

ORDER

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

SW 4500.1G

9/24/92

SUBJ: LOGISTICS FUNCTIONS

1. PURPOSE. This order is a ready reference for obtaining administrative support and logistics services from the Logistics Division, ASW-50.

APPENDIX 1
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2. DISTRIBUTION. This order is distributed to branch level in the Regional Office and to field offices and facilities.

3. CANCELLATION. Order SW 4500.1F, Logistics Functions, dated 8/4/89, is canceled.

4. EXPLANATION OF CHANGES. Office routing symbols and references are updated.

5. INFORMATION.

a. Requests for support services not specifically identified in the instructions contained in Appendix 1, regardless of the point of origin, will be referred to the Logistics Division for action.

b. Some of the directives referred to in this order were not distributed to the field office level as they normally are not required at that level. If information is needed that is not available, contact the office referred to in the basic procedures.

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Manager, Logistics Division

1. **BUILDING MAINTENANCE.** General building maintenance, lighting, heating, air-conditioning, and janitorial services.

a. Regional Office employees may request assistance or report problems by telephone to extension 5922 (trouble calls) or send a written request for items other than trouble calls to Reservation Maintenance Unit, ASW-52A1.

b. In the field, minor problems should be handled, where possible, at the local level. Major problems should be reported to Real Estate and Utilities Branch, ASW-56, if space, utilities, and janitorial services have been acquired by lease. If janitorial services have been procured by contract, problems should be reported to the Acquisition Management Branch, ASW-55.

c. Reference Orders 4660.1, chapter 3, and SW 4660.8.

2. **MAIL AND DISTRIBUTION.** Accountability and control of classified documents; distribution and stocking of issuances, aeronautical charts and forms; the mail system.

a. Classified documents at the Regional Office should be delivered to the mail room for control, receipt, and/or transmittal. Field offices and facilities should refer to Order 1600.2C.

b. The Southwest Region stocking point for issuances, aeronautical charts and forms is the Distribution Unit, ASW-52A4.

c. Mail system guidance and assistance should be requested from ASW-52A4, extension 5065.

d. Reference Orders 1600.2C, 1720.18B, 1720.23C, 1770.11C, SW 1600.47B, and SW 1760.7D.

3. **SHIPPING AND RECEIVING.** Preparation of shipping documents and distribution of receiving and shipping documents.

a. Regional Office employees may request assistance from ASW-52A4, extension 5065.

b. Field offices and facilities may request assistance from ASW-52B, extension 5076, and ASW-52A2, extension 5228.

c. Reference Orders 4650.7, SW 4650.12D, SW 4650.16A, 4650.21, 4770.31, and General Services Administration (GSA) Bill of Lading Handbook, NSN 7610-00-682-6740.

4. **TRANSPORTATION AND TRAFFIC MANAGEMENT.**

a. Information concerning Permanent Change of Station (Household Goods Shipments) may be requested from the Transportation Specialist, ASW-52A2, extension 5228.

b. Information concerning requisitioning of blank Government Bills of Lading (GBL) may be obtained from ASW-52A4, extension 5065. Requests for GBL's should be submitted on FAA Form 4650-12.

c. Assistance in the preparation of GBL's may be obtained from ASW-52A2, extension 5228.

d. Reference Orders 4770.3, FAA 1500.14A (DOT 1500.6A), and GSA Handbook, "How to Prepare and Process U.S. Government Bills of Lading," NSN 7510-00-682-6740.

5. MOTOR VEHICLE MANAGEMENT AND TORT CLAIMS. Motor fleet management, motor vehicle accidents, motor vehicle drivers' authorizations, special purpose motor vehicles.

a. Field office and facility managers should contact the Traffic Manager, ASW-52A2, extension 5060, concerning vehicle assignments, exchanges, repairs, and reporting of GSA/FAA-owned general purpose motor vehicles.

b. All motor vehicle accident reports, Forms SF-91, SF-94, OF-26, and SF-91A will be forwarded to ASW-52A2. DO NOT send these forms to GSA motor pools.

c. Request/Authorization for Operation of Motor Vehicle on Official Business, SW Form 4670-26, should be submitted to ASW-52A2.

d. Field office and facility managers should contact ASW-52A2 concerning equipment assignment, utilization, repair, and reporting of FAA-owned or rented special purpose motor equipment.

e. Tort claims and employee claims must be submitted to ASW-52A2.

f. Reference Orders 2250.1A, DOT 2770.9A (2700.14B), 4670.2B, and SW 4670.3C.

6. PARKING. Government and employee parking problems and facility access.

a. Regional Office employees should contact ASW-52A1, extension 5067.

b. Field offices should contact ASW-56, extension 5056.

c. Reference Order SW 1600.28D.

7. PERSONAL PROPERTY AND SUPPLIES

a. Acquisition.

(1) FAA Logistics Center (FAALC) Supported Items.

(a) Regional Office employees should contact ASW-52A3, extension 5061, if their office is not authorized direct requisitioning. Field offices and facilities should submit requisitions direct to the FAALC using computer Logistics Inventory System (LIS) on-line requisitions.

(b) For guidance on FAALC supported items, contact ASW-51E, extension 5079.

(c) Reference Orders 4250.9B, 4250.19, and "Guide for Preparations of Requisitions for Field Operations," NSN 0056-00-291-9000.

(2) GSA Supported Items.

(a) Regional Office employees should contact ASW-52A4, extension 5061. Field offices and facilities should inquire on the LIS on-line requisitioning system for FAALC support. If the item is not supported through the Center, utilize the GSA Customer Supply Centers or submit a procurement request to ASW-55.

(b) For guidance contact ASW-51E, extension 5079.

(c) Reference Orders 4250.9B, 4250.19, 4650.29, 4400.42A, and "Guide for Preparations of Requisitions for Field Operations," NSN 0056-00-291-9000.

(3) Locally Purchased Items.

(a) Regional Office employees should contact ASW-52A4, extension 5065. Field offices and facilities should utilize Blanket Purchase Agreements (BPA's), Imprest Fund cash payments, SF-44 for over the counter purchases, Government credit cards, or prepare and submit Procurement Requests, DOT Form 4200.1, to ASW-55.

(b) For guidance contact ASW-55B, extension 5091.

(c) Reference Orders SW 4400.4A, 4400.44, SW 4402.2F, and SW 4405.6E.

(4) Defense Supply Agency Items.

(a) Follow instructions provided in paragraph 7a(1) of this appendix.

(b) For guidance on items not supported by the FAALC, contact ASW-51E, extension 5079.

(5) Administrative Supplies. Regional Office employees should contact ASW-52A4, extension 5984. Field offices and facilities follow procedures in paragraphs 7a(1), 7a(2), and 7a(3) of this appendix.

(6) Initial Provisioning (ISSACS) for support of new or modified facilities.

(a) For guidance contact ASW-52B1, extension 5069.

(b) Reference Orders 4620.3C, 4650.7A, par. 28c, and LIS ISSAC Field Inquiry User Guide, NSN 0056-00-480-0131.

b. Excess and Surplus Personal Property.

(1) For guidance concerning utilization and disposal, contact ASW-52B3, extension 5068.

(2) Reference Orders 4250.9B, SW 4650.6E, 4650.7A, SW 4650.16A, 4650.21B, SW 4800.1A, and 4800.2A.

c. Borrowed Personal Property.

- (1) Property on loan to and from the FAA must be covered by a loan agreement.
- (2) FAA property borrowed by private party requests should be forwarded to ASW-52B for negotiation, preparation, and execution of a revocable license.
- (3) For guidance contact ASW-52B, extension 5076.
- (4) Reference Orders 4580.2, SW 4650.16A, 4650.21B, and 2500.35C.

d. Administrative Equipment Pool.

- (1) Regional Office employees may borrow audio visual equipment by contacting ASW-52A4, extension 5984.
- (2) Reference Order 4600.5E.

e. Administrative Equipment Repairs.

- (1) Typewriter and Calculator Repairs. For typewriter repairs, Regional Office personnel should contact the contractor direct; for calculator repairs, contact ASW-52, extension 5052. Field offices should use the local contractor.
- (2) For guidance and current contract information, field offices and facilities should contact ASW-55B, extension 5091. Regional Office personnel should contact ASW-52, extension 5052.

- (3) Reference Order SW 4600.9C.

f. Warranty Items. For guidance contact ASW-52B, extension 5076. Reference Order 4650.20A.

g. Property Identification, Standards, Accountability and Inventory.

(1) Property Identification.

(a) Use microfiche FAA Supply Catalog Cross Reference, computer LIS on-line cataloging feature, and GSA catalog to assist in researching identifications.

(b) For guidance, contact ASW-51E, extension 5079.

(c) Reference Orders 4500.3C and 4250.19, LIS Cataloging User Guide, NSN 0056-00-480-0015.

(2) Standards for Office Furniture and Equipment, and Supplies and Equipment for National Airspace System Facilities.

(a) Regional Office employees should contact their program offices and ASW-52A4, extension 5065, for guidance. Field offices and facilities should contact their program offices on administrative equipment; contact program offices and project managers for National Airspace System Facilities. For overall guidance, contact ASW-52B, extension 5076. For furniture guidance contact ASW-56, extension 5056.

(b) Reference Orders 4620.4A, 4630.2A, and 4650.7A.

(3) Accountability of In-Use Personal Property.

(a) For guidance contact ASW-52B9, extension 5077.

(b) Reference Orders 4650.7A, 4650.21B, and SW 4650.16A.

(4) Inventory of Accountable Property.

(a) For guidance contact ASW-52B9, extension 5077.

(b) Reference Orders 4633.1, 4650.7, 4650.21B, and SW 4650.16A.

(5) Missing Government Property.

(a) Property custodians should report missing, lost, stolen, damaged or destroyed government property on FAA Form 4630-8.

(b) For guidance contact ASW-52B9, extension 5077.

(c) Reference Orders 4630.3B, 4650.21B, and SW 4650.16A.

h. Field Facilities Supply Support.

(1) Facility Supply Support Codes and Addresses. Regional offices authorized supply support codes and all field offices and facilities needing to establish codes for new facilities, delete codes for decommissioned facilities or to change mailing and shipping addresses, input directly via computer utilizing the "Name, Address Change Request" feature of the LIS system. If computer access to LIS is not available, submit FAA Form 4250-16.

(2) For guidance contact ASW-51E, extension 5079.

(3) Reference Order 4650.15C.

i. Personal Property Storage Management.

(1) Operational Spares and Administrative Stock. Field offices and facilities establish storage practices utilizing stock number, part number, and locator system to insure property stockage criteria.

(2) For guidance contact ASW-51E, extension 5079.

(3) Reference Orders 4650.7A, 4250.9B, and 4700.2.

8. PRINTING AND DUPLICATING.

- a. Division and staff offices should submit printing and duplicating requests through their printing control points to ASW-52A.
- b. Field offices and facilities should submit requests directly to ASW-52A.
- c. Reference Orders 1720.36, SW 4402.2F, and 4400.44.

9. PHOTOGRAPHY AND VISUAL AIDS. For guidance, reference Orders 1600.25D, 1740.2D, 1740.4A, and SW 1740.6A.

10. PROCUREMENT.

a. Blanket Purchase Agreements (BPA). The regulations governing the award and administration of BPA's have changed and all current BPA's will be canceled. The new regulations are much more complex and other purchase techniques, such as the new Government VISA credit cards, may be more appropriate. For further information, contact ASW-55B, extension 5092.

b. Procurement of Construction and Architect-Engineering Services. The Acquisition Management Branch, ASW-55, has overall responsibility for purchasing and contracting for the Region other than for real estate procurement. Acquisition Section A, ASW-55A, has the major responsibility for acquisition of construction and architect-engineering services.

c. Procurement of Supplies, Equipment, and Services. Acquisition Section B, ASW-55B, has the responsibility for acquisition of supplies, equipment, and services.

d. Small Purchasing Authority. ASW-55B issues Small Purchasing Authority, SW Form 4400-1. Small Purchasing Authority is required for purchases utilizing Imprest Fund, BPA, Standard Form 44, and the Government VISA Credit Card (cardholder and approving officials). Submit letter requests to ASW-55B through the requesting office's division manager, accompanied by a signed Procurement Integrity Certification for Procurement Officials Form OF-333, and a completed Privacy Act Notice to Employees and Officials.

e. Imprest Fund Cashiers. ASW-55B processes applications for establishment or increase of imprest funds. Standard Forms 211 and 1191 are used for this purpose. Written justification is required for new cashiers.

f. Reference Orders SW 4402.2F, 2770.4A, 4400.44, and SW 4405.6E.

11. REAL ESTATE AND UTILITIES.

a. Acquisition of Land and Space. DOT Form 4200.1/FAA Form 4400-19, requiring the acquisition of new or additional land or space in buildings, shall be forwarded through channels to ASW-56.

b. Real Property Disposal. All actions requiring the disposal of land, interests in land, buildings, structures and systems shall be forwarded to ASW-56.

c. Real Property Management. All requests requiring actions affecting any agency-controlled real property, owned or leased, shall be forwarded to ASW-56.

d. In-use real property guidance should be requested from ASW-56, extension 5056.

e. Requisition of Utilities (Electricity, Natural Gas, Water, Sewer). Send DOT Form 4200.1/FAA Form 4400-19, to ASW-56 to establish or cancel utility services from public or non-public utility suppliers for new or relocated facilities, operations, and office buildings.

f. Space Management. Requests requiring actions affecting any space, Government-owned or leased, including the utilization, expansion, modification and/or alteration shall be forwarded to ASW-56.

g. Transfer of Real Property from Other Federal Agencies. Requests for transfer of land, interests in land, buildings, structures and systems shall be forwarded to ASW-56.

h. Reference Orders 4420.3, 4420.4, 4660.3B, 4660.8, SW 4660.5A, and SW 4660.6.

12. RELOCATION SERVICES. The Relocation Services Coordinator (RSC), ASW-56B2, is responsible for referring employees' requests to the relocation contractor when copies of the travel authorization, employee service agreements, and employee relocation services authorization forms are received. The RSC acts as intermediary between the contractor and the employees when either party requests assistance. Your RSC can be reached at (817) 624-5080.

13. FURNITURE POLICY. Requests for acquisition of furniture to meet requirements of Regional Office and field locations are to be coordinated/approved by ASW-56 to assure adherence to agency standards and regional policy.