDARD  
KEY LOCK SYSTEM

4650.28 ACQUISITION, REVIEW & CONTROL OF  
EXPENDABLE SUPPLIES

4650.29 USE OF GSA CUSTOMER SUPPLY  
CENTERS

4660.1 REAL PROPERTY HANDBOOK

4660.2 ACCESSIBILITY OF FAA BUILDINGS  
TO THE PHYSICALLY HANDICAPPED

SW 4660.5 REGIONAL SPACE PROJECT  
COORDINATION

SW 4660.6 COORDINATION OF REQUIREMENTS FOR  
REAL PROPERTY OR INTERESTS  
THEREIN FROM OTHER GOVERNMENT  
AGENCIES

4660.8 REAL PROPERTY MANAGEMENT &  
DISPOSAL

4670.2 MOTOR VEHICLE MANAGEMENT

SW 4670.3 MOTOR FLEET MANAGEMENT

SW 4670.5 OPERATION OF SNOW VEHICLES

SW 4670.7 UTILIZATION OF GOVERNMENT-OWNED  
VEHICLES BY SECTOR MANAGERS

4680.1 DEPOT CUSTOMER SERVICE  
EVALUATION SYSTEM

4700.2 STORAGE MANAGEMENT

4770.3 TRANSPORTATION AND TRAFFIC  
MANAGEMENT

Comments

SW 4800.1 ASSISTANCE TO BUYERS OF  
GOVERNMENT PROPERTY AT GSA  
SMALL LOT SALES

4800.2 UTILIZATION & DISPOSAL OF EXCESS  
& SURPLUS PERSONAL PROPERTY

SW 6000.14 MANAGEMENT OF TEST, OPERATING &  
WORKING EQUIPMENT PROGRAM

6000.18 FIELD REPAIR OF EQUIPMENT

SW 6012.2 SECTOR SUPPORT FOR F&E PROJECTS

6030.23 MANAGEMENT OF SPECIAL  
MAINTENANCE PROJECT (SMP) PROGRAM

SW 6200.1 REGIONAL OFFICE ELECTRONIC/  
ELECTRICAL TEST EQUIPMENT  
POOL

6200.4 TEST EQUIPMENT MANAGEMENT  
HANDBOOK

2. Is SW Order 4500.1, Logistics Functions, ready reference guide for obtaining administrative support and logistics services, available to all personnel performing logistics functions?

3. Are the following Cross-Reference Indexes (microfiche) and FAA Supply Catalog available at each supply support code location?

Volume I, Section 1 - Reference  
Number to NSN

Volume I, Section 2 - NSN to  
Reference Number

Volume I, Section 3 - Forms

Volume I, Section 4 - Instruction Books