

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 1350.4C

7/10/86

SUBJ: WESTERN-PACIFIC REGIONAL MICROGRAPHICS PROGRAM

1. PURPOSE. This order assigns responsibilities and coordination requirements of the Western-Pacific Region micrographics program. It identifies liaison points in affected divisions and establishes a focal point for micrographics information. This order also provides field offices and facilities with the requirements and procedures necessary for obtaining final approval authority for micrographic equipment and/or procurable services.
2. DISTRIBUTION. This directive is distributed to branch level in the Regional Headquarters and limited distribution to all field offices and facilities in the Western-Pacific Region.
3. CANCELLATION. WP Order 1350.4B, dated 4/12/84, is cancelled.
4. BACKGROUND. FAA Order 1350.20A, Micrographics Management Program, was distributed to division level ONLY. This limited distribution necessitates a regional directive advising field offices and facilities of responsibilities and procedures to be followed when requesting micrographic equipment and/or procurable services.
5. RESPONSIBILITY.
 - a. The Manager, Financial & Management Resources Division, AWP-40, is designated as final approval authority for all requests for micrographic equipment and/or procurable services.
 - b. The Manager, Management Analysis Staff, AWP-42, or designee is assigned the responsibility and control of all micrographic equipment and/or procurable services. He/she is designated the focal point in Regional Headquarters, providing users with a complete information center for micrographics. This focal point will also coordinate all problems, comments, and improvements directly with and (when applicable) between the users of microfilm, or the division liaison points, and will provide training sessions, where needed, to insure users are proficient in the utilization of readers, reader/printers, and index pages.
 - c. The Manager, Materiel Management Branch, AWP-52, of the Logistics Division is assigned the responsibility and control of all micrographics supplies and maintenance calls for Regional Headquarters microfilm readers and reader/printers.
 - d. The Administrative Officer, AWP-405, is designated the liaison point for the micrographics program within the Airway Facilities Division, AWP-400.

Distribution: A-X-3; A-FOF-0 (LTD)

Initiated By: AWP-40

6. DEFINITIONS.

a. Micrographic is the activity which reduces any form of information to microform medium.

b. Microfilm includes microfiche, aperture cards, microfilm and computer output microfilm (COM).

c. Micrographic system is a system that utilizes microforms and includes reproduction, viewing or retrieval equipment or services.

7. PROCEDURES.

a. Each requesting organization shall be responsible for obtaining or conducting a feasibility study for a new or replacement micrographics system and/or procurable services. Micrographic applications involving classified or "official use only" information must follow the provisions of FAA Orders 1600.2B and 1600.15D. Applications involving automatic data processing equipment, software, or services are governed by related ADP management directives.

(1) Microfilm Approval, FAA Form 1350-5, shall be used as a guide in making studies and for requesting approvals. AWP-40 will provide these forms upon request. For approval, Page 1 of the form must be completed as applicable; Pages 2 thru 4 may be used selectively when their contents are essential for an adequate feasibility study.

(2) AWP-40 will, upon request, schedule an analyst to assist regional organizations in performing micrographic feasibility studies and developing micrographics applications.

b. Requesting Regional Headquarters organizations needing microfilm reader and reader/printer supplies (e.g., bulbs, filing apparatus, paper, etc.) shall submit a speed memo to the Manager, Materiel Management Branch, AWP-52. Requests for maintenance services on microfilm readers and reader/printers shall be directed to AWP-52 on WP Form 4620-3.

c. Field offices and facilities shall obtain supplies and arrange for "maintenance" service locally.

d. Branches, field offices and facilities of the Airway Facilities Division shall coordinate all micrographics activities with the division liaison point.


H. C. McCLURE
Director