

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 6900.1D

10/18/90

SUBJ: WORK REQUESTS TO FACILITY SUPPORT DIVISION

1. PURPOSE. This order restates policy and provides procedures for requesting work to be performed by the Facility Support Division (AAC-50). It applies to all organizations, including tenants, housed at the Mike Monroney Aeronautical Center.

2. DISTRIBUTION. This order is distributed to supervisory level at the Aeronautical Center, Aviation Standards National Field Office (AVN), Transportation Safety Institute (DMA-60), National Engineering Field Support Division (ASM-600), Civil Aeromedical Institute (AAM-3), Assistant Chief Counsel (AAC-7), and Civil Aviation Security Division (AAC-700); Office of Inspector General (JRA-60K); U.S. Coast Guard Institute (USCG); and Oklahoma City Flight Inspection Field Office (OKC FIF0).

3. CANCELLATION. Order AC 6900.1C dated August 17, 1987, is canceled.

4. POLICY.

a. All organizations housed at the Mike Monroney Aeronautical Center will use the forms and/or procedures outlined in this order to request work which involves:

- (1) Maintenance or repair of existing building structure or utility systems.
- (2) Maintenance or repair of special purpose equipment.
- (3) Work area modifications or improvements not classified as a major space change. (See Order 4660.1, AC SUP 3, Appendix 1, subparagraph 4a.)
- (4) Engineering studies.

b. All requests for new construction or alterations to existing real property owned, leased, or managed by the Aeronautical Center will be submitted, reviewed, and approved in accordance with Order 4660.1, AC SUP 3, Appendix 1. Emergency requests are to be handled in accordance with subparagraph 7a(1) of this order.

5. DEFINITIONS.

a. Routine Work Order Request. A routine work order request is a request not considered priority or emergency.

b. Real Property. Real property is classified as land, buildings, or other structures and facilities that are permanently affixed or attached to the land by foundations.

Distribution: A-Y-5; A-Y(VN HO)-5; A-Y(TI/AE/AM/GC/CS)-5;
USCG; JRA-60K; OKC FIF0 (SUPV)

Initiated By: AAC-50

c. Special Purpose Equipment. All non-General Services Administration (GSA) vehicles, powered and nonpowered aircraft, ground support equipment used by AVN; electrically powered vehicles and special performance vehicles in the FAA Logistics Center warehouse; specialized vehicles used by AAM-3 and Aeronautical Center emergency generators.

d. Priority. The order in which consideration is given requests for AAC-50 services. A description of each category is listed below in the order of priority:

(1) Health/Safety/Protection of Facilities. The requested work will significantly reduce or eliminate health or safety hazards, or will avoid damage to property/equipment.

(2) Required for Program Accomplishment. The requested work is necessary to provide facilities which meet the minimum requirement for program accomplishment.

(3) Cost Reduction/Management Improvement. The requested work will result in better utilization of space, equipment, personnel, or other resources.

6. APPROVAL AUTHORITY.

a. The Manager of Administrative Systems (AAC-3) must approve all work order requests which cannot be funded through AAC-50's contractual programs.

b. The Manager, AAC-50, must approve those work order requests which are funded through AAC-50's contractual programs if the Government estimate exceeds \$25,000.

7. PROCEDURES.

a. Requesting Organization.

(1) Trouble Calls. Organizations having knowledge of damage to or malfunctions in the physical plant, grounds, solid waste disposal, emergency situations, or incidents involving Aeronautical Center facilities will report damage of conditions by telephone to the Trouble Desk in the Base Maintenance Building, extension 3687. The call should provide the correct building, room, and any other necessary data to enable AAC-50 to locate the trouble without delay.

(2) Janitorial Service. All requests concerning janitorial service should be directed to the Trouble Desk, extension 3687.

(3) Work Order Requests. All requests for AAC-50 services not covered in (1) and (2) above, should be submitted on AC Form 6900-2, Work Order Request, to AAC-50. (See figure 1.)

(a) Prepare the request according to the instructions printed on the back of the form.

(b) Obtain approval from the division/staff manager or tenant head of the requesting organization. This authority shall not be redelegated.

FIGURE 1. SAMPLE OF AC FORM 6900-2, WORK ORDER REQUEST

WORK ORDER REQUEST <i>(Read Instructions on Back)</i>			1. DATE	2. ORDER NO.
SECTION I. ORIGINATING ORGANIZATION				
TO: Facility Support Division	FROM: <i>(Organization requesting work)</i> Administration Services Br.	RTG. SYM. AAC-64	3. PHONE NO. x 2377	AAC-50 INTERNAL CONCURRENCE
4. LOCATION OF WORK <i>(Building, room no., etc.)</i> Headquarters, Room 261				RTG SYMBOL
5. SERVICES REQUESTED <i>(Describe in detail. Attach sketch when necessary.)</i> Furnish labor and materials to pull cables under floor from DG terminal room in office area, room 261, to adjacent room in order that the personal property specialist can have the DG terminal adjacent to the work station.				INITIALS/SIG.
				DATE
6. JUSTIFICATION The DG terminal is now located in the room west of the personal property specialist. The terminal needs to be placed where the employee can use the machine sitting at the work station.				RTG SYMBOL
				INITIALS/SIG.
DATE				DATE
				RTG SYM
TYPED NAME OF DIVISION MGR.: James N. America, Manager, Management Services Div., AAC-60				INITIALS/SIG.
				DATE
SECTION II. FACILITY MAINTENANCE AND OPERATIONS BRANCH				
ESTIMATED COST			12. REMARKS	
7. LABOR	\$			
8. MATERIALS				
9. OTHER				
10. OTHER				
11. TOTAL \$			13. COMPLETION DATE IS PENDING RECEIPT OF MATERIALS <input type="checkbox"/>	
			13A. ESTIMATED COMPLETION DATE OF ENGINEER DESIGN.	
			13B. ESTIMATED COMPLETION DATE OF PROJECT.	
14. COST CODE	15.	16. RECOMMENDED ACTION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		17. ECONOMY ACT <input type="checkbox"/> NON-ECONOMY ACT <input type="checkbox"/>
DATE	TYPED NAME		SIGNATURE	
SECTION III. FACILITY SUPPORT DIVISION				
18. TOTAL PROJECT <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			19. FOR ENGINEER ESTIMATE, STUDY, OR PROJECT <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
DATE	TYPED NAME		SIGNATURE	

AC Form 6900-2 (2/88) (0052-00-570-4001)

(c) Coordinate with, and obtain approval from, appropriate organizations when requests involve security, safety, telephones, or official bulletin boards. AAC-50 will provide assistance, upon request, in obtaining this approval.

(d) Justifications are to be provided by the requestor and shall be documented on AC Form 6900-2. The justification should include:

1 Why? Why is the project necessary? In what way will it aid the accomplishment of the mission?

2 When? What is the planned or required completion date of the proposed project compared with possible alternate plans.

b. General.

(1) Routine work order requests will be routed to AAC-50. Each request should have listed a contact person and appropriate scheduling for the work order to be accomplished.

(2) Work order requests may be returned to the originator for reconsideration under the following circumstances:

(a) An alternate plan will accomplish the work more economically.

(b) Requested work conflicts with future planning of facilities space utilization or facilities renovation.

(c) Cost of the work exceeds applicable approved thresholds.

(d) Justification is questionable or incomplete.

(e) Current year requirements were not previously identified.

(3) Status of any scheduled work order may be obtained by calling the Trouble Desk, extension 3687.


(4) When work is scheduled, a copy of AC Form 6900-2 with the estimated date of completion, will be returned to the originating office. Final cost information will be available to the originating office when the work is completed.

8. FUNDING. AAC-50 will program for all work outlined in this order through the normal budgetary process. Special projects covering other than routine work must be acceptably justified by the requesting organization in the course of their budget review prior to AAC-50 programming action. FACILITIES AND EQUIPMENT (F&E) OR SPECIALLY FUNDED PROJECTS MUST CITE FUNDING ON THE WORK ORDER REQUEST IN THE REMARKS BLOCK.

* 9. COORDINATION. AAC-50 shall ensure that all work which provides new construction of facilities/structures, additions to existing facilities, demolition *

* of facilities/structures, or improvements to existing facilities over \$5,000 are coordinated with the real estate specialist in the Bid and Proposal Office (AAC-75). Any work order which increases or decreases gross or net usable square footage of space or facilities shall also be reported to the real estate specialist. *

10. FORMS. Obtain AC Form 6900-2 through normal supply channels from the FAA Logistics Center; NSN 0052-00-570-4001, unit of issue - SH.


James D. Sparks
Manager, Facility Support Division