

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 4665.3A

SOUTHWEST REGION

2/26/92

SUBJ: SECURING SPACE FOR MEETINGS IN NON-FEDERAL FACILITIES

1. PURPOSE. This order updates the procedures for obtaining space for meetings in non-Federal facilities in the Fort Worth/Dallas area.
2. DISTRIBUTION. This order is being distributed to section level in the Regional Office and to all field offices and facilities.
3. CANCELLATION. Order SW 4665.3, Securing Space for Meetings in Non-Federal Facilities, dated January 10, 1985, is canceled.
4. BACKGROUND. The number of meetings scheduled by Regional Office division and staff personnel in non-Federally controlled space in the Fort Worth/Dallas area has increased over the past few years and continues to increase. As a result, it is no longer feasible for the Logistics Division, within its existing authorized staffing level, to make arrangements for all of the meetings being held in the Fort Worth/Dallas area.
5. EXPLANATION OF CHANGES. The Logistics Division will no longer be responsible for the negotiation and arrangement of meeting space in non-Federally controlled space for the Fort Worth/Dallas area.
6. RESPONSIBILITIES.
 - a. Division managers and staff managers are responsible for negotiating for meeting space for all meetings for which their division or staff is the office of primary interest. These responsibilities include, but are not limited to, contacting the hotel and making arrangements for meeting space, audio/visual equipment requirements, and method of payment.
 - b. Sponsoring offices are required to assure that all charges incurred for food and beverages during a meeting will be borne by the individuals participating in the conference and not be billed to the Federal Aviation Administration.
 - c. The Logistics Division will provide assistance in securing meeting space in the Fort Worth/Dallas area if requested by a sponsoring office.



Clyde M. DeHart, Jr.
Regional Administrator
Southwest Region