

ORDER


**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

WA 1700.1

2/10/75

SUBJ: HEADQUARTERS SUPPORT SERVICES

1. **PURPOSE.** This Order provides a consolidated listing of telephone numbers or contact points for routine services for FAA Personnel in DOT Headquarters buildings.
2. **DISTRIBUTION.** This Order is distributed to branch level in all Headquarters offices and services.
3. **CANCELLATION.** Order HQ 1700.3, Building and Maintenance; HQ 4622.2 Desk Name Plates and Holders; and WA 4665.1, Housekeeping Practices in FAA Headquarters, are cancelled.
4. **REGULAR CONTACT POINTS.** For services in DOT Headquarters buildings, call, visit, or write the organizations listed in figure 1.


R. F. FRAKES
Director, Logistics Service

<u>SERVICE</u>	<u>BUILDING</u>	<u>SYMBOL</u>	<u>PHONE</u>	<u>ROOM</u>
A. Building Maintenance, Lighting, Cleaning, Heating, Air Conditioning	NASSIF	TAD-443	62458	23 E
	TRPT	TAD-443.2	69109	6308
	FOB-10A	TAD-443.3	63340	114
B. Conference Room Scheduling	NASSIF	TAD-443	62458	2318E
	TRPT	TAD-443.2	69109	6308
	FOB-10A	TAD-443.3	63340	114
C. Door Signs and Numbers	NASSIF	TAD-443	62458	2318E
	TRPT	TAD-443.2	69109	6308
	FOB-10A	TAD-443.3	63340	114
D. Loan Pool	NASSIF	TAD-443	62458	2318E
	TRPT	TAD-443.2	69109	6308
	FOB-10A	TAD-443.3	68070	117
E. Parking (All Bldgs.)	NASSIF	TAD-444.3	60064	2322
F. Personnel Locator (All Bldgs.)	NASSIF	TAD-443	64000	2318D
G. Auditorium Scheduling	FOB-10A	ALG-235	63915	435
H. GSA Sales Store Charge-Plates (All Bldgs.)	FOB-10A	ALG-235	63915	435
I. Keys (All Bldgs.)	FOB-10A	ALG-235	63915	435
J. Motor Vehicle Pool (All Bldgs.)	FOB-10A	ALG-235	63915	435
K. Nameplates (All Bldgs.)	FOB-10A	ALG-235	63915	435
L. Equipment, Office; Needed or Excess:	Office or Service Property Custodian			
M. Furniture, Office; Needed or Excess:	Office or Service Property Custodian			

2/10/73

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Appendix 1