

ORDER

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

SOUTHERN REGION

SO 1330.3C

9/28/89

SUBJ: ACCOUNTABLE FORMS - FAA FORM 7000-5 AND FAA FORM 8430-13

- *1. PURPOSE. This order provides procedures for obtaining, and standards for accountability of FAA Form 7000-5, Request for Access to Aircraft or Free Transportation, and FAA Form 8430-13, Request for Access to Aircraft.
2. DISTRIBUTION. This order is distributed to section level in the Regional Air Traffic, Flight Standards, and Logistics Divisions; Air Traffic field facilities; and Flight Standards field offices.

3. CANCELLATION. Regional Order SO 1330.3B, dated March 2, 1976, is cancelled.

4. GENERAL.

a. These forms, which come in books of ten, are serially numbered accountable forms. There are two variations of these forms--one for Air Traffic personnel and one for Flight Standards personnel--as reflected by the prefix to the serial numbers.

b. The following offices and facilities normally have a recurring need for the forms and are authorized to requisition them from the Logistics Division.

| <u>Office</u> | <u>FAA Form 7000-5</u> | <u>FAA Form 8430-13</u> |
|----------------------------------|------------------------|-------------------------|
| Flight Standards Division, RO | | X |
| Air Traffic Division, RO | X | |
| Flight Standards District Office | | X |
| Air Traffic Field Facility | X | |

c. Each employee to whom these forms are issued will be especially careful to prevent their loss.

5. REQUISITIONING.

a. The Regional Office Logistics Division, Services Section, ASO-52C, will be the central supply point for the Region.

b. Offices desiring a supply of either form will request them by FAA Form 4650-12, Materiel Requisition/Receipt. Use and preparation of this form will be as follows:

(1) Blocks in Part A will be completed as outlined below:

*

Distribution: A-X(AT/FS/LG)4; FAT-O, FFS-O (Limited)

Initiated By: ASO-52

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- * (a) Approved By/Title.
- (b) Mark For.
- (c) Date Prepared.
- (d) Ship To (give the COMPLETE mailing address of the requisitioner).

(2) Part C will be completed as follows:

(a) National Stock Number not required to be shown. (This exception applies only to these forms.)

(b) Under ITEM DESCRIPTION enter number of form desired.

(c) Enter number of BOOKS desired in QUANTITY column. In UI column enter BK.

(3) The requestor will retain copy 4 of the FAA Form 4650-12, forward copies 1, 2, and 3 to the Logistics Division, Services Section, ASO-52C, and destroy the remaining copies.

(4) ASO-52C will complete the invoice portion of the FAA Form 4650-12, enter the inclusive serial numbers of each book issued, retain copy 3, and forward the remaining copies of the form, together with the books being issued, to the requestor via certified mail.

(5) Upon receipt of the forms, the requestor will complete the certification block as a receipt for the accountable forms, retain copy 2, and return copy 1 to ASO-52C.

(6) ASO-52C will maintain a suspense of all issuances of these forms to insure that the receipted copy of FAA Form 4650-12 for each shipment is returned within two weeks of issue. Follow-up requests will be made when appropriate.

6. ACCOUNTABILITY AND RESPONSIBILITIES.

a. The manager of each office or facility will be accountable and responsible for forms received by his office. When there is a change in the incumbent of the manager's position, the successor will assume this accountability and responsibility. A joint inventory will be conducted and a certificate similar to Appendix 1 executed by both persons.

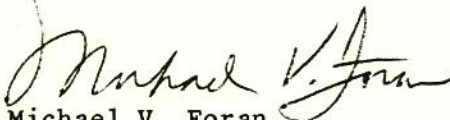
b. Office/facility managers may issue books of forms to individuals or retain custody of the book and issue individual forms to those who need one. In either instance, the manager will maintain an appropriate record of the transaction. The holder of the book will record the use of each form in the appropriate spaces on the inside cover of the book.

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- * c. When an individual form is required by a person who does not have a book, he will obtain one form from any facility manager who has a supply on hand.
- d. When a person resigns or transfers to another office, the manager of the office/facility will, as a part of the normal clearance process, insure that he has accounted for all FAA Forms 7000-5 and FAA Forms 8430-13 issued to him including return of any unused ones and any empty book covers.
- e. When forms are transferred from one office to another, the transfer will be by use of FAA Form 4650-12. When these forms are mailed, they will be sent via certified mail.
- f. When empty book covers or partially used books are returned to the facility/office manager, he/she will check each entry to insure that proper use has been made of the forms and initial it to indicate that the review has been made.
- g. Loss of an individual form, book, empty book cover will be reported through supervisory channels to the Logistics Division giving the following information:
- (1) Name and title of person who lost the form or book.
 - (2) Serial numbers of lost book or individual form.
 - (3) Serial numbers of unused forms remaining in book, if known.
 - (4) Full circumstances concerning loss.
- h. When all forms in a book have been issued, the facility/office manager to whom the book was issued will retain the empty book cover and dispose of it in accordance with applicable records disposal instructions.


Michael V. Foran
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Appendix 1

SO APPENDIX 1. JOINT INVENTORY

A joint inventory has been conducted of all _____
(Form Number and Title)

on hand at _____
(Name and Location of Office/Facility)

I, the departing accountable officer, certify that the listing below is a full and complete list of all such forms for which I am currently accountable. I, the incoming accountable officer, acknowledge receipt and accountability for these forms. Serial numbers of forms in each book are listed on a separate line.

Empty Book
Covers

Unused and Partially
Used Books

Books Issued to Employees
As Covered by Attached
Hand Receipts

(Name and Title of Departing
Accountable Officer)

(Date)

(Name and Title of Incoming
Accountable Officer)