



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**NextGen Organization  
William J. Hughes Technical Center**

**NG 4770.3F**

Effective Date:  
12/10/2013

**SUBJ:** Technical Center Shipment of Materiel

- 1. Purpose of This Order.** This order sets forth procedures for shipping materiel from the FAA William J. Hughes Technical Center.
- 2. Audience.** All organizations residing at the William J. Hughes Technical Center including contractors and tenant organizations.
- 3. Where to Find This Order.** You can find this order on the FAA.GOV website under the "Regulations & Policies" tab and select "Orders & Notices" or visit the MyFAA Employee website. Use "Tools & Resources" tab and select "Orders & Notices."
- 4. This Order Cancels.**
  - a. Order CT 4770.3E, Shipment of Materiel, dated October 12, 2004.
  - b. Form CT 4770-7 (11-03), Request for Shipment
- 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. Logistics Management Branch – Pack, crate and ship product as requested. Provide requestor with a shipping tracking number.
- 6. Procedure.** Form NG 4770-7, Technical Center Request for Shipment, is required for all property being shipped. In addition, FAA Form 4650-12, Materiel Requisition/Issue/Receipt, is required for all shipments of Government Furnished Property (GFP) and bar-coded items. The Logistics Management Branch will approve all exceptions to equipment requiring the use of FAA Form 4650-12.

**a. Request for Shipments.** The requester is responsible to prepare the NG 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 Logistics Management Branch. NOTE: Please allow appropriate time for shipments to arrive at destination. Weekends do not count as delivery days, per trucking companies.

**b. 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.

**c. International Shipments.** In addition to the NG 4770-7 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](http://www.fedex.com). Look under international shipments and documents for more information or call the traffic manager.

**d. 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.

**e. 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.

## **7. Form Supply.**

**a.** These forms are restricted and only available on the FAA network Forms website at [https://employees.faa.gov/tools\\_resources/forms/index.cfm](https://employees.faa.gov/tools_resources/forms/index.cfm).

(1) FAA Form 4650-12, Materiel Requisition/Issue/Receipt

(2) FAA Form 4650-12, Materiel Requisition/Issues/Receipt - Continuation Page

**b.** This form is available on the public forms website at <http://www.faa.gov/forms/index.cfm>

(1) Form NG 4770-7, Technical Center Request for Shipment

**8. 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 Logistics Management Branch is responsible for shipping the equipment.

**9. Distribution.** This order is available only electronically as described in paragraph 3.

  
Dennis L. Filler  
Director, William J. Hughes Technical Center