

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

Master

CE 4400.6

3/11/83

SUBJ: AUTHORITY FOR FOOD PREPARATION AND STORAGE APPLIANCES AT
CENTRAL REGION FIELD FACILITIES

1. PURPOSE. This order is issued to establish criteria that Central Region field facilities must meet to be authorized certain household-type appliances for food preparation and storage.

2. DISTRIBUTION. This order is distributed to division level in the Regional Office and to all field offices and facilities.

3. BACKGROUND. Order 4400.39 was issued in October 1971 to take the place of a previous order, Order 2500.31B, on FAA "Captain's Fund" purchases. It authorized the purchase of incidental items determined to be necessary to improve the operating environment and essential for the proper performance of a facility. It provided for Regional Directors to make such items available at manned air traffic and certain other manned facilities as designated by the Regional Director. This order is issued to establish the criteria a Central Region field facility must meet in order to qualify for food preparation and storage appliances.

4. POLICY.

a. A facility must meet the following criteria in order to qualify for food preparation and storage appliances such as coffeemakers, hot plates, microwave or toaster ovens, refrigerators, etc.:

(1) Must be an air traffic control facility; or

(2) Must be a multi-shift facility (16 or 24 hour/day, or 7 days/week); or

(3) Must be a manned "remote" facility, i.e. no clean, reasonably-priced (main entrees \$5.00 or less) eating establishments are located within a reasonable distance (three miles or less) of the facility. Before the criteria in this paragraph is cited, the feasibility of alternative work hours should be explored. For example, extending the employee's lunch period (and workday) by 15 or 30 minutes to suit the facility's needs and eliminate the requirement for purchase of appliance(s) by the Government.

b. Where two or more FAA offices are collocated, only one of each type of item is authorized, and all offices within the same building will share the appliance(s) on a joint-use basis. Duplicate items may be authorized at locations where joint use would not be feasible or where a concentration of personnel necessitates additional items. These requirements shall be certified and approved by parent division managers.

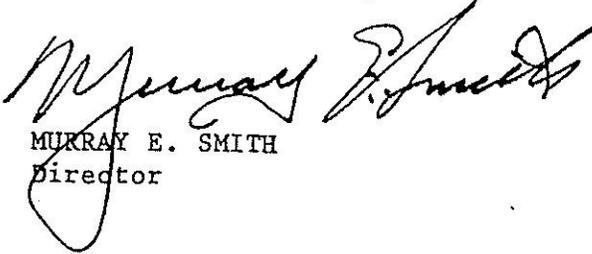
Distribution: A-X-2, A-FOF-O (Limited)

Initiated By: ACE-50

3/11/83

c. The criteria in paragraph 4a above shall not be construed as entitling any or all facilities to have such appliances. A valid need must first be established, then the criteria applied to determine that the appliance is authorized. Statements such as "food items will be more palatable" or "working conditions will be improved" are not adequate to justify a valid need, nor shall this order be used to obtain "nice-to-have" items.

5. PROCEDURES. The types of appliances authorized by this order are "restricted" items (see Order CE 4402.2, Appendix 3) and may NOT be purchased locally using Imprest Funds or SF-44 unless specific authority is extended by ACE-55. Requirements shall be submitted on Form DOT F 4200.1, Procurement Request (PR), in accordance with established agency procedures. Each Procurement Request must be documented with a justification statement showing why the item is required and in what way the requiring facility meets the criteria in item 4a above. If duplicate items are authorized, the PR must be certified and approved by parent division managers as required by item 4b prior to submission to Procurement Branch, ACE-55.



MURRAY E. SMITH
Director