

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

CE 1800.14C

2/8/90

SUBJ: CENTRAL REGION LOGISTICS PROGRAM EVALUATIONS

1. PURPOSE. This Order prescribes objectives, responsibilities, and procedures for accomplishment of logistics evaluations of field offices, facilities, and other activities in the Central Region.
2. DISTRIBUTION. This Order is distributed to the branch level in the Regional office, with minimum distribution to all field offices and facilities.
3. CANCELLATION. CE 1800.14B dated April 11, 1977.
4. BACKGROUND. Order 1800.2, "Evaluation and Appraisal of Agency Programs," prescribes policies and standards governing the evaluation and appraisal of agency programs and activities. Order CE 1800.19E, "Central Region Evaluation and Appraisal Program," restates regional policy guidelines for an effective regional management evaluation program. This directive implements revised agency policy and regional program philosophy relative to the Central Region's Logistics Program Evaluations.
5. OBJECTIVES. Objectives of the logistics program evaluation are to:
 - a. Monitor compliance with agency and regional logistics policies, standards, and procedures and to recommend or initiate action leading to conformance.
 - b. Monitor the effectiveness and efficiency of the field inventory management and replenishment system including the local controls that might be instituted.
 - c. Evaluate the utilization and control of materiel assets at the custodial level including the prompt reporting of unrequired property.
 - d. Ensure establishment and maintenance of reliable accountability records, files, and procedures as prescribed by current property accountability directives.
 - e. Examine local purchase requirements, practices, and potentials, recommending action leading to improved standards, practices, and procedures.
 - f. Assist field personnel who may be designated as local representatives of the contracting officer by explaining applicable leases, licenses, permits, contracts, or concessions to assure complete understanding of and adherence to the provisions thereof.

g. Inspect and review real property under FAA control in accordance with Orders 4660.1 and 4660.8. Evaluate the adequacy and usage of space, recommending improvements if necessary.

h. Review and evaluate motor vehicle utilization and service, transportation and relocation services, mail and distribution services.

i. Provide guidance in all phases of the logistics program recommending improvements and refinements in logistics operations, techniques, and procedures.

j. Provide feedback to appropriate offices for consideration in development of improved policies, procedures, and practices.

6. RESPONSIBILITIES. The Logistics Division is required by Order 1800.35 to conduct evaluations of all field offices and facilities no less often than each three years. Special evaluations shall be accomplished at anytime a requirement is indicated.

The scheduled evaluation does not in any manner relieve management of offices being evaluated from the responsibility for periodic internal reviews to insure compliance with prescribed logistics policies, procedures, and economy of logistics operations. During periods of restricted resources, evaluations may be made only in connection with other travel, or on a sampling basis.

7. LOGISTICS PROGRAM EVALUATION PROCEDURES.

a. Planning and management of the regional logistics evaluations shall be conducted in accordance with the most recent issuance of Order CE 1800.19.

b. A memorandum will be sent to the office to be evaluated 20 days prior to scheduled visit advising them of the proposed evaluation. If a visit is to be made on shorter notice, the office manager may be informed by telephone of the proposed visit, for purposes of coordination.

c. At the start of the evaluation, the evaluator will brief management on the scope, procedures, and methods to be followed in the conduct of the evaluation.

d. A draft copy of the report will be forwarded to the office evaluated. They will have 10 days to comment. If no comments are received within 10 days this shall be considered agreement with the draft.

e. The evaluator will prepare a final written report on all evaluations within 45 working days after completion of the evaluation. The original copy of the final report will be furnished to the office evaluated, with copies to the appropriate program division; Management Systems Planning and Evaluation Branch, ACE-41; Acquisition and Materiel Service, ALG-1; Materiel Management Division, ALG-200; and the Evaluations Officer, ACE-405, for all evaluations of Airway Facilities offices.

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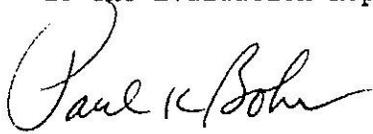
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f. The responsible action office shall reply to findings and recommendations within 45 days of receipt of the final evaluation report. Reply shall be made on CE Form 1800-8, "Follow-up Report on Recommendations Resulting from Formal Evaluation" (Appendix 1).

g. Follow-up of action items left open after the initial response noted in e., may be made on a quarterly basis utilizing CE Form 1800-8.

h. Recommendations accepted by offices evaluated will be carried as follow-up items until corrective actions is complete.

i. When all action items have been resolved, a Close-out Report will be prepared by the evaluator, indicating that corrective action has been taken and is considered appropriate. Close-out reports will receive the same distribution as the Evaluation Report.



Paul K. Bohr
Regional Administrator

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Appendix 1

FOLLOW-UP REPORT ON RECOMMENDATIONS
RESULTING FROM FORMAL EVALUATIONS

NOTE: See page 2 for instructions. Use bond paper for continuation sheets, if additional space is required.

1. () Initial Report () Progress Report () Final Report

2. Report Title _____

3. Topic (No. & Title) _____

4. Recommendation or Sub-recommendation:

5. Proposed plan of action is as follows:

6. Progress to date:

7. Estimated action completion date: _____

8. Subsequent follow-up reports to be made on a quarterly basis: _____

9. This report prepared:

For _____ By _____ On _____
(Action Office) (Signature) (Date)

INSTRUCTIONS

1. Check one or more blocks as appropriate. For example--the "initial report" may also be checked as a "final report"--if all necessary action has been taken.
2. Enter the title and date of the formal Evaluation Report.
3. Enter topic number and title shown in the formal Evaluation Report.
4. Enter a verbatim re-statement of the recommendation as shown in the formal Evaluation Report. Each separate recommendation or sub-recommendation should be covered by and individual report.
5. Enter a brief outline of the basic action plan.
6. Enter a summary statement of actions taken, etc.
7. Self-explanatory.
8. Check this block, if appropriate.
9. Self-explanatory.