

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CT 4770.3E

October 12, 2004

SUBJ: SHIPMENT OF MATERIEL

1. PURPOSE. This order sets forth procedures for shipping materiel from the FAA William J. Hughes Technical Center. (Note: For small shipments refer to CT 1770.19A, FAA WJH Technical Center Mail Service.)
2. DISTRIBUTION. This order is distributed to Technical Center Staffs, Division, Straightlined Organizations and Tenants and is available in electronic format on the Technical Center's Library web site: <http://intraweb.act.faa.gov/actlibrary/ctdirectives.html>.
3. CANCELLATION. Order CT 4770.3D, Shipment of Materiel, dated 2/27/97, is canceled.
4. BACKGROUND. Materiel is shipped from the Technical Center for various reasons, i.e., government property supplied to a contractor; transfer of accountability; materiel shipped for repair, calibration or modification; materiel being loaned or used in projects at other locations. The Transportation and Mail Services Group is responsible for shipping the equipment.
5. RESPONSIBILITY. It is the responsibility of the supervisor to inform employees of the content of this order and the need to follow these procedures when shipping materiel off the facilities.
 - a. Requestor – Complete required form in accordance with this order and get equipment and forms to Traffic Manager.
 - b. Property Custodian – Monitor property and insure any property being shipped has appropriate paperwork if required (I.e. FAA Form 4650-12).
 - c. Business Analyst – Sign off Form 4770-7 certifying fund availability.
 - d. Transportation and Mail Group – Pack, crate and ship product as requested. Provide requestor with a shipping tracking number.
6. PROCEDURE. CT Form 4770-7, Request for Shipment (Appendix 1), is required for all property being shipped. In addition, FAA Form 4650-12, Materiel Requisition/Issue/Receipt (Appendix 2), is required for all shipments of Government Furnished Property (GFP) and bar-coded items. The Asset Management Group will approve all exceptions to equipment requiring the use of FAA Form 4650-12.
7. Request for Shipments. The requester is responsible to prepare the CT Form 4770-7, Request for Shipment. All information requested must be completed or the shipment will be delayed. Nothing will be shipped without a Point of Contact and telephone number, (Both here and at the receiving site) and a method for reimbursement (DELPHI, Service Level Agreement etc.). The completed form and equipment will be sent to the Transportation and Mail Services Group. NOTE: Please allow appropriate time for shipments to arrive at destination. Weekends do not count as delivery days, per trucking companies.

8. Shipment of Government Furnished Property (GFP). GFP being shipped to a contractor cannot be shipped until authorized by the Contracting Officer. FAA Form 4650-12 must be prepared by the requester and approved by the Technical Center's Contracting Officer for Technical Center's administered contracts. Shipment of GFP administered by Washington contracts must be approved by the Washington Contracting Officer. A copy of each approved FAA Form 4650-12 will be forwarded by the Asset Management Group to the Accounting Services Group at the time of shipment. When the Contractor acknowledges receipt of GFP, a copy of the acknowledgment will be forwarded to the Accounting Services Group.

9. International Shipments. In addition to the CT4770-7 form, you provide a customs letter and a commercial invoice stating all the required information on the equipment. You can refer to www.fedex.com. Look under international shipments and documents for more information or call the traffic manager.

10. Delivery to Packing and Crating Area. It is the requester's responsibility, to arrange for the movement of materiel being shipped from its location to the packing and crating area for shipping. Depending on the weight of the item, the requester can deliver the item to the TSF building or request this service by contacting the Service Desk, at extension 5-4122.

11. Requesting Quotes. To request a quote, call the Traffic Manager (Note: Traffic Manager's phone number can be found in 411). Messages must include the dimensions of package and the "To" and "From" zip codes. Please allow two business days for quotes.

12. FORM SUPPLY. FAA Form 4650-12 and CT Form 4770-7 are available on the Technical Center Intranet. Since FAA Form 4650-12 has a continuation page, which has a different form number of FAA Form 4650-13, both are posted under FAA 4650-13 on the web site: <http://intranet.tc.faa.gov/forms/index.htm>.

/s/

Anne Harlan
Director, William J. Hughes Technical Center

REQUEST FOR SHIPMENT

From: Branch	Section	Date Prepared
To: Transportation and Mail Services Group, ACX-54		

Item No.	Qty	U/I	Description	National Stock Number	Serial Number	FAA T.C. ID

FUND CERTIFIER'S APPROVAL: _____

Contact At Pick-up Point (Name)	Ext. No.	Materiel Location		No. of Pcs.	Est. Weight
		Bldg. No.	Col. No.		
Delphi Code					Project No.
Ship To: Consignee					
Street Address					
City or Town					
State/Country					Zip Code
Mark For:		Phone:	Ship Via		Req. Delivery Date:
Shipment Requested By:		Routing Symbol	Ext.	Estimated \$ Value	
Property Custodian's Approval (If Required) Date:			Property Management's Approval (If Required) Date:		

MATERIEL REQUISITION / ISSUE / RECEIPT													
Type of Transaction <i>("X" one)</i>		<input type="checkbox"/> Project Materiel				<input type="checkbox"/> Other <i>(specify)</i>							
		<input type="checkbox"/> Operating Materiel											
		<input type="checkbox"/> In Use Personal Property											
PART A — REQUISITION TRANSFER													
Trans		Voucher Number				Supply Support Code				Cost Center			
Requisition Number		COND CODE	Job Order Number				Date Required		PRI	Facility Type			
Approved by/Title					Outgoing No			Incoming No			Date		
					Method of Shipment (Include final carrier if known)			Batch No					
Mark For				Date Prepared		GBL Number				No Of Packages			
SHIP TO (Consignee)						FROM (Consignor)							
PART B — PROJECT MATERIEL KEY PUNCH SOURCE DATA													
RG	AR	Cost Center	MC	Cost Code	Job Order	GSA Address	WH	FS	Trans	TR	Contract/Document No	PC	
PART C — UNIT IDENTIFICATION													
Item No	National Stock No	Equipment Type	Item Description	Asset	Quantity	UI	Unit Price	Total Cost					
PART D — IN USE PERSONAL PROPERTY KEY PUNCH SOURCE DATA													
ATS Loc	Std Fac Ident	OW	R	A	Cost Center	Atc n Date	Document No	Trans					
Accounting Classification						Reimbursement Required			Total				
						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
All Items Received Except As Noted <i>(Signature)</i>						Title			Date				

MATERIEL REQUISITION / ISSUE / RECEIPT - CONTINUATION								DATE PREPARED
Type of Transaction (<i>"X" one</i>)		<input type="checkbox"/> Project Materiel				<input type="checkbox"/> Other (<i>specify</i>)		
		<input type="checkbox"/> Operating Materiel						
		<input type="checkbox"/> In Use Personal Property						
REFERENCE (Fill in one)								
REQUISITION NO.			OUTGOING NO.			INCOMING/DOCUMENT NO.		
PART C — UNIT IDENTIFICATION / RECEIVING REPORT								
ITEM NO.	NATIONAL STOCK NO.	EQUIPMENT TYPE	ITEM DESCRIPTION	ASSET	QUANTITY	UI	UNIT PRICE	TOTAL COST
								TOTAL