



Federal Aviation Administration

Memorandum

Date: February 7, 2006
To: Directives Management Officer
From: Manager, Management Support Branch, AAM-120
Subject: Request to Transfer FAA Orders 3910.1B and 3940.1

The purpose of this memorandum is to request that you transfer the following FAA Orders to the Air Traffic Organization – Terminal (ATO-T):

FAA Order 3910.1B - Issuance of Sunglasses

FAA Order 3940.1 - First Aid Kits in Terminal Enroute And Flight Service Stations - Air Traffic Control Facilities

On Monday, February 6, 2006, Miranda Gant and I met with Jerry Trenholm, ATO-T, to discuss the status of these orders. During our discussion, Mr. Trenholm agreed to have the orders transferred to ATO-T. Mr. Trenholm confirmed this to you by e-mail and indicated that ATO-T would take action to re-write or replace the orders with a policy statement. You returned his message stating that you needed a Division Manager to agree to the transfer. The Manager of Administration – Terminal Service Unit, has signed below indicating her concurrence with this request to transfer the orders.

Thank you for working with us on a resolution for transferring these orders in preparation for our ISO-9000 certification audit scheduled this month. Your assistance in this matter is greatly appreciated.

Merlin G. Pore

Merlin G. Pore

Concur: Non-concur:

Ann Marie Sadler

Ann Marie Sadler
Manager of Administration,
Terminal Service Unit