

## **APPENDIX 1. AIRWAY FACILITIES DIVISION (AFD) LEVEL PROGRAM RESPONSIBILITIES**

The Airway Facilities Division is responsible for the management and direction of the regional test equipment program. Through the Regional Test Equipment Program Manager (RTEPM), the regional AF Division shall:

1. Review project material lists (PML) for adequacy of test equipment to be provided through the F&E program. Continuously monitor project status reports (PSR) and follow up with cognizant headquarters elements to ensure that adequate test equipment is furnished in a timely manner. All the Regional Associate Program Managers (RAPM) shall coordinate the review of all PML.
2. Consolidate, review and forward the system management offices requirements for replacement equipment as submitted on FAA Form 6200-5, Electronic Test Equipment Replacement Program, to the Program Office. Indicate priority for replacement to help allocate equipment to those areas of greatest need.
3. Inform the National Program Office when an item of test equipment no longer serves the purpose for which it was furnished. Specify the tests that cannot be performed and include a concise analysis of the deficiencies of the instrument. If feasible, recommend a replacement item.
4. Coordinate with the National Program Office and the FAA Logistics Center (FAALC) prior to procurement of any test equipment to reduce proliferation of equipment types and ensure the FAALC's support. Procure or lease test equipment with regional funds within the following guidelines:
  - a. When safety may be in jeopardy unless a test equipment item is immediately available.
  - b. To meet unique or unusual local requirements that cannot be funded by headquarters. When the requirements are of a short-term nature, consider leasing.
  - c. Before procuring test equipment using regional funds, determine whether the items will be supported by the FAALC under the E&R program. If so, include procurement of calibration and/or maintenance manuals, spare parts, and additional stock for E&R.
  - d. Provide Program Office with the manufacturer, part number, national stock number, noun, description, manufacturer's recommended calibration interval and two copies of the calibration and/or maintenance manuals for test equipment that is not listed in Appendix I of 6200.4, Test Equipment Management Handbook
5. Conduct field evaluation of candidate test equipment prior to national procurement when tasked. Conduct field evaluations of new models of test equipment and provide reports to headquarters and the FAALC when so tasked.
6. Strive for maximum economy in management and utilization of test equipment.
7. Redistribute test equipment within the region to improve effectiveness and economy without compromising safety.

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RESPONSIBILITIES (CONTINUED)**

8. Estimate calibration funds required and provide input in response to annual call for estimates.
9. Provide calibration and repair cost information for entry into the FAA National Test Equipment Database (NTEDB). Monitor the NTEDB to ensure accuracy of data. Maintain the NTEDB in conjunction with the System Management Offices.
10. Coordinate with the national Program Office in the development of calibration procedures to be adopted for national use.
11. Evaluate System Management Offices level calibration to ensure that national and regional requirements are implemented. Manage the regional test equipment calibration program. Ensure strict traceability to National Institute of Standards and Technology (NIST) standards, and conduct a quality assurance program to maintain appropriate margins of calibration precision and accuracy.
12. Budget for unique regional test equipment and for test equipment not associated with specific systems.
13. Ensure that excess equipment is reported promptly.
14. Provide interface between regional facilities, Washington headquarters, and the FAALC in the test equipment area. Serve as the primary focal point for any equipment issues.
15. Develop and forward regional long-range test equipment requirements to the national Program Office.
16. Advise the national Program Office of regional test equipment requirements above and beyond approved test equipment allowances.
17. Identify and report to the national Program Office test equipment requiring replacement that they have not identified for replacement. Justification will be included with such reports.
18. Keep field personnel informed of test equipment program procedures.
19. Manage the regional test equipment loan pool.
20. Manage the regional test equipment rental program.