

ORDER

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

SW 4600.5E

6/18/92

SUBJ: PROPERTY LOAN POOL - REGIONAL OFFICE

1. PURPOSE. This order advises Regional Office employees of procedures for obtaining audiovisual equipment from the loan pool for short-term use.
2. DISTRIBUTION. This order is distributed to all employees (1-5 ratio) at the Regional Office.
3. CANCELLATION. Order SW 4600.5D, Property Loan Pool - Regional Headquarters, dated January 6, 1988, is canceled.
4. EXPLANATION OF CHANGES. Office telephone extensions and point of pickup are updated.
5. PROCEDURES.
 - a. FAA employees and other Federal employees on duty at the FAA Southwest Regional Office may draw audiovisual equipment items from the loan pool by signing a Memorandum Receipt, FAA Form 4650-11, accepting full custody and personal responsibility for the item during the period of the loan. Audiovisual equipment (cameras, projectors, screens, recorders, etc.) may be obtained from the Administrative Supply Room, Building 7, for official use only on regular workdays from 9:30 a.m. to 4:00 p.m.
 - b. Inquiries as to the availability of equipment items should first be made by calling extension 5984, thereby being assured that personnel will be on hand to assist you. Requests for reserving specific items from the loan pool will be honored when possible.
 - c. Limits may be set by the Distribution Unit, ASW-52A4, regarding the time period that the equipment is to be loaned. Normally, to assure availability, equipment for loan will not be issued for any one period exceeding 10 workdays. Audiovisual equipment to be used in conferences should be requested as soon as the need is known.
 - d. After use, equipment will be returned promptly to the loan pool by the requestor. Any deficiency or need for repair will be brought to the attention of loan personnel at the time of return.
 - e. Equipment that is lost, stolen, or damaged while on loan from the loan pool will be reported immediately by the user to ASW-52A4.

Robert E. Cook

Robert E. Cook
Manager, Logistics Division

Distribution: A-X-7

Initiated By: ASW-52