

**APPENDIX 2. SYSTEM MANAGEMENT OFFICE (SMO) LEVEL PROGRAM  
RESPONSIBILITIES**

The SMO is responsible for the management and direction of the regional test equipment program at the field level. The SMO Manager shall select a Test Equipment Coordinator (TEC) who will have direct responsibility for the SMO test equipment program. This individual will:

1. Provide interface between the SMO and the Airway Facilities Division on all matters dealing with the test equipment program in the SMO.
2. Manage the SMO test equipment program, as directed by the latest edition of Orders 6200.4 and this regional order, including new and replacement test equipment requirements, and test equipment rental and/or leasing. Specific duties include:
  - a. Resolving all test equipment issues within the SMO, including both Facilities and Equipment (F&E), and operations funded items.
  - b. Management of SMO equipment funding requirements.
  - c. Management of SMO test equipment inventory calibration and tracking.
  - d. Reviewing test equipment lists for new programs to ensure SMO requirements are met.
  - e. Management of test equipment excessing efforts with the SMO.
  - f. Management of test equipment calibration contracts and/or interagency agreements within the SMO.
3. Ensure that new or replacement test equipment received from the FAA Logistics Center, or other sources, is calibrated within ninety (90) days of receipt.
4. Ensure that calibration records are maintained and complied within each SMO, as directed by Order 6200.4.
5. Establish and maintain an accurate listing of test equipment to be calibrated at each calibration stop site.

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RESPONSIBILITIES (CONTINUED)**

6. Request new or replacement test equipment, not previously identified for replacement by the national Program Office, through the Regional Test Equipment Program Manager. Requests shall be submitted to the SMO Test Equipment Coordinator for validation and approval, and shall be signed by the SMO manager. Completed requests shall be sent to the ASW-470 Operations Branch, Attn: Regional Test Equipment Program Manager and include the following information:

- a. Description of test equipment being requested.
- b. Manufacturer.
- c. Model number.
- d. National stock number of test equipment being requested.
- e. Supply Support Code.
- f. Utilization/Application/Justification.
- g. Description of test equipment to be replaced. (Function)
- h. Manufacturer.
- i. Model number.
- j. National stock number of test equipment to be replaced. If no item is being replaced, indicate on the request that this is an initial issue request.
- k. System Support Center (SSC). Also indicate the name of the SSC manager, and the commercial telephone number.
- l. Name of the SMO test equipment coordinator, and the commercial phone number.
- m. Date of request.
- n. Signature of SMO manager, or his/her designee.

7. When replacement test equipment is received, dispose of old test equipment in accordance with the approved disposition plan or the latest edition of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property. (Make certain the excess document has the test equipment marked with the notation "not for FAA use".)

8. Identify to the Airway Facilities Division all requirements for test equipment which are not satisfied through normal national, regional, or F&E programs.