ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA AF 4200.1B

February 11, 1988

SUBJ: PREPARATION AND APPROVAL OF PROCUREMENT REQUESTS

1. PURPOSE. This order sets forth Eastern Region Airway Facilities Division policy and procedures relating to preparation, processing and approval of procurement requests for the Operations and F&E Programs.

2. DISTRIBUTION. This order is distributed to the Eastern Region division level in the regional office, section level in the Airway Facilities Division and two copies to each Airway Facilities Sector and Field Office in the Eastern Region.

3. CANCELLATION. Order EA AF 4200.1A dated June 5, 1985, is cancelled.

4. ACTION. All Procurement Request Forms DOT F 4200.1 shall be completed in accordance with Appendix 1 of this order.

5. APPROVAL AUTHORITY. The authorizing official whose signature is entered in Block (5) (a) (2) of the procurement request is determined by the monetary value of the services required as follows:

a.

Monetary Value	Authorizing Official
Up to $100,000	Sector Manager/Branch Manager
From $100,001 to $500,000	Division Manager, AEA-400
Over $500,000	Regional Director

b. The authorizing official is required to verify that costs of procurement requests are within budgetary limitations and allocations, or to seek and secure needed approvals from AEA-420 prior to affixing approval signature regardless of amount/cost of request.

6. FORWARDING OF PROCUREMENT REQUESTS. Procurement requests initiated at the branch or sector level should be forwarded for final processing in accordance with the following directions:

a. Procurement requests submitted by branch managers citing F&E funds shall be forwarded to AEA-421 for review and initialling.

b. Procurement requests of any cost submitted by sector managers citing F&E funds shall be forwarded to AEA-421 for review and initialling.

c. Procurement requests with a monetary value over $100,000 submitted by branch manager or sector managers citing operations funds shall be forwarded to the Program and Planning Branch, AEA-420, who will be responsible for directing the Procurement Request to the attention of the Division Manager for approval.

Distribution: A-XEA-2, A-XAF-4, FAF-2/7 (2 cc's); AEA-40 (5 cc's) Initiated By: AEA-422

d. Procurement requests with a monetary value under $100,001 submitted by sector managers or branch manager citing operations funds shall be forwarded to the following offices:

(1) Rentals-2300 procurement requests shall be forwarded to:

(a) AEA-422 - New service contracts or contracts with significant changes.

(b) AEA-50 - Contract Renewals.

(2) Contractual Services-2500 (excluding 2591/2541) procurement requests shall be forwarded to:

(a) AEA-422 - New service contracts or contracts with significant changes.

(b) AEA-50 - Contract renewals.

(3) SMP Code 213/2591 and S&G code 211/2541 - procurement request shall be forwarded to AEA-50, with a drop copy to AEA-422.

(a) Assign the prefix P to the 4 number code for SMP projects.

(b) Assign the prefix G to the 4 number code for S&G projects.

(c) Example for block 10 of procurement request - Appropriation Limitation/Cost Center Code/P or G Number/Sub-Activity/Object Class.

(4) Supplies & Materials 2600 - procurement request shall be forwarded to AEA-50.

(5) Equipment-3100 procurement requests shall be forwarded to AEA-422.

7. DEVIATIONS. All deviations from the standard criteria set forth in Order EA 4405.2 must be coordinated through the Procurement Branch.

8. JUSTIFICATION. All procurement requests for services, equipment, or supply purchases must have a mission essentiality statement. This statement as a minimum should include a short statement on each of the following items:

a. Background
b. Purpose
c. Benefit to be derived
d. Impact if not accomplished

9. MANAGER RESPONSIBILITY. All procurement requests must be signed by the sector manager, branch manager or his designee, and forwarded in accordance with the procedures and requirements outlined in this order.

Charles J. Hoch
Manager, Airway Facilities Division, AEA-400

READ INSTRUCTIONS ON REVERSE — NO CARBON REQUIRED

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

CONTACT - PERSON

3. ORIGINATING OFFICE DATA

PR CONTROL NUMBER

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

NAME OF SUPPLIER

2. TYPE OF REQUEST (Check one)

A. [x] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO. ____

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO. ____

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING: INITIALS (D)	INTERNAL ROUTING: ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER SECTOR MANAGER	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) MANAGER, LOGISTICS DIVISION	AEA-50			

6. CONSIGNEE AND DESTINATION

SECTOR OR FIELD OFFICE DESIGNATION AND ADDRESS

7. DATE(S) REQUIRED

DAY/MONTH/YR

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [ ] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO.	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
x	GSA CONTRACT # (If Applicable) Inside Delivery - if required	x	x	x	x

MISSION ESSENTIALITY STATEMENT

1. BACKGROUND
2. PURPOSE
3. BENEFITS
4. IMPACT IF NOT ACCOMPLISHED

EXAMPLES

CC: AEA-422

TOTAL ESTIMATED COST $ x

10. ACCOUNTING DATA

Appropriation Limitation/Cost Center Code/Sub-Activity/Object Class

FORM DOT F 4200.1 (2-71)

2/11/88

READ INSTRUCTIONS ON REVERSE   NO CARBON REQUIRED   PAGE 2 OF 8 PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

Contact Person

2. TYPE OF REQUEST (Check one)

A. [x] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO.

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

3. ORIGINATING OFFICE DATA

PR Control #

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

LORI Equipment
70 Seabro Ave.
North Amittyville, LI, NY 11701

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Sector Manager	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER Division Manager Airway Facilities	AEA-400			AEA-420
(3)				
(4) Division Manager Logistics	AEA-50			

6. CONSIGNEE AND DESTINATION

Designation and Address

7. DATE(S) REQUIRED

12/25/83

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [x] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1	Truck (Ford, GMC or other) equipped with 40' Aerial Tower and Bucket.	1	ea	48,000	48,000

See Attached for Additional Requirements and Suppliers

MISSION ESSENTIALITY STATEMENT

1. BACKGROUND
2. PURPOSE
3. BENEFITS
4. IMPACT IF NOT ACCOMPLISHED

SAMPLE

TOTAL ESTIMATED COST $ 48,000

10. ACCOUNTING DATA

Appropriation Limitation/Cost Center Code/Sub-Activity/Object Class

READ INSTRUCTIONS ON REVERSE *NO CARBON REQUIRED*

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT
Contact Person

2. TYPE OF REQUEST (Check one)
A. ☐ NEW REQUEST
B. ☐ CHANGE TO PENDING PR NO.
C. ☒ MODIFICATION TO CONTRACT OR ORDER NO. Renewal
DTFA05-82-D-30129

3. ORIGINATING OFFICE DATA
PR Control #

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)
Certified Copy Company
22 Commerce Drive
Farmingdale, NY 11735 (516) 293-0530

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Sector Manager	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) Division Manager Logistics	AEA-50			

6. CONSIGNEE AND DESTINATION
Sector or Field Office Designation and Address

7. DATE(S) REQUIRED
01/10/83

8. GOVERNMENT FURNISHED PROPERTY
☐ YES ☐ NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO.	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1.	FURNISH MAINTENANCE SERVICE FOR U.S. GOVERNMENT OWNED MINOLTA 301 AUTOMATIC COPY MACHINE, S/N 160144 FOR PERIOD 10/01/83 - 09/30/84. SERVICE TO INCLUDE NO LESS THAN TWO REGULAR INSPECTIONS, ALL EMERGENCY CALLS AND ALL PARTS. MISSION ESSENTIALITY STATEMENT 1. BACKGROUND 2. PURPOSE 3. BENEFITS 4. IMPACT IF NOT ACCOMPLISHED	1	ea		ANNUAL 275.00

SAMPLE

TOTAL ESTIMATED COST $ 275.00

10. ACCOUNTING DATA
Appropriation Limitation/Cost Center/Code/Sub-Activity/Object Class

FORM DOT F 4200.1 (1-71)

NO CARBON REQUIRED

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

Contact Person

2. ORIGINATING OFFICE DATA

PR Control #

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

Nine Associates
10680 Main Street
Fairfax, VA 22030 TEL 202-1803

1. TYPE OF REQUEST (Check one)

A. [x] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO.

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Sector Manager	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) Division Manager Logistics	AEA-50			

6. CONSIGNEE AND DESTINATION

Sector or Field Office
Designation and Address

7. DATE(S) REQUIRED

Day/Month/Year

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [ ] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO.	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
	Communications Processor:				
1.	Compustar, Model 30	01	ea	2475	2475
2.	Disk Storage System, Model 10	01	ea	2825	2825
3.	Modem, Model 212-3	01	ea	445	445
4.	Printer, Epson FX-100 Options: Graphics; Seriel Interface; Tractor/Friction Feed	01	ea	734	734
5.	All necessary Interconnecting Cables			110	110
	GSA SCHEDULE: GS-OOK-83-OIS-6012				
	MISSION ESSENTIALITY STATEMENT				
	1. BACKGROUND				
	2. PURPOSE				
	SAMPLE				
	3. BENEFITS				
	4. IMPACT IF NOT ACCOMPLISHED				
				TOTAL ESTIMATED COST	$ 6589.00

10. ACCOUNTING DATA

Appropriation Limitation/Cost Center Code/Sub-Activity/Object Class

FORM DOT F 4200.1 (5-71)

READ INSTRUCTIONS ON REVERSE

NO CARBON REQUIRED

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

Contact Person

2. TYPE OF REQUEST (Check one)

A. [x] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO.

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

3. ORIGINATING OFFICE DATA

PR Control #

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

Sears Co
RT 1
Perth Amboy, NJ 08872

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Sector Manager	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) Division Manager Logistics	AFA-50			

6. CONSIGNEE AND DESTINATION

Designation and Address

(Inside Delivery)

7. DATE(S) REQUIRED

1/5/84

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [x] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1.	Power Sprayer, Portable, Medium pressure 3HP gasoline powered 1/2 to 1.4 GPM discharge, complete with 18" brass gun/gun tips/discharge, by-pass and suction hoses. Sears or equivalent.	1	ea	350	350

MISSION ESSENTIALITY STATEMENT

1. BACKGROUND
2. PURPOSE
3. BENEFITS
4. IMPACT IF NOT ACCOMPLISHED

SAMPLE

TOTAL ESTIMATED COST $ 350.00

ACCOUNTING DATA

Appropriation Limitation/Cost Center Code/Sub-Activity/Object Class

FORM DOT F 4200.1 (5-71)

2/11/88

READ INSTRUCTIONS ON REVERSE — NO CARBON REQUIRED — PAGE 6 OF 8 PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST — PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

Contact Person

3. ORIGINATING OFFICE DATA

PR Control #

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

3M Business Products Center
7070 Kaign Ave.
Pennsauken, NJ

Attn: A. Robinson
302-655-6327

2. TYPE OF REQUEST (Check one)

A. [X] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO.

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Sector Manager	AFS			AFS-1
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) Division Manager ~~Logistics~~	AEA-50			

6. CONSIGNEE AND DESTINATION

Designation and Address

7. DATE(S) REQUIRED

10/1/83

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [X] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1	Maintenance Service for one (1) U.S. Gov't. owned 3M VQC III Copier Model 215BG, Serial #192722 for the period 10/1/83 to 9/30/84 at our Wilmington FSFU office in DE.	1	ea		345

Maintenance Service includes a minimum of one inspection, all emergency calls and parts with the exception of consumable items such as glass, lenses, lamps, etc.

*Note - This procurement request is based on service prices shown in GSA Contract GS-00S-41-445 dated 9/30/83 and may have to be adjusted when the new contract for 84 comes out. (This will not be available until after 9/30/83 according to Mr. Robinson.)

MISSION ESSENTIALITY STATEMENT

1. BACKGROUND
2. PURPOSE
3. BENEFITS
4. IMPACT IF NOT ACCOMPLISHED

TOTAL ESTIMATED COST $ 345.00

10. ACCOUNTING DATA

Appropriation Limitation/Cost Center Code/Sub-Activity/Object Class

FORM DOT F 4200.1 (6-71)

READ INSTRUCTIONS ON REVERSE

NO CARBON REQUIRED

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

Contact Person

2. TYPE OF REQUEST (Check one)

A. [X] NEW REQUEST

B. [ ] CHANGE TO PENDING PR NO.

C. [ ] MODIFICATION TO CONTRACT OR ORDER NO.

3. ORIGINATING OFFICE DATA

PR CONTROL NUMBER

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

Interface Flooring System
Orchard Hill Road - Contact Person
La Grange, Georgia 30241 Phone Number

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER BRANCH MANAGER	AEA			AEA
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4) MANAGER, LOGISTICS DIVISION	AEA-50			

6. CONSIGNEE AND DESTINATION

7. DATE(S) REQUIRED

DAY/MONTH/YEAR

8. GOVERNMENT FURNISHED PROPERTY

[ ] YES [ ] NO (If "YES," see par. 8 of Instructions on reverse.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO.	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
	Procure the below listed carpet tile manufactured by Interface under Contract GS-00S-58016				
1	Type: Velvet 28	66	ctn	68.25	4504.50
	Item: No. 31-39a, Debron P/2200				
I	Color: #23 Terra Cotta				
	Size: 18"X18"X.345" 5 Square Yards per Catton				
	DELIVERY INSTRUCTIONS:				
	A. The FAA shall be given 24 hours advance notice before delivery is made to the Air Traffic Control Tower Administrative Base Building.		SAMPLE		
	B. The person to be contacted for the delivery date is: name, phone number.				
	C. Delivery shall be made during regular Government working hours, Monday			TOTAL ESTIMATED COST	$ 4504.50

10. ACCOUNTING DATA

appropriation/cost center code/job order/object class

F&E

FORM DOT F 4200.1 (3-71)

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST — CONTINUATION SHEET

PROCUREMENT REQUEST NO.

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
	thru Friday between the hours of 8:00 a.m. to 4:30 p.m. "The expenditures being made as represented by this purchase document are authorized and included in the Approved Divisional Program." MISSION ESSENTIALITY STATEMENT 1. BACKGROUND 2. PURPOSE 3. BENEFITS 4. IMPACT IF NOT ACCOMPLISHED				

1973-501-141
☆ U.S. GOVERNMENT PRINTING OFFICE 1971—O-422-611