

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION**

CE 4650.6

11/3/78

SUBJ: REVIEW AND CONTROL OF EXPENDABLE SUPPLIES

1. PURPOSE. This order prescribes procedures for reviewing the consumption of expendable materiel which is supported either from the FAA Depot or through the FAA Depot from GSA/DOD sources. This review will improve control over the consumption of expendable materiel and thereby decrease the supply support and transportation costs associated with incorrect, inappropriate or unauthorized requisitioning of such materiel.

2. DISTRIBUTION. This order is distributed to the branch level in the Central Region and to all field offices and facilities.

3. BACKGROUND. The unauthorized acquisition of expendable supplies uses appropriated resources for purposes other than intended by the Congress, contributes nothing toward the accomplishment of the agency's mission, and may in fact adversely affect the accomplishment of the mission. Incorrect and inappropriate acquisition of expendable supplies unnecessarily uses resources for both the initial and return transportation and shipment of the requisitioned supplies, and also generates a number of document transactions to first charge and then credit a particular activity for the requisitioned materiel. Excess materiel which is disposed at the requisitioner's location distorts the Depot's demand history records and subsequently the requirements determination process. This can cause over procurement and an eventual long supply position at the Depot. In view of the above, it is essential that improved management and control be exercised relative to expendable supplies.

4. DISCUSSION.

a. During FY-75 the FAA Depot General Stocks and Stores Program experienced a severe shortage of funds. At that time several plans and proposals were considered and adopted. From this the Region developed and the Airway Facilities distributed to their field offices the Financial Detail Card (FDC) Summary, Quarterly Report and the Financial Detail Card Cumulative Quarterly Report.

b. Order 4650.26, Subject: Review and Control of Expendable Supplies, (distributed to WRNC-1), placed the responsibility on the Directors of Regions, Centers and Washington Offices or Services to designate the internal organization which shall be responsible for implementing Order 4650.26. This responsibility was delegated to the Logistics Division by ACE-1 letter dated July 21, 1978.

Distribution: R-3; FOF-O (minimum)

Initiated By: ACE-50

5. REPORT.

a. Source. All data required for the generation of the expendable supply listings are available from the Mike Monroney Aeronautical Center Accounting and Audit Division via the Financial Detail Cards (FDCs). These are currently provided to the servicing accounting office or are available from internal organizational records.

b. Expendable Materiel List Cumulative Report, (RIS CE 4650-2, Job 1739). This report is considered to be the better report for field management purposes. This will be distributed to the Airway Facilities Field Offices quarterly on microfiche. Distribution will be made to field administrative offices (FSS, ATCT, GADO, etc.) annually, or quarterly if required, on hard copy. See Appendix 1 for sample format.

c. Expendable Materiel List Summary Report, (RIS CE 4650-1, Job 1716). This report contains more detailed information and is considered the better report to detect and correct requisitioning deficiencies. Distribution will be to the Airway Facilities Field Offices quarterly on microfiche. See Appendix 2 for a sample format.

6. REVIEW ELEMENTS. The following data elements, at a minimum, will be used by the office concerned and the Logistics Division to review the expendable supply listings:

a. Review the "equipment type/description" columns to identify requisitions which appear to be inappropriate based on the mission and functions of the particular requisitioning office.

b. Review the "quantity" and "total" columns to identify quantities which appear to be excessive/incorrect.

c. Review the "total value" column to identify expendable requisitions which appear to be excessive.

d. Review the "order total" column to determine the frequency the item was ordered.

7. REQUIRED FOLLOW-UP. For requisitions which appear to be questionable, the Logistics Division shall direct an inquiry to the requisitioning office requesting that validation/identification of the requirement for such supplies be provided. A copy will be furnished to the program division concerned. These inquiries and subsequent responses from the requisitioning offices will be retained in the Property Management Section, ACE-52B to detect possible deficiency patterns. For an example of the inquiry letter, see Appendix 3.


CHARLES A. WHITFIELD
Executive Officer

11/3/78

CE 4650.6
Appendix 3

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

DATE:

CENTRAL REGION
601 EAST 12TH STREET
KANSAS CITY, MISSOURI 64106



IN REPLY
REFER TO:

ACE-52B

SUBJECT: Expendable Materiel List

FROM: Chief, Logistics Division, ACE-50

TO: Chief, Flight Service Station
Anywhere, Central Region

A review of the latest Expendable Materiel List indicates that the following supplies were requisitioned by your facility.

	<u>National Stock No.</u>	<u>Qty.</u>	<u>Noun</u>	<u>Voucher Number</u>	<u>Total Value</u>
1.	8540-00-793-5425	172	Tissue, Facial	82721234	34.40
2.					
3.					
4.					
5.					
6.					

S A M P L E

The above appears to be excessive, incorrect and/or inappropriate. Please substantiate that there is a valid requirement for these supplies and advise this office no later than 11/25/78.

HARRY R. COLFAX, JR.