



MIKE MONRONEY AERONAUTICAL CENTER  
OKLAHOMA CITY, OKLAHOMA

Date: 11/21/03

**SUBJ: SALE OF PRODUCTS AND SERVICES TO INDIVIDUALS AT THE AERONAUTICAL CENTER**

1. **The purpose of this order.** This order establishes the Office of Acquisition Services (AMQ) as the central point for processing requests for authorization to sell commercial products and services at the Mike Monroney Aeronautical Center (MMAC).
2. **Who this order affects.** This order affects management and personnel in all organizations that are located at the MMAC, including tenant organizations. It is distributed to all managers and supervisors at the MMAC, including the tenants.
3. **Cancellation of order.** Order AC 4440.1 dated February 8, 1979 is cancelled.
4. **The effective date.** This order is effective immediately upon issue.
5. **Why is the Office of Acquisition Services issuing this order?**
  - a. Commercial representatives have periodically contacted various offices and employees at the MMAC in an effort to sell products and services. Employees have, on occasion, contacted commercial companies or individuals and requested that products be delivered or services be performed at the MMAC.
  - b. Federal Property Management Regulations (FPMR) prohibit commercial soliciting and direct sales on Government-controlled property. Only specific FAA employees have the authority to negotiate and enter into commercial sale or concession agreements for products and services to be delivered to or performed on MMAC property. Guidelines and procedures for awarding and administering such agreements and permits are contained in the FAA's Acquisition Management System (AMS).
6. **What is the policy?**
  - a. Employees working at the MMAC are prohibited from entering into any formal or informal agreement with commercial firms or individuals for products or services to be delivered to or performed on MMAC property. Examples of such products and services are clothing, cosmetic products, photographs, eyeglasses, shoes, coffee sales and services, bottled water sales and services, and jewelry. An exception for commercially provided catered food services has been authorized by the MMAC director (AMC-1), by issuance of the MMAC Policy on Food Related Activities. Employees at the MMAC having a need to arrange for commercially provided catered food services must follow the policy set for in the MMAC Policy on Food Related Activities, which can be accessed on the AMC Intranet, Employee Services homepage under the food service link.
  - b. Commercial firms and individuals are prohibited from soliciting business, contributions, commercial sales, commercial photographs, and displaying or distributing commercial advertising on MMAC property without written approval in the form of an agreement, permit, or contract authorized by AMC-1 as set forth in paragraph 7 below.
  - c. Only products and services essential to the FAA employees' health, comfort, or efficiency, that cannot be obtained conveniently from existing concession facilities or nearby facilities and that may need

to be obtained while on duty will be considered for approval, in accordance with the procedures set forth in paragraph 7 below.

**7. What are the responsibilities and procedures?**

a. Telephone calls received by employees from an individual or commercial representative offering to sell products or services should be referred to the Realty Specialist (AMQ-240) at 954-7863.

b. Employees contacted while on duty on MMAC property by a commercial representative or an individual offering to sell products or services to individuals at the MMAC must immediately report such contact to the Realty Specialist in AMQ. If proper authorization has not been granted, the Realty Specialist will contact the Security Guard Dispatch (AMP-300) at 405-954-4566 to report the unauthorized activity.

c. Employees who believe that commercial products or services essential to their health, comfort, or efficiency are not presently available at concessions and cannot be obtained conveniently from nearby existing commercial facilities, must forward a request along with a justification through supervisory channels to their program director.

d. If the employee's program director concurs that requested products or services are essential as set forth in paragraph 6c, the program director will prepare a memo that includes the justification for the requested products or services, to the Employee Services Program Manager (AMP-1). Upon receipt of the memo, AMP-1 will review the request and prepare a briefing note to AMC-1 regarding the request for products or services as governed by federal and agency regulations.

e. If the request is approved by AMC-1, AMP-1 will forward the approved request to AMQ-1 for contractual action.

*for*   
Russell H. Biasing  
Program Director, Office of Acquisition