

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

4650.17C

1/5/82

SUBJ: GUIDE FOR NON-FAA ACTIVITIES WHICH RECEIVE SUPPLY SUPPORT AND
SERVICE FROM THE MIKE MONRONEY AERONAUTICAL CENTER (FAA DEPOT)

1. PURPOSE. This Order prescribes procedures for requesting supplies and services from the FAA Depot by non-FAA activities. It also describes other procedures and conditions pertinent to the ordering office(s) and FAA Depot actions.

2. DISTRIBUTION. This Order is distributed in FAA headquarters to the division level in Logistics Service, Flight Operations, Airway Facilities, Management Systems and Budget; to division level at the Regions and Centers; to the branch level at the Mike Monroney Aeronautical Center in the FAA Depot and Accounting Division and applicable non-FAA activities.

3. CANCELLATION. Order 4650.17B dated August 7, 1974, is canceled.

4. MAJOR CHANGES. This change provides the procedures for acquiring Repair and Return (R&R) service from the FAA Depot. It also provides exhibits of new and/or revised forms used in the supply support processes.

5. BACKGROUND. Order 4250.7A International/Interagency Supply Support prescribes or refers to policies, standards and procedures governing the preparation and approval of agreements. It also specifies the use of this guide by non-FAA activities.

6. ACTION PRELIMINARY TO SUPPORT.

a. Data Requirements. All requisitions processed by the FAA Depot must carry a supply support code which provides for mechanical processing and proper billings. A basic part of the supply support code is the six place alpha-numeric GSA/DOD assigned activity address code. Upon execution of an agreement, the supported activities will furnish the following information to the FAA Depot:

* (1) The GSA/DOD assigned activity address code if one has previously been assigned to the receiving activity and is still active. Also the related name and address(es) of the activity for postal, freight and, if reimbursable, for billing purposes, as recorded with GSA or DOD.

(2) If the activity has not previously been assigned a GSA/DOD activity address code, prepare a letter to: FAA, Mike Monroney Aeronautical Center, FAA Depot, Attn: AAC-433, P.O. Box 25082, Oklahoma City, Oklahoma 73125, requesting assignment of an Activity Address Code. Include complete postal, freight and, if reimbursable, billing address(es).

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1/5/82

Each address must have a minimum of two lines and a maximum of four lines. Each line is limited to a maximum of 35 characters, and the last line will contain the City, State or Country and Zip Code only.

(3) Special shipping instructions as required.

b. Action by the FAA Depot. Provide the non-FAA activity to be supported with the following data, as required:

(1) Agreement number, when required.

* (2) GSA Activity Address Code. *

(3) Supply Support Code (SSC).

* (4) Copy of this directive.

(5) Initial supply of requisition forms (FAA Form 4250-2.1).

(6) Initial supply of Requisition Follow-up forms (FAA Form 4250-6).

(7) Initial supply of Repair and Return (R&R) forms (FAA Form 4650-8). *

* 7. CHANGES TO ACTIVITY ADDRESS CODES AND/OR ADDRESSES. The FAA Depot (AAC-433) must be informed by the consignee of any changes to the assigned GSA/DOD activity address code, special shipping instructions, postal, freight or billing address(es) of the activity as they occur.

8. DEFINITIONS. The following definitions apply to this order.

a. Expendable Items. All items, except Exchange and Repair (E&R), in the FAA Depot operating inventory. The items are so designated for FAA Depot inventory management purposes and this designation does not necessarily reflect their accountability status upon entry into another system. Expendable items include reparable items which, when unserviceable, are not returnable to the FAA Depot for E&R or R&R processing. User repair, with parts requisitioned from the FAA Depot, or purchased locally, is recommended.

b. Exchange and Repair (E&R) Items. A reparable item which, when unserviceable and beyond the repair capabilities of the user, is returned to the FAA Depot in exchange for a serviceable replacement. The designation of an item of supply as "E&R" indicates the logistics status assigned for inventory management purposes rather than the physical condition or accountability status of an item.

c. Repair and Return (R&R) Items. Reparable items which, when unserviceable and beyond the repair capabilities of the user, will be shipped to the FAA Depot, repaired and returned to the user. Replacements are not available from central distribution inventory and will not, or cannot, be obtained. *

9. PROCESSING DOCUMENTS.

a. Requisition FAA Form 4250-2.1. Requests for expendable and exchange and repair (E&R) type items will be submitted on the two part carbon interleaved FAA Form 4250-2.1. Appendix 1, page 1, illustrates the form and describes the required entries.

b. Shipping Orders (Invoice). All routine shipments from FAA Depot stock are documented on FAA Form 4250-4, Shipping Order, which is illustrated in Appendix 1, pages 2 and 3. If shipped from the General Services Administration (GSA) or the Department of Defense (DOD), the Shipping Order will be GSA/DOD Form 1348-1.

c. Equipment Return Document, FAA Form 4250-5. This document, illustrated in Appendix 1, page 4, is used to return unserviceable exchange and repair (E&R) items to the FAA Depot. Its use is described in paragraph 11d.

* d. Requisition Follow-up, FAA Form 4250-6. This form is forwarded to the FAA Depot when materiel ordered has not been received within the criteria outlined in paragraph 17. Appendix 2, page 2, illustrates the form and describes the required entries.

e. Repair and Return (R&R) FAA Form 4650-8. This form, shown in Appendix 1, pages 8 and 9, will accompany items shipped to the FAA Depot when authorization has been received from the FAA Depot to forward the item for R&R processing. Its use is described in Paragraph 13.

f. Requisition/Follow-up/Shipping Invoice, AC Form 4650-39. This form, shown in Appendix 1, page 5, accompanies shipments resulting from Priorities 1 and 2 requirements received by telephone or dispatch.

g. Initial Supplies of FAA Forms 4250-2.1, 4250-6 and 4650-8. These forms will be furnished by the FAA Depot to the supported activity prior to the effective date of the agreement. Subsequent replenishment by the user will be accomplished by submitting a completed requisition (FAA Form 4250-2.1) to the FAA Depot. The National Stock Number (NSN) and unit of issue of each of these forms is as follows:

(1) FAA Form 4250-2.1, NSN 0052-00-695-0001, unit of issue, Hundred (HD).

(2) FAA Form 4250-6, NSN 0052-00-660-8002, unit of issue, Each (EA).

(3) FAA Form 4650-8, NSN 0052-00-606-8001, unit of issue, Hundred (HD).

10. PRIORITIES. To permit the FAA Depot to respond in a timely manner to the requisitioner's urgency of need, the requisitioner will assign one of the following priority codes, as appropriate, to each requisition submitted:

*

a. Priority 1. Extreme emergency condition due to an equipment outage at an essential operating facility. Priority "1" requests will be submitted to the FAA Depot by telephone or dispatch only. When a priority 1 request cannot be supplied to meet the ordering office requirement, the ordering office will be notified by phone.

1/5/82

b. Priority 2. An essential facility is operating with substandard equipment and an outage is imminent. Requests will be submitted by telephone or dispatch. The Depot will notify the ordering office by telephone or dispatch, if requested, of the status and shipping information.

c. Priority 5. Routine supply action by supplier is acceptable. Requisitions (FAA Form 4250-2.1) will be sent by mail to the FAA Depot. Back order notifications by the FAA Depot will also be made by mail.

11. EXCHANGE AND REPAIR (E&R) PROCESSING.

a. General. E&R items are a special group of reparable assets which rotate through a cycle of: inventory, issue to use, ship to FAA Depot, repair and return to inventory. Normally, unserviceable reparable units are returned to the FAA Depot in exchange for serviceable units. Since in most cases these items are critical supply items (i.e., high value and/or special manufacture) positive control and follow-up on unserviceable E&R due-ins from requisitioners is maintained by the FAA Depot. This concept and the procedures described below are based on direct one-for-one exchange between the FAA Depot and the requisitioning activity with no intermediate processing or stock points. The request, issue and return of the unserviceable items are processed as a single controlled transaction. Any deviation from the prescribed procedures must be detailed in the applicable support agreement.

b. To Order an Item When a Return Will be Made. Complete the requisition as shown in Appendix 1, page 1, except that Box "6", Block "11" (Exchange E&R) shall be checked. If the support agreement does not identify E&R items or if the ordering office is unsure of the FAA support designation of a reparable item, the desired item will be ordered as an E&R item wherein an unserviceable return will be made. If the item is designated as E&R, the Depot will forward FAA Form 4250-5 (see * Para. 9c) with the shipment. If FAA Form 4250-5 is not packaged with the serviceable item, the item is expendable and is not to be returned (See Para. 11e). *

c. To Order an Item When a Return Will Not be Made. The FAA Depot stocks and maintains a level for E&R items based on the concept of one-for-one exchanges. Therefore, requests for a serviceable unit when an unserviceable unit will not be returned, must be held to a minimum. This type of request shall be made only for replacement of an item lost, stolen or obviously damaged beyond economical repair. The FAA reserves the right to reject any requests where outright E&R issue action jeopardizes its support capability. If it is necessary to make such a request, complete the requisition as shown in Appendix 1, page 1, except that Box "7" of Block "11" (Initial E&R) shall be checked.

d. Return of Unserviceable Reparable Item. FAA Form 4250-5, Equipment Return Document, will accompany each FAA Depot shipment of a serviceable reparable item. Unserviceable reparable items will be retained pending receipt of this form which is illustrated in appendix 1, page 4.

(1) Upon receipt of the serviceable item and this form, the unserviceable reparable item shall be returned as soon as possible and not later than 20 days after receipt using the shipping container and packaging in which the serviceable item was received. The six copies of FAA Form 4250-5 shall be distributed as follows:

(a) Copies 1, 2, and 3. Place inside shipping container with the unserviceable reparable item and ship to the FAA Depot. (These copies are used to process certain credit for the returned item.)

(b) Shipping Label (Unnumbered Copy). Attach to the outside of the container.

(c) Copies 4, 5, and 6. Retain for ordering office use.

(2) If the FAA Form 4250-5, Equipment Return Document, provided with the serviceable item, is not available (because of an accelerated return of the unserviceable item or loss of the document), the unserviceable reparable item shall be returned on a local form which must include the following:

(a) The outgoing voucher number shown on the Shipping Order (FAA Form 4250-4).

(b) The reference (requisition) number of the activity's request.

(c) The activity's supply support code number.

(d) The national stock number (NSN) and a brief description of the item being returned.

(e) Date of shipment.

(f) Known or suspected item defects which will assist the FAA Depot in determining necessary repair action.

(g) Insert in the body of the form the statement, "Submitted in lieu of FAA Form 4250-5."

(3) If the unserviceable reparable item cannot be returned within the prescribed time, the requisitioner shall notify the FAA Depot of the estimated shipping date. The notice shall be a communication attached to a copy of the FAA Shipping Order, FAA Form 4250-4, on which the serviceable item was received.

e. FAA Depot Refusal or an Unserviceable Unit Return. When the FAA Depot assets are equal to or greater than authorized stock levels, return of the unserviceable reparable unit will not be authorized. In this case, the Region Action (Reg. Act.) column of the Shipping Order will be coded "2". The consignee will be alerted to this action by the FAA Depot since an Equipment Return Document, FAA Form 4250-5, will not accompany the shipment. The unserviceable item will be disposed of by the requisitioner.

12. BILLING ON EXCHANGE AND REPAIR ITEM TRANSACTIONS.

* a. Exchange Transactions. Upon issue of an item on an exchange transaction, the paying office will be billed at the repair rate for the item shipped plus the packing, shipping and current administrative service charge. If the unserviceable item is found upon return to be not reparable, a billing shall be made for an additional amount which, when added to the previously billed repair rate charge, will equal the replacement unit cost. *

1/5/82

b. Outright Issues. When an unserviceable return will not be made, the issue, if approved by the FAA Depot, will be billed at the replacement unit cost.

- * 13. REPAIR AND RETURN (R&R). Repair services are intended for items which are beyond the repair capabilities of the requisitioner, or in the case of international agreements, beyond the capabilities of in-country repair. When an item is found to fit this category, contact the FAA Depot by telephone (FTS 749-4421 or commercial 405-686-4421), message or memorandum for authorization to ship the item to the FAA Depot for repair and return to the user. In preparing the Repair and Return/Special Transaction Requisition, FAA Form 4650-8, the ordering office shall include, in addition to the information required by the instructions on the reverse side of copy number seven (See appendix 1, pages 8 and 9), the following data:

a. Block 2. - Reference the R&R authorization received from the Depot.

b. Block 33. - Insert item description and/or manufacturer, part number and agreement number.

14. BILLING ON REPAIR AND RETURN (R&R) ITEM. The paying office will be billed for actual cost of repair services, material, packing and shipping, plus the current administrative service charge. *

- * 15. ITEM SUBSTITUTION. In accordance with the agency's item reduction and standardization program, the FAA Depot will make item substitutions when neither an identical nor an interchangeable item is available. The requested item and the item shipped will be listed on the Shipping Order, FAA Form 4250-4. When back order action is necessary, the requested item will be "back ordered"; however, the requisition will be filled by either the requested item or the substitute item, whichever is available for issue first. If an item is substituted by the FAA Depot and is not acceptable, the requisitioner shall notify the FAA Depot in accordance with paragraph 18, Discrepant Shipments. In addition, a memorandum will be submitted to the FAA Depot stating the reason why the substitute item is not acceptable. The FAA Depot will take action to supply the requested item, if it can be obtained, pending FAA Depot engineering evaluation. *

16. SUPPLY AND SHIPMENT STATUS.

a. Emergency Requirements.

(1) Shipments originating from the FAA Depot Warehouse. The requisitioning office is advised by telephone of shipment action taken on Priority 1 demands. This notification will be provided within 24 hours of receipt of the requisition and will include the method of shipment, carrier routing, and time of expected arrival at destination. The requisitioning office will not be advised of shipment action on Priority 2 demands unless specifically requested at the time the requisition is placed. Upon request, information of shipment action similar to that provided for Priority 1 will be sent by dispatch or telephone within 48 hours of receipt of the requisition.

(2) Delayed Shipments. The Depot will not normally back order Priority 1 and 2 requests. After all available sources of supply are screened, the Depot will contact the requisitioning office and provide the best delivery date information in order to mutually agree on an action to be taken.

(3) Direct Shipments.

(a) Commercial Procurement. The requisitioning office is advised by telephone or dispatch within 24 hours on Priority 1 and within 48 hours on Priority 2, of action taken to satisfy demands. Information will include Purchase Order (PO) number and a statement concerning anticipated delivery. Requisitioning offices will also receive in the mail all documentation described in paragraphs 16b(1)(a) and 16b(2)(b).

(b) GSA/DOD Sources. The requisitioning office is advised by telephone or dispatch within 24 hours on a Priority 1 request and within 48 hours on a Priority 2 request that the requisition has been submitted to GSA or DOD for direct delivery and is also advised of the FEDSTRIP/MILSTRIP voucher number to facilitate matching when the materiel is received. Specific shipping information, such as mode of shipment and date shipped, usually is not available until the response time in appendix 2, page 6, has passed. The requisitioning office will receive in the mail all the documentation described in paragraphs 16b(1)(a) and 16b(2)(b).

b. Routine Requirements.

(1) Depot Record Items. Regardless of whether or not the item is physically maintained in inventory at the FAA Depot, the Depot maintains a record indicating FAA requirements and the source. Upon receipt of a requisition, if the Depot determines it cannot ship the item, the ordering office is notified by means of AC Form 4250-29, Requisition Status (appendix 2, pages 4 and 5, lists the clear text of statements shown on AC Form 4250-29). In addition, in the event a multi-line Shipping Order, FAA Form 4250-4, is forwarded to the ordering office, the status of the items not shipped will be indicated by use of the unshipped codes printed on the form and listed on the reverse of the Shipping Order. These codes are defined in appendix 1, page 7.

(2) Depot No-Record Item. Items for which the Depot does not maintain a unit record and there is no known FAA recurring requirement. The item required may be either cataloged or non-cataloged. These requirements will normally be provided directly from the supplier to the requisitioner. Notification actions are as follows:

(a) Support from Commercial Sources. The FAA Depot prepares a Purchase Request (PR) for AAC-70 to procure the item for direct delivery to the requisitioner. The requisitioner is furnished AC Form 4250-29, Requisition Status, reflecting the PR number to facilitate matching the due-in to the materiel when it is received. The requisitioner subsequently will receive FAA Form 4415-3, Order for Supplies or Services/Award, reflecting the Purchase Order and PR number and planned delivery date. Revised delivery date will be furnished by change order when the vendor cannot ship within 30 days of the delivery date.

1/5/82

(b) Support from GSA/DOD. When a FEDSTRIP/MILSTRIP requisition is prepared by the FAA Depot and sent to GSA or DOD, FAA Forms 4250-2 and 4250-3 will be provided to the requisitioner by the Depot with source code 1 for shipments from GSA or 3 for shipment from DOD. When additional status of an exceptional nature is received at the Aeronautical Center, the information will be forwarded to the requisitioner on AC Form 4250-29. (appendix 2, pages 3, 4, and 5).

17. FIELD FOLLOW-UP ACTION.

a. General. Follow-up action should be taken only when an actual need or other conditions exist as specified in the following paragraphs. Priority 1 or 2 conditions will justify follow-up by telephone (FTS 749-2553 or commercial 405-686-2553), dispatch (reference appendix 2, page 1) or memo. For routine requirements (Priority-5) follow-up will be handled by FAA Form 4250-6, Requisition Follow-up (reference appendix 2 page 2). All follow-up actions will be directed to the FAA Depot, attention AAC-482C, except when a purchase order has been received in which case the follow-up is to be directed to the Contracting Officer, AAC-70.

b. Emergency Requirements. Follow-up if:

(1) Priority 1 or 2 and the Depot has not provided status as specified in paragraph 16.

(2) The estimated or firm receipt date furnished by the Depot has passed and the emergency has not been otherwise relieved.

c. Routine Requirements (Priority 5). Follow-up when:

(1) Thirty-five (35) days from the request date have passed and materiel has not been received and supply status, e.g., back ordered, direct ship, has not been received from the Depot.

(2) The average replenishment lead time applicable to the ordering office and source of materiel (appendix 2, page 6), has passed and it is evident that the stock on hand will be depleted within a few days.

d. Materiel on Order for Direct Shipment.

(1) When follow-up on commercial direct ship items is required, insert the FAA Depot Purchase Request or Purchase Order number in block 12 of the Follow-up Card, FAA Form 4250-6 (reference appendix 2, page 2). This data is found on FAA Form 4415-3, Order for Supplies/Award, the Stock Selection/Field Requisition Suspense Card, FAA Form 4250-3 or the Requisition Status, AC Form 4250-29, whichever is applicable. The follow-up may be directed to the FAA contracting officer (AAC-70) when the purchase order number is available. For fast pay follow instructions on reverse of the purchase order.

(2) When follow-up on GSA/DOD direct ship items is required, insert the voucher number in block 4 and the latest status received in block "15" of FAA Form 4250-6.

e. Replies by the FAA Depot to FAA Form 4250-6, Requisition Follow-up. The FAA Depot reply will be handscribed, stamped, or typed in the REPLY block of FAA Form 4250-6, except for certain FEDSTRIP/MILSTRIP direct shipments. These are answered mechanically via AC Form 4250-29 when the mode of shipment, shipping date, GBL number, etc., are available. The message, "Reply to field follow-up", is printed prominently on the AC Form 4250-29. FAA Forms 4250-6 answered mechanically are not returned to the requisitioner."

18. DISCREPANT SHIPMENTS. These are categorized as overages, shortages, incorrect or defective items, and misdirected and damaged shipments.

a. Action by Requisition Office. Discrepancies will be reported to the FAA Depot using Copy 5 of the Shipping Order, FAA Form 4250-4. State on Copy 5 the type of discrepancy, all the particulars applicable thereto and requested action. Under agreements specifying FOB destination where damage is apparently due to handling in transit is involved, enclose a copy of the carrier's Inspection Report. In the case of International Agreements the terms of the agreement will determine corrective measures necessary to resolve individual cases. *

b. Action by the FAA Depot. The FAA Depot will take the necessary corrective action on the discrepancy; will give the requisitioning office materiel disposition instructions as required; and will initiate financial adjustment, if applicable.

* 19. BILLING AND PAYMENT. Supply support and related services agreements will include specific billing and payment provisions. Emergency and other one time requests for materiel, not covered by a supply support agreement, must include appropriation data in block "13" of FAA Form 4250-2.1 and the paying office address in block "19". Unless otherwise specified in the agreement, the billing office for all reimbursable support provided by the FAA Depot is as follows:

FAA, Mike Monroney Aeronautical Center
FAA Depot, ATTN: AAC-20
P.O. Box 25082
Oklahoma City, Oklahoma 73125 *


Frank L. Frisbie
Director, Logistics Service

1/5/82

4650-17C
Appendix 1

Requisition - FAA Form 4250-2.1

2831		2-FG6321-YY		5	
5960-00-838-4042		2		E A	
Appropriate Agreement Number					
10. DESCRIPTION					
<input type="checkbox"/> RECURRING <input type="checkbox"/> RECURRING 2 MONTHS FORESEE <input type="checkbox"/> RECURRING STOCK <input type="checkbox"/> REPAIR USE <input type="checkbox"/> FAILURE UNDER WARRANTY <input type="checkbox"/> EQUIPMENT E & R <input type="checkbox"/> REPAIR USE <input type="checkbox"/> RECURRING 12 MONTHS FORESEE <input checked="" type="checkbox"/> NON RECURRING					

ORDERING OFFICE COPY

Block No. Explanation of Applicable Entries

- 1 This is the requisition number. The first three digits are the Julian day of request. The last digit is the serial number 1 through 9.
- 3 Insert the FAA Depot assigned supply support code.
- 5 Routine requests will be assigned "5" and be forwarded to:
 FAA Mike Monroney Aeronautical Center
 FAA Depot ATTN: AAC-482C1
 P.O. Box 25082
 Oklahoma City, Oklahoma 73125
- 6 Self-explanatory. If NSN is not available, see NOTE below.
- 7 & 8 Self-explanatory.
- 11 If for an expendable, check box "N". For E&R, see pars. 11b and c.
- 13 The agreement number, or appropriate billing data for support not covered by an agreement, must be inserted on all requisitions.
- 20 Do not make an entry if the in-the-clear address assigned to the activity address code will adequately identify the consignee.

NOTE: If NSN is unknown, enter in Blocks 15 through 19 the manufacturer's name and part number, equipment designation and circuit symbol, and/or any other descriptive data.

[illegible]

1. <u>Ship to Address:</u> Current patrol post address at the ordering office.	20. <u>Region Action Code:</u> Advice Code to allow activity for further disposition of material.																					
2. <u>Method of Shipment:</u> This code designates the method of shipment: A - any method; B - any method except rail; M - mail only.	21. <u>Back Order Release Date (Cal.):</u> The appropriate Julian date back order material will be shipped from the FAA Depot.																					
3. <u>Post Office Classification:</u> This code denotes class of post office, i.e., first class, second class, etc.	22. <u>Unshipped Code:</u> A numeric code to indicate the specific reason for the non-shipment supply action. These codes are identified on the back of all FAA Forms 4250-4.																					
4. <u>Mark for Data:</u> For specific projects or work orders.	23. <u>Copy Number:</u> Shipping order copy number, title and use																					
5. <u>Outgoing Voucher Number:</u> An 8-digit identification number assigned by the FAA Depot for control purposes. Consists of Julian date and four-digit serial number.	<table border="1"> <thead> <tr> <th>Copy No.</th> <th>Title</th> <th>Use</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Property Voucher</td> <td>Depot</td> </tr> <tr> <td>2</td> <td>Aero Center Accounting</td> <td>Depot</td> </tr> <tr> <td>3</td> <td>Region (Area) Manager</td> <td>Advance Copy to Regional Office (Project Material only)</td> </tr> <tr> <td>4</td> <td>Commissary</td> <td>Commissary</td> </tr> <tr> <td>5</td> <td>OS&D Report</td> <td>OS&D</td> </tr> <tr> <td>6</td> <td>Regional Office</td> <td>Regional</td> </tr> </tbody> </table>	Copy No.	Title	Use	1	Property Voucher	Depot	2	Aero Center Accounting	Depot	3	Region (Area) Manager	Advance Copy to Regional Office (Project Material only)	4	Commissary	Commissary	5	OS&D Report	OS&D	6	Regional Office	Regional
Copy No.	Title	Use																				
1	Property Voucher	Depot																				
2	Aero Center Accounting	Depot																				
3	Region (Area) Manager	Advance Copy to Regional Office (Project Material only)																				
4	Commissary	Commissary																				
5	OS&D Report	OS&D																				
6	Regional Office	Regional																				
6. <u>Processing Date:</u> Date requisition was processed.	24. <u>Account:</u> Inventory Category/Accounting Classification Code.																					
7. <u>Tag No:</u> Page number of shipping order; multiple copy shipping orders reflect page in ascending sequence.	25. <u>Transaction Code:</u> Defines type of requisition and transaction.																					
8. <u>Shipment Data:</u> Shipping data such as (1) number of packages, (2) total weight, (3) packing identification, (4) Government Bill of Lading, freight shipment, (5) carrier identification, (6) date scheduled for shipment and (7) actual date shipment released by FAA Depot is annotated.	26. <u>Accountability Code:</u> Determines material transfer accountability.																					
9. <u>Appropriation/Agreement No:</u> Chargeable appropriation agreement number for reimbursable shipments.	27. <u>Quantity Unit Pack:</u> Quantity of items in unit pack, see appendix 1, page 27																					
10. <u>Cost Center Code:</u> Code identifying ordering office to a financial data collection point.	28. <u>Condition Code:</u> This code represents condition of material being credited from inventory records identified as (S) Serviceable, or (U) Unserviceable.																					
11. <u>Job Order No:</u> Number assigned by ordering office to project.	29. <u>Transaction Code:</u> Identifies marking, packing, label and carrier restrictions.																					
12. <u>Accounting Systems Code:</u> Mechanically assigned code to identify the appropriate cost system for which the financial detail card is prepared for project material issues.	30. <u>Voucher Cost:</u> Total cost of material shipped.																					
13. <u>Priority:</u> Order of precedence of requisition.	31. <u>Receiving Information:</u> Used by the ordering office.																					
14. <u>Project Control Number:</u> Four-position alphabetic/numeric identifier of an establishment or modification project (used on project material shipments only).	32. <u>Total Cost:</u> Standard unit price times quantity of item shipped.																					
15. <u>Supply Support Code:</u> The alpha-numeric region, address and inventory identification code of the ordering office.	33. <u>Unit Cost:</u> FAA Depot standard unit price of the item.																					
16. <u>Asset Release Code:</u> (Project Material use)	34. <u>Quantity:</u> Actual quantity shipped.																					
17. <u>Date Required:</u> Julian date used with Priority 4 to designate when required.	35. <u>Unit of Issue:</u> Abbreviation denoting lowest level of issue.																					
18. <u>Requisition Reference Number:</u> On pre-punched FAA 4250-2 cards the reference number consists of the last four digits of the previous issue voucher. Handwritten cards reflect a reference number assigned by the ordering office.	36. <u>Description:</u> Abbreviated alphabetic/numeric 10 character description of the manufacturer's part number of item.																					
19. <u>PCN Line Item No.</u> Line item number of the item on a Project Material List.	37. <u>National Stock Number:</u> Federal Catalog Identification number of item.																					
	38. <u>Line Item No:</u> Voucher line item number.																					
	39. <u>Package No:</u> Identifies package in which item packed.																					

* FAA USE ONLY

1/5/82

EQUIPMENT RETURN DOCUMENT, FAA FORM 4250-5

<p>FROM</p> <p>FAA ATLANTA PRO ST 1119 TRUCK RD/ATL ARPT PO BOX 20722 ATLANTA GA 30120</p>		<p>TO</p> <p>MIKE MONROE AERONAUTICAL CENTER FAA DEPOT POST OFFICE BOX 25882 6800 SOUTH MACARTHUR BLVD OKLAHOMA CITY, OKLAHOMA 73155</p>		<p>SHIPPING DATA</p> <p>DATE SHIPPED</p> <p>WEIGHT</p> <p>NO. OF PACKS</p> <p>STOCK CONDITION FROM FIELD</p> <p>EQUIPMENT SERIAL NUMBER</p>	
<p>REASON FOR EXCHANGE</p> <p><input type="checkbox"/> SCHEDULED OVERHAUL</p> <p><input type="checkbox"/> EXCHANGE AND REPAIR</p> <p><input type="checkbox"/> OTHER</p>		<p>DEFECTS AND OR REPAIRS ATTEMPTED</p>		<p>HOURS IN SERVICE</p> <p style="font-size: 2em;">1</p> <p>CONSUMABLE</p>	

1 2 29 3 14
 28 13 26 25 24 23 22 21 18 12 17 11 10 9 8 7

Items numbered 1 through 13 will be filled in by the Depot. These will match data on the Shipping Order.

INFORMATION TO BE FURNISHED BY FIELD OFFICE

14. Shipping Data. - All data concerning actual shipment from field to Depot contained in 9 blocks.
15. Stock Condition From Field. - Check proper block for serviceability and indicate if warranty or shelf life.
16. Equipment Serial Number. - Taken from equipment being returned, required for Depot repair program.
17. Defects and Repairs Attempted. - Reason for exchange, defects, repairs made or attempted, and hours in service to be annotated by field activity. Data to be utilized by repair source.
18. Non-Identical NSN. - To be filled in by field activity when item being returned has different NSN than item received. Encircle in red.

Items numbered 19 through 29 are for Depot use only, may be blank or contain data. These are of no significance to the field office.

1/5/82

4650-17C

Appendix 1

REGISTRATION/FOLLOW-UP/ENROLLING INVOICES, AC FORM 4350-39

Bellevue old Quarter Inn, 74A Penn 4628-7

[illegible]

1/5/82

QUANTITY UNIT PACK

This is the code of Warehouse packaging information. In those instances where quantity unit pack has been established, the computed (EOQ) ship quantity or the customer's requested ship quantity will be adjusted to the quantity unit pack.

<u>Code</u>	<u>Quantity Unit Pack</u>	<u>Code</u>	<u>Quantity Unit Pack</u>
1	1	G	24
2	2	H	25
3	3	J	32
4	4	K	36
5	5	L	48
6	6	M	50
7	7	Z	60
8	8	N	72
9	9	P	75
A	10	Q	100
B	12	R	120
C	15	S	144
D	16	T	200
E	18	U	500
		W	1000

REGION ACTION CODE

This code is the FAA Depot instruction to the Requisitioning Office pertaining to a specific line item.

<u>Code</u>	<u>Region Action Indicated</u>
1	Return project excess to FAA Depot. Transportation paid by FAA Depot.
2	Do not return reparable unit(s) to FAA Depot. Dispose locally.
3	Recoverable, non-E&R Item. Return reparable unit(s) to FAA Depot, transportation paid by Depot.
4	Critical Item. Return discrepant shipments (over-ages) to the FAA Depot.
5	Non-mailable materiel.
A	FAA Depot non-support item.
B	Discontinued order alternate item.

1/5/82

4650-17C
Appendix 1

UNSHIPPED CODE

This code provides status on an individual line item basis for items not being shipped on the Shipping Order.

<u>Code</u>	<u>Definition</u>	<u>Explanation</u>
1	Back Order	Signifies the item requested was back ordered and the estimated back order release date (Julian) is shown immediately to the right of the unshipped code column.
2	Direct Ship, GSA/DOD	Signifies that the item ordered is being purchased from GSA or DOD for direct shipment to the ordering office. Subsequent documentation will be provided advising the ordering office with the GSA/DOD document (purchase) number.
3	Direct Ship, Commercial Vendor	Signifies that the item ordered is being purchased from a commercial vendor for direct shipment to the ordering office.
5	Pending Initial Distribution (Requisition Cancelled)	Identifies items that will be used under the initial distribution system to insure proper distribution of stock.
6	Disposition Pending	The Depot has received the requisition, but data contained in it was incompatible for processing or that conditions were encountered which prevented shipment without management review and/or additional action by the Depot. Shipment will be made at a later date either from Depot stock or ordered for direct shipment. If additional information is required from the ordering office, the Depot will so advise.

203

1/5/82

REPAIR AND RETURN, FAA FORM 4650-8

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		CONTROL NO RR-A	
REPAIR AND RETURN - SPECIAL TRANSACTION REQUESTION			
1 (Check applicable item)		2: PRESENTY USE	
<input type="checkbox"/> REPAIR AND RETURN TRANSACTION		<input type="checkbox"/> SPECIAL TRANSACTION REQUESTION	
3: TYPE OF DEFECT - REPAIR		4: TYPE OF DEFECT - REPAIR	
5: ORDERING OFFICE		6: REPAIR ACTIVITY	
7: DATE		8: DATE	
9: DATE OF RECEIPT		10: DATE OF RECEIPT	
11: DATE SHIPPED		12: DATE SHIPPED	
13: DATE RECEIVED		14: DATE RECEIVED	
15: DATE RECEIVED		16: DATE RECEIVED	
17: DATE RECEIVED		18: DATE RECEIVED	
19: DATE RECEIVED		20: DATE RECEIVED	
21: DATE RECEIVED		22: DATE RECEIVED	
23: DATE RECEIVED		24: DATE RECEIVED	
25: DATE RECEIVED		26: DATE RECEIVED	
27: DATE RECEIVED		28: DATE RECEIVED	
29: DATE RECEIVED		30: DATE RECEIVED	
31: DATE RECEIVED		32: DATE RECEIVED	
33: DATE RECEIVED		34: DATE RECEIVED	
35: DATE RECEIVED		36: DATE RECEIVED	
37: DATE RECEIVED		38: DATE RECEIVED	
39: DATE RECEIVED		40: DATE RECEIVED	
41: DATE RECEIVED		42: DATE RECEIVED	
43: DATE RECEIVED		44: DATE RECEIVED	
45: DATE RECEIVED		46: DATE RECEIVED	
47: DATE RECEIVED		48: DATE RECEIVED	
49: DATE RECEIVED		50: DATE RECEIVED	
51: DATE RECEIVED		52: DATE RECEIVED	
53: DATE RECEIVED		54: DATE RECEIVED	
55: DATE RECEIVED		56: DATE RECEIVED	
57: DATE RECEIVED		58: DATE RECEIVED	
59: DATE RECEIVED		60: DATE RECEIVED	
61: DATE RECEIVED		62: DATE RECEIVED	
63: DATE RECEIVED		64: DATE RECEIVED	
65: DATE RECEIVED		66: DATE RECEIVED	
67: DATE RECEIVED		68: DATE RECEIVED	
69: DATE RECEIVED		70: DATE RECEIVED	
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79: DATE RECEIVED		80: DATE RECEIVED	
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85: DATE RECEIVED		86: DATE RECEIVED	
87: DATE RECEIVED		88: DATE RECEIVED	
89: DATE RECEIVED		90: DATE RECEIVED	
91: DATE RECEIVED		92: DATE RECEIVED	
93: DATE RECEIVED		94: DATE RECEIVED	
95: DATE RECEIVED		96: DATE RECEIVED	
97: DATE RECEIVED		98: DATE RECEIVED	
99: DATE RECEIVED		100: DATE RECEIVED	

ORDERING OFFICE INSERT YOUR MAIL ADDRESS IN BRACKETS BELOW

ORDERING OFFICE. COMPLETE LABEL BELOW BUT DO NOT DETACH LABEL



DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ONE MEMPHIS AERONAUTICAL CENTER
P.O. BOX 2800
MEMPHIS, TENN. 38101

OFFICIAL USE ONLY
PENALTY FOR PRIVATE USE, \$300.



REPAIR AND RETURN
FEDERAL AVIATION ADMINISTRATION
DEPT-010

SHIP TO:

FOR:

1 MAIL TO
FAA DEPOT

FAA Form 4650-8 (7-80)
USE PREVIOUS EDITIONS

RR-A

1/5/82

4650-17C
Appendix 1

REPAIR AND RETURN, FAA FORM 4650-8

INSTRUCTIONS FOR ORDERING OFFICE PREPARATION OF THIS FORM

Fill in all UNSHADED items on this form as applicable. DO NOT FILL IN ANY SHADED ITEM: the shaded items are for the use of Repair Activity. Most of the items which you will fill in are self-explanatory; the following require further explanation:

ITEM 1 - (The Form Title) If your request is for the repair and return of equipments or parts, place a check mark in the box adjacent to "Repair and Return Transaction". This service should be requested only when exchange and repair service for equipments or parts needed is not available from the Operating Material Inventory.

If your request is for special shop jobs (including sound film), place a check mark in the box adjacent to "Special Transaction Requestion". For requests of this nature, indicate in Item 3 the kind of services required and make reference to sample parts shipped, or attach sufficient fabrication details.

ITEM 3 - If a shipment to the FAA Depot is made on a commercial bill of lading in lieu of a Government bill of lading, insert the word "Commercial" and the bill of lading number in the space provided for this item. (In an emergency, Ordering Offices are authorized to make repair and return, or special transaction shipments to the FAA Depot on a uniform commercial bill of lading. These forms are available from the carrier. On such bill of lading, show the requisition control number (RR-0000), also place the following statement on the bill of lading: "To be converted to Government bill of lading at destination.") Attach the original copy of the bill of lading (Government or commercial) to the requisition copies mailed to AAC-460.

ITEM 7 - If parcel post or mail is used, so state.

ITEM 31 - See Paragraph 17, Handbook 4250.9A, for Priority Code definition.

ITEM 32a - Use the following numerical codes to indicate Repair Source Code.

REPAIR SOURCE CODE			
211 - Antennas, RADAR	281 - TACAN or ILS Equipment	322 - Cabinet Work	
212 - Antennas, TACAN	282 - VOR Equipment	323 - Decoupling	
213 - Antennas ATCAI or Communication	283 - Piezoelectric Crystals	324 - Plastic Molding or Repair	
214 - Antennas DF or VOR	284 - Test Equipments	331 - Motion, Generators, Synchrones & Transformers	
221 - Voice Transmitters or Receivers	285 - Machine Shop Work	332 - Engine Generators and accessories	
222 - Audio or Control devices	286 - Sheet Metal Work	421 - Printed Circuit Boards	
223 - Teletypewriters	287 - Finework or Cladding		
241 - RADAR or RNL Equipment	288 - Welding		
	289 - Antenna Rotating Devices		
	291 - Resurfacing and Painting		

MAILING AND SHIPPING INSTRUCTIONS

FOR SHIPMENT OF ITEMS TO FAA DEPOT: After the preparation of this form, remove the first stub at the first perforation at the top of the form set; this separates the form set into two separate parts or sets; the first part consisting of Copies 1, 2, and 3 and the second part consisting of Copies 4, 5, 6, and 7. Fold and mail the first part (Copies 1, 2, and 3) in a small letter size or 5 1/2" x 11" envelope to AAC-460. (DO NOT REMOVE THE STUBS THAT ARE AT THE TOP AND BOTTOM OF THIS PART). Remove Copy 7 from the second part (Copies 4, 5, 6, and 7) for your suspense file; use the shipping label at the bottom of Copy 7 for attaching to the parcel you ship to the FAA Depot; attach or enclose the remainder of this part as a packing notice to the shipment. (DO NOT REMOVE THE STUBS THAT ARE AT THE TOP AND BOTTOM OF THIS PART.)

If defective or damaged items are sent to the FAA Depot for repair be sure to attach a Repairable Part Tag, AC Form 4700-49, to each unit.

Mark the shipping container with an encircling band of red or orange ink, paint, or other marking material. (Mark only when this form is used)

FORM COPY DISTRIBUTION

Mailed as a unit set:

to
FAA Depot

{ COPY 1 - For FAA Depot shipping file.

{ COPY 2 - FAA Depot use.

{ COPY 3 - FAA Depot notice to pertinent Regional Office of Services performed:
mailed to Regional Office via Ordering Office.

{ COPY 4 - Packing slip from station to FAA Depot.

{ COPY 5 - Packing slip from FAA Depot to Ordering Office of returned items.

{ COPY 6 - FAA Depot or other Repair Activity work order file.

{ COPY 7 - Retained by Ordering Office in suspense file

Attached or
enclosed with shipment
as a unit set to
FAA Depot

1/5/82

4650.17C
Appendix 2

TELEPHONE OR DISPATCH MESSAGE FOLLOW-UP

To assure positive identification of a demand previously placed with the Depot, accurate and complete information must be furnished by the ordering office when the urgency of a situation requires a follow-up.

The data listed below are the minimum elements of information required by the Depot to make positive identification of a demand in process:

1. Priority code and emergency condition.
2. Supply Support Code.
3. National Stock Number.
4. Unit of Issue and quantity requisitioned.
5. Advice Code.
6. Method and Date requisition transmitted.
 - a. If the requisition was transmitted by telephone or dispatch, specify method of transmission and date.
 - b. If the requisition card was mailed to the Depot, specify the ordering office requisition number as shown on field requisition suspense.
7. Accountability Code.
8. Ordering Office Reference Number.

1/5/82

REQUISITION FOLLOWUP, FAA FORM 4250-6

REQUISITION FOLLOWUP FAA FORM 4250-6 (Rev. 1-78)	1. REF. NO.	2. SUPPLY SUPPORT CODE	3. FSN	4. VOUCHER NO.
	5. UNIT	6. DATE RQ. SUBMITTED	7. SHIP QTY/AD	8. UNIT OF ISSUE
	9. PART NUMBER	10. MANUFACTURER OR CODE	11. EQUIPMENT TYPE	12. FAILURE UNDER WARRANTY AC FORM 419 NO.
	13. PUR. REQST/PUR ORDER NO.	14. SIGNATURE OF PERSON SUBMITTING FIS/AUTOVON NO. DATE SUBMITTED	15. REMARKS	16. DATE RECEIVED
	17. COMMENTS (FOR DEPOT USE) (Check on back)			


REQUISITION FOLLOWUP GUIDELINE


CLEAR SUSPENSE FILE FOR ALL COMPLETED REQUISITIONS

BLOCK	INFORMATION	SOURCE
1. REF. NO.	<u>CRITICAL</u> . Exact as orig. rqn.	Suspense file (FAA Forms 4250-3 & 4250-2.1).
2. SUPPLY SUPPORT CODE	<u>CRITICAL</u>	Suspense file (FAA Forms 4250-3 & 4250-2.1)
3. FSN (MSN)	As given on orig. rqn. or as updated by info. from Depot for faster answer from Depot.	Suspense file (FAA Forms 4250-3 4250-2.1, 4250-4, 4415-3, AC Form 4250-29)
4. VOUCHER NO.	For faster answer from Depot	FAA Forms 4250-4, 4250-2, or 4250-3 for GSA or DOD, AC Form 4250-29
5. PRI	As given on orig. rqn	Suspense file (FAA Forms 4250-3 & 4250-2.1)
6. DATE RQN. SUBMITTED	<u>CRITICAL</u> . Date rqn. fwd. to Depot	Suspense file (FAA Forms 4250-3 & 4250-2.1)
7. SHIP QTY/AD	As given on orig. rqn. or as updated by info. from Depot.	Suspense file (FAA Forms 4250-3 4250-2.1, 4250-4, 4415-3, AC Form 4250-29)
8. UNIT OF ISSUE	As given on orig. rqn. or as updated by info. from Depot.	Suspense file (FAA Forms 4250-3 4250-2.1, 4250-4, AC Form 4250-29)
9. PART NUMBER	As given on orig. rqn.	Suspense file (FAA Forms 4250-2.1)
10. MANUFACTURER OR CODE	As given on orig. rqn.	Suspense file (FAA Forms 4250-2.1)
11. EQUIPMENT TYPE	As given on orig. rqn.	Suspense file (FAA Form 4250-2.1)
12. FAILURE UNDER WARRANTY FAA FORM 419 NO.	If applicable	Control no. of failure under warranty report (New FAA Form 4650-10)
13. PUR REQST/PUR ORDER NO.	Purchase Request Number (PR-NO) Purchase Order No. & Contractor	AC Form 4250-29 Order No. FAA Form 4415-3, Blk 6 & 10
14. SIGNATURE OF PERSON SUBMITTING FIS/AUTOVON NO. DATE SUBMITTED	<u>CRITICAL</u> . Coordination requirement Complete phone number FIS (or commercial) - specify which Date followup forwarded to Depot	
15. REMARKS	Additional info. to identify rqn.	Any information previously received on AC Form 4250-29, Requisition Status - should be included on followup.

NOTE: Automatic and unnecessary followup action creates an unwarranted workload for both the order office and the Depot. It should, therefore, be limited to instances where there is a definite need for the item, and then only after normal leadtime or delivery date has elapsed. If available, Requisition Register should be researched before submitting followup. Requisition Status, AC Form 4250-29 should be filed with due-in when received. This form is also used for Cancellation of Requisitions formerly submitted (See Chapter 2, paragraph 18).

REQUISITION STATUS AC FORM 4250-29
(Mechanically Prepared)

<p align="center">DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION Aeronautical Center P O Box 25082 OKLAHOMA CITY, OKLAHOMA 73125</p> <p align="center">OFFICIAL BUSINESS Penalty For Private Use, \$300</p> <p>DATE DOC NUM REQN ORIG NSN 6051 5350-4754 8280 5962-00-197-2361</p> <p>QTY SS CODE S DESCRIP/NSN NSN 00001 8-69K400-AM 3 5962-00-274-0200</p> <p>UI EST SS SUBSTITUTE NSN SUPPLIED EA 0000 82</p> <p align="center">REQUISITION STATUS AC FORM 4250-29 4-72 (0012-433-7001)</p>		<p align="center">POSTAGE AND FEES PAID FEDERAL AVIATION ADMINISTRATION BOX 215</p>  <p>69K400 FEDERAL AVIATION ADMIN /XKSS AFRA-22C FIG SUPPLY SUPPORT UNIT C/O AMERICAN CONSULATE GENERAL M APO 09057 NEW YORK NEW YORK 09057</p>
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<p align="center">DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION Aeronautical Center P O Box 25082 OKLAHOMA CITY, OKLAHOMA 73125</p> <p align="center">OFFICIAL BUSINESS Penalty For Private Use, \$300</p> <p>DATE DOC NUM REQN ORIG NSN 6051 4044-4627 4630 7220-00-281-5895</p> <p>QTY SS CODE S DESCRIP/NSN NSN 00001 8-69K400-AM 1 STAPLER</p> <p>UI EST SS ITEM DELAYED EA 6063 ED CHECK EST. AVAIL. DATE.</p> <p align="center">REQUISITION STATUS AC FORM 4250-29 4-72 (0012-433-7001)</p>		<p align="center">POSTAGE AND FEES PAID FEDERAL AVIATION ADMINISTRATION BOX 215</p>  <p>69K400 FEDERAL AVIATION ADMIN/XKSS AFRA-22C FIG SUPPLY SUPPORT UNIT C/O AMERICAN CONSULATE GENERAL M APO 09057 NEW YORK NEW YORK 09057</p>
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- A. Estimated Shipping Date. A numeric code indicating the Julian day the material will be shipped.
- B. Supply Status Code. An alphabetic code assigned by GSA/DOD as notification to the ordering office the supply status of the item requisitioned: (BB) Back Ordered. Check estimated available date; (BC) Back Ordered. Long delay anticipated; (BD) Item Delayed. Check estimated available date; (BV) Item Procured. Direct ship consignee; (BG) NSN changed on requisition; (BH) Substitute NSN supplied (CS) Quantity Appears Excessive. Partial quantity being supplied.
- C. Source Code. A numeric code assigned by the Depot as notification to the ordering office the supply source of the item requisitioned: (1) Item being supplied by GSA; (2) Item being supplied by a commercial vendor; (3) Item being supplied by Department of Defense.
- D. Supply Status. In-the-clear text describing the supply status of the item requisitioned. See pages 4 and 5 of this appendix for definition of status.

1/5/82

CLEAR TEXT STATEMENTS PROVIDED
ON REQUISITION STATUS (AC FORM 4250-29)

<u>STATEMENT</u>	<u>DEFINITION/REASON</u>
"FAA Depot Nonsupport Item"	The item requisitioned does not meet the support criteria.
"Discontinued by GSA, order alternate item"	The item requisitioned meets the criteria for support by GSA, but has been discontinued from GSA stores support.
"The current date is XXXX Unit back ordered Estimated release date is XXXX"	The item requisitioned is stocked at the Depot but the current onhand quantity was not sufficient to satisfy the requisitioned quantity, resulting in a back order. Release date is based on stock due-in or leadtime (if no stock is due-in).
"The current date is XXXX Not stocked FAA Obtain from GSA/DOD"	The item requisitioned by a non-FAA activity (Region Code Y) is obtained from GSA or Department of Defense sources.
"Back ordered. Check estimated available date"	Item requisitioned transmitted to GSA/DOD for direct shipment, but stock position not adequate to furnish quantity requested. (Supply status codes BB and BO.)
"Back ordered. Long delay anticipated"	Same as previous definition, except long lead time item. (Supply status code BC.)
"Item delayed Check estimated available date."	Similar to a back order at supply source, but could also be a processing exception for reinput after correction at supply source. (Supply status code BD)
"Item procured. Direct ship to consignee"	Item requisitioned being direct shipped from commercial source by GSA/DOD. (Supply status codes BE and BV.)
"Requisition NSN changed"	Stock number changed or NSN now assigned to part number submitted. (Supply status code BG.)

1/5/82

4650.17C
Appendix 2

STATEMENT

"Substitute NSN Supplied"

"Quantity appears excessive.
Partial supplied"

DEFINITION/REASON

Substitute/interchangeable item being supplied by GSA/DOD source. (Supply status code BH.)

Partial cancellation has been made by the supply source as indicated on the AC Form 4250-29.

NOTE: The FAA Depot will take action to satisfy the remaining requirement by commercial direct ship or resubmission to GSA/DOD.

1/5/82

Page 6

<u>RESPONSE TIMES</u> in days							
<u>PRIORITY CODES</u>		<u>DOMESTIC</u>			<u>OVERSEAS</u>		
<u>FAA</u>	<u>FEDSTRIP/MILSTRIP</u>	<u>FAA</u>	<u>DOD</u>	<u>GSA</u>	<u>FAA</u>	<u>DOD</u>	<u>GSA</u>
1	03	3.5	9.6	9.6	10.5	16.5	16.5
2	03	6.1	9.6	9.6	10.5	16.5	16.5
5	15	29.5	28.0	36.7	44.7	41.3	44.6
Priority 5 standards used by FAA for determining re- order level		30	45	45	60	60	60

Response times shown on this chart are agency-wide averages as of the date of the last field survey (Priority 1 and 2 - July 1977 - Priority 5 - April 1979). They are not standards. Due to the broad differences represented in the figures from which these averages were developed, it is suggested that local experience regarding response time for various priorities be used as a guide. These times represent averages from the time a requisition is mailed, dispatched, or telephoned to the FAA Depot by the ordering office until the item is received by that office. One day means the item is received the same day it is ordered, 2 days means receipt the day after submittal.