

File Book

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA AF 4441.16D

October 24, 1994

SUBJ: REQUEST FOR TELECOMMUNICATIONS SERVICE(S) (RTS)

1. **PURPOSE.** This order establishes procedures for submitting Airway Facilities and Air Traffic Division requests for telecommunications services.

2. **DISTRIBUTION.** This order is distributed to the Airway Facilities and Air Traffic division and branch levels in the regional office, Airway Facilities Sector Office and Sector Field Offices in the Eastern Region.

3. **BACKGROUND.** The present procedure for requisitioning, funding, and tracking requests for telecommunications services is not clearly defined. This order will ensure appropriate coordination of requests so that needed services are provided in a timely, efficient manner.

4. **CANCELLATION.** Order EA AF 4441.16C dated April 20, 1987, is canceled.

5. **PROCEDURE.**

When new or modified telecommunications services are required:

a. Airway Facilities requisitioners shall:

(1) Complete the Request for Telecommunications Service(s) (RTS) form. (Appendix 1).

(2) Submit the Request for Telecommunications Services form to the appropriate Airway Facilities Branch, Sector or Section Manager/Supervisor for approval.

(3) If the requisition is for communication resources required for NAS projects or programs, the requisition shall be forwarded to the Airway Facilities Resource and Planning Branch, AEA-420, for funding information. If the requisition is for any other type of communication requirement, the RTS form shall be

10/24/94

forwarded directly to the Telecommunications and Spectrum Engineering Branch, AEA-480, for funding information and processing.

(4) Allow a minimum of approximately 150 days between submission of RTS form and delivery of telecommunications service(s).

(5) Track the progress of the RTS utilizing both the RTS Tracking System and direct communication with the Telecommunications and Spectrum Engineering Branch specialist assigned to the project.

b. Air Traffic requisitioners shall:

(1) Complete the Request for Telecommunications Service(s) (RTS) form.

(2) Submit the RTS form to the appropriate Air Traffic and Airway Facilities Sector Managers for approval.

(3) Forward the completed, approved RTS form to the Air Traffic System Requirements Branch (AEA-510).

(4) Allow a minimum of approximately 150 days between submission of the RTS form and delivery of telecommunications service(s).

(5) Track the progress of the RTS via communications with the Air Traffic System Requirements Branch (AEA-510) specialist assigned to the project.

c. The Air Traffic System Requirements Branch, AEA-510, shall:

(1) Review the completed RTS form for accuracy and justification.

(2) Provide Branch Manager's signature indicating concurrence with the request.

(3) Forward the approved RTS form to the Airway Facilities Resource and Planning Branch, AEA-420.

(4) Track progress using the RTS Tracking System, and notify the requisitioner of the status and completion.

d. The Telecommunications and Spectrum Engineering Branch, AEA-480 shall:

(1) Be the focal point for receipt of all Airway Facilities RTS forms which are not funded through a NAS program or project.

(2) Enter the Airway Facilities requisition into the RTS Tracking System and notify the requisitioner of the RTS log number and anticipated service date.

(3) When funding is not available through any budgetary resource, return the RTS form with the notation "NO FUNDING AVAILABLE" and return to the requisitioner.

(4) Provide cost estimates, as requested, to the Resource and Planning Branch, AEA-420, for NAS requisitions.

(5) Accept requisitions from the Resource and Planning Branch, AEA-420 for NAS requisitions.

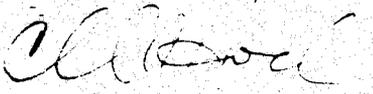
(6) Order and track all requisitioned services, providing updates to the RTS Tracking System and, as needed, directly to the requisitioner.

e. The Airway Facilities Resource and Planning Branch, AEA-420, shall:

(1) Upon receipt of an RTS form for NAS communications services, create a new entry in the RTS Tracking System.

(2) Obtain cost estimates as required; enter funding information or note "NO FUNDS AVAILABLE" , in Section III of the Request for Telecommunications Service(s) form.

(3) Update the RTS Tracking System log entry with funding data. Send the RTS form to the Telecommunications and Spectrum Engineering Branch, AEA-480. If no funding is available, return the RTS form to the requisitioner.


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

10/24/94

Appendix 1: Request for Telecommunications Service(s) (RTS)

DATE:

SUBJECT: Request for Telecommunication Service(s) (RTS)

FROM:

TO: Telecommunications And Spectrum Engineering Branch, AEA-480

1. TYPE OF REQUEST: (Indicate "X")

A. Order New Leased Circuit _____

(1) What will this circuit be used for? _____

(2) When do you require service? _____

B. Change Existing Circuit _____

(1) What is the identification number? _____

(2) Describe the change you wish to make: _____

(3) When do you require service? _____

C. Disconnect Existing Circuit _____

(1) What is the identification number? _____

(2) When do you require disconnection? _____

(3) Do you require a referral message?
To what number? _____

D. Modify Telephone System _____

(1) Type of System? _____

(2) Describe modification required: _____

AEA-480 USE ONLY:

LOG NUMBER: _____

APPROVAL: _____

2. CONTACTS AND TERMINATION INFORMATION FOR EACH SITE:

A. LID _____ FAC _____ SITE CONTACT NAME: _____
TEL. NO. (INCL. AREA CODE) _____
ADDRESS/BLDG NO./ZIP CODE _____

FAA/TELCO DEMARC LOCATION: _____
IS INSIDE WIRING &/OR JACK REQUIRED? _____ TYPE OF JACK? _____

B. LID _____ FAC _____ SITE CONTACT NAME: _____
TEL. NO. (INCL. AREA CODE) _____
ADDRESS/BLDG NO./ZIP CODE _____

FAA/TELCO DEMARC LOCATION: _____
IS INSIDE WIRING &/OR JACK REQUIRED? _____ TYPE OF JACK? _____

3. FUNDING INFORMATION:

Job Order Number _____ Project Code _____

Remarks: _____

4. SPECIAL REQUIREMENTS OR COMMENTS: _____

5. AUTHORIZATIONS:

Requisitioner/Telephone No. _____ Date _____

Airway Facilities/Air Traffic Manager _____ Date _____

Air Traffic System Requirements Branch _____ Date _____

Airway Facilities Resource and Planning Branch _____ Date _____