

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION
FORT WORTH, TEXAS**

SW 6012.1

8/26/74

**SUBJ: USE OF AIRWAY FACILITIES TECHNICAL EMPLOYEES BETWEEN
OPERATIONS AND F&E APPROPRIATIONS**

1. PURPOSE. This order:
 - a. Outlines procedures for interchanging Airway Facilities employees between F&E and Operations funded work.
 - b. Provides procedures for assigning F&E work to sectors.
 - c. Outlines procedures for reporting fiscal and manpower expenditures.
 - d. Establishes requirements for necessary documentation to support these work assignments.
2. DISTRIBUTION. This directive is of interest to all Airway Facilities offices concerned with employees funded by Operations and F&E appropriations. It is distributed to section level in the Airway Facilities Division, sector offices, MEFO's, and each F&E field installation engineer/technician and resident engineer/construction representative.
3. ACTION. All concerned shall accomplish those duties assigned them in paragraph 11, Responsibilities.
4. RELATED DOCUMENTS.
 - a. Order SW 2700.8, Procedures for Documenting Cross Utilization of Airway Facilities Technical Personnel Between Operations and F&E Appropriations.
 - b. Order 1380.26, Cross Utilization of F&E and Operations Funded Manpower.
5. SCOPE. This order includes, but is not limited to, those F&E projects assigned to sectors/MEFO's appearing on the F&E Project Schedule, whether or not funds are involved for labor.
6. BACKGROUND.
 - a. Agency management principles and philosophies provide for certain establishment projects to be accomplished within sector staffing allowances as identified in Order 1380.9C, Airway Facilities Sector Level Maintenance Staffing Criteria and Standards.

Distribution: RAF-4; FAF-2/5 (Minimum); FAF-3;
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Initiated By: ASW-430

8/26/74

- b. As outlined in paragraph 7, there are instances and conditions which warrant the use of sector/MEFO resources in the F&E program. Certain other cases warrant the use of F&E funded manpower to assist with Operations funded work for the benefit of the agency.
 - c. The intent of this directive is to establish and implement Airway Facilities Division procedures for the cross utilization of F&E and Operations funded manpower within the Southwest Region.
7. PRACTICE. It shall be the Southwest Region Airway Facilities Division practice to cross utilize F&E and Operations funded technical manpower resources in accordance with the following guidelines:
- a. To do F&E work with F&E funds and personnel and Operations funded work with Operations personnel in-so-far as possible. Projects will be planned so that the integrity of the two appropriations is preserved.
 - b. To accomplish low priority F&E projects that might be delayed due to the unavailability of F&E personnel or fiscally not feasible to use F&E personnel.
 - c. To perform special maintenance project assignments for accumulated Systems Maintenance Projects during F&E low activity periods.
 - d. To offset high overtime requirements because of temporary F&E personnel shortages or temporary excess workload on either F&E or maintenance projects.
 - e. To close out work on F&E projects after the joint acceptance inspection.
 - f. To provide for career development, OJT, certification, etc.
 - g. To accomplish such other work assistance or support between Operations and F&E, or for other agency programs as deemed appropriate by the Airway Facilities Division Chief, consistent with the intent of agency/regional/division policies and practices.
 - h. NO OPERATIONS FUNDED MAN-HOURS OR F&E FUNDS WILL BE EXPENDED ON F&E PROJECTS ASSIGNED TO SECTORS/MEFO'S BEFORE RECEIPT OF APPROPRIATE WORK ORDER, WITHOUT PRIOR APPROVAL OF THE AFFECTED ENGINEERING BRANCH.

CERTIFICATION OF F&E PERSONNEL. Certification of F&E personnel will be in accordance with Order 3400.3C, Airway Facilities Maintenance Personnel Certification Program, when and if required.

9. REPORTING OF CROSS UTILIZATION OF ASSIGNMENTS. Any such cross utilization shall be reported as outlined in Order SW 2700. , Procedures for Documenting Cross Utilization of Airway Facilities Technical Personnel Between Operations and F&E Appropriations, and in the work order governing the assignment.
10. PROCEDURES. The following procedures shall govern Airway Facilities Division activities in planning, coordinating, engineering, and assigning projects to sectors/MEFO's. This includes local F&E projects, with or without funds for labor. It also includes those F&E projects assigned to sectors by the Washington office, with or without F&E funds.
 - a. All Washington F&E project authorizations (FAA Form 2510-11) and local project authorizations (FAA Form 2500-70) will be forwarded to the appropriate engineering branch for further action.
 - b. Those projects considered appropriate and meeting guidelines set forth under paragraph 7, shall be fully coordinated with the affected sector manager or MEFO chief by the appropriate engineering branch/s for project scope, time limits imposed, technological capabilities, maintenance program impact, and for other considerations as required, whether or not F&E funds for labor are provided.
 - c. Work orders cosigned by the appropriate engineering branch and the Maintenance Operations Branch chiefs shall be issued to cover any F&E project assigned to sectors and/or MEFO's. These work orders shall indicate appropriate financial cost codes, either the appropriate F&E funding code or the statement "No F&E money to be expended," or "Sector resources are to be used and coded as follows:"
 - d. Documentation for Operations funded employees assigned to F&E work and/or F&E funded employees assigned to Operations funded work shall be accomplished in accordance with Order SW 2700. .
 - e. Regional developed F&E projects will be scheduled in the regular monthly F&E program meetings.
 - f. Intra-branch interchange of F&E and Operations funded Airway Facilities regional office employees, together with related documentation, will be the responsibility of the branch chief concerned.
11. RESPONSIBILITIES.
 - a. The Programing and Planning Branch, ASW-420, shall be responsible for:

- (1) Providing to the appropriate engineering branch all locally developed and approved F&E project authorizations (FAA Form 2500-70) for engineering work and possible issuance of work order. (See paragraph 10c and 11b(3).)
- (2) Providing to the engineering branches, ASW-430/440, all Washington originated project authorizations (FAA Form 2510-11) in a timely manner, with or without F&E funds. The method of project accomplishment will be determined by engineering branches.
- (3) Insuring that locally approved F&E projects are scheduled in regular monthly F&E program meetings, with adequate time provided for necessary coordination, engineering, etc.

b. The Engineering Branches, ASW-430/440, shall:

- (1) In light of those guidelines set forth in paragraph 7, review certain project authorizations for eligibility for sector/MEFO accomplishment.
- (2) For those F&E projects considered as candidates for Operations personnel accomplishment, perform and document coordination with sector manager or MEFO chief all aspects of the project, such as full scope of project, beginning and completion dates, funds needed, overtime rates, workload impact, and any other data necessary for the sector manager or MEFO chief to make required managerial decision regarding project accomplishment from his resources.
- (3) Issue F&E work orders, as required, to sectors/MEFO's in a timely manner to include, but not limited to:
 - (a) Full scope of work required and job order number.
 - (b) Commencement and completion dates.
 - (c) Completed engineering package or installation scheme, containing sufficiently detailed installation instructions, since sector/MEFO personnel are not normally trained in installation work.
 - (d) Identification of amount of F&E funds required, as agreed to by sector manager or MEFO chief.
 - (e) Detailed labor and fiscal reporting requirements.
 - (f) F&E financial management coding required.

- (g) F&E travel reporting procedures, related forms, and directives.
 - (h) Instructions for facility/system commissioning documentation and related data, such as acceptance inspections, etc.
 - (i) Instructions for scheduling and requesting F&E flight check.
 - (j) Authority for overtime as deemed necessary, with instructions to sectors/MEFO's as to agency requirements regarding overtime for Operations employees on F&E assignment.
 - (k) Contact for engineering assistance, if required.
 - (l) Identify all offices responsible for participation in the work order, i.e., sectors/MEFO's. Designate office for reporting and time keeping.
 - (m) Instructions for reporting F&E project completions assigned to sectors/MEFO's, specifying the following: report by letter to appropriate engineering branch no later than 10 days following completion showing grade level/s utilized and man-hours involved.
- (4) Furnish to ASW-460, coincident with the work order for signature, a copy of all coordination with sector managers and/or MEFO chiefs regarding the F&E project being assigned.
- (5) Assure that authorized funds are not exceeded without the prior approval of ASW-420.
- c. The Maintenance Operations Branch, ASW-460, shall: Review work orders to be issued to sector managers/MEFO chiefs for adequate coordination, maintenance program integrity, and workload impact; approve; and cosign.
- d. Sector managers/MEFO chiefs shall:
- (1) Accomplish assigned F&E projects in accordance with the work order, engineering package, installation scheme, national electrical codes, safety precautions, instructions and drawings furnished with the work order, or as otherwise instructed by the engineering branches, ASW-430/440.
 - (2) Assure that Labor Distribution Reports (LDR's) and all other documentary evidence, as outlined in paragraph 11b(3)(a)-(m) of this order, are submitted promptly.

8/26/74

- (3) Establish or revise and distribute affected facility/system or equipment records as required by national or regional directives, such as Form 198's, Form 418's, etc., in accordance with paragraph 7f(3) of Order SW 6030.14, Joint Acceptance Inspection of New or Modernized Facilities.
- (4) Establish and conduct an acceptance inspection jointly with other affected users, prepare a report of inspection indicating any exceptions or any other pertinent information, and distribute in accordance with Order SW 6030.14.
- (5) Notify ASW-430/440 and ASW-50 at least four days in advance of proposed acceptance inspection, or as otherwise outlined in Order SW 6030.14 or the guiding work order.
- (6) Assure that any overtime authorized does not exceed the rate indicated in Appendix 4 of Order 3550.10, Pay Administration (General), for Operations personnel assigned to F&E work.
- (7) Assure that authorized funds are not exceeded without prior approval of ASW-430/440.
- (8) Report completion in accordance with work order.
- (9) Promptly forward at the close of a project, to the appropriate engineering branch, a red-lined copy of all affected drawings for official permanent revision.
- (10) Assure that overtime work on F&E assignments is properly annotated on the Time and Attendance (T&A) Report for that period as follows: Place a check mark in "Remarks" block on front of T&A and state on reverse side "Overtime Rates are for F&E work."
- (11) Provide to appropriate engineering branch, at least five days in advance, requirements for F&E flight check, together with name of ground support engineer involved.
- (12) Notify appropriate engineering branch in cases where work orders are not received within 10 days following receipt of equipment or material.

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