

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN REGION**

WE 4500.1C

3/22/78

SUBJ: READY REFERENCE GUIDE TO LOGISTICS FUNCTIONS

1. PURPOSE. This order provides a ready reference guide as to appropriate methods of obtaining administrative support and logistics services from the Logistics Division. It also includes a functional directory for the Logistics Division which briefly describes the duties of each branch.

TABLE OF CONTENTS

	<u>Page No.</u>
APPENDIX 1. REFERENCED DIRECTIVES AND FORMS (3 pages)	1
APPENDIX 2. FUNCTIONS (10 pages)	
<u>Par</u>	
1. Building Maintenance	1
2. Conference, Training, and Meeting Facilities	1
3. Field Evaluations	1
4. Mail and Distribution	1
5. Motor Vehicle Management	2
6. Parking	3
7. Personal Property and Supplies	3
8. Printing and Duplicating	7
9. Photography and Graphic/Visual Aids	7
10. Procurement	7
11. Real Estate and Utilities	8
12. Shipping and Receiving	10
13. Telecommunications (Administrative)	10
APPENDIX 3. LOGISTICS DIVISION FUNCTIONAL DIRECTORY (1 page)	1

2. DISTRIBUTION. This order is distributed to branch level in the regional office and to all field offices and facilities.

→ 3. CANCELLATION. Order WE 4500.1B, Ready Reference Guide to Logistics Functions, is cancelled. ←


R. C. D'URSO
Chief, Logistics Division

Distribution: R-3, FOF-0 (2 each) Minus FAT-1, FAF-2/3/7; **Initiated By:** AWE-50
FAT-1 (6 each), FAF-2/3 (6 each), FAF-7 (1 each)

APPENDIX 1. REFERENCED DIRECTIVES AND FORMS

1. Directives

<u>Number</u>	<u>Title</u>	
0000.7B	Index of FAA Electronic Equipment Type Designations (Microfiche)	
1200.8A	Public Information Activities and Programs	
1375.4	Facility Identification and Supplemental Standards	
*WE 1330.6H	Western Region Forms Listing	*
WE 1700.7D	Office and Building Services at Regional Headquarters	
WE 1720.9B	Printing and Reproduction	
1720.13	Printing, Duplicating and Distribution Services	
1720.18	FAA System for Distribution and Stocking of Issuances	
1740.2D	Official Photographs	
1740.4	Still Photographic Services	
1770.11A	Mail Management Standards and Procedures	
1770.19	Mail Management System	
WE 1770.20A	Administrative Telecommunications	
WE 1770.22	Official Use of Telephones	
WE 1780.3A	Acquisition of Conference, Training and Meeting Facilities	
WE 1800.19	Evaluation of Field Logistics Activities	
2250.1A	FAA Tort Claims Handbook	
2500.35B	Agreements Covering Services and Materiel Provided by the Federal Aviation Administration	
2700.14A	Employee Claims for Personal Property Lost or Damaged Incident to Service with the DOT	
2770.4	Imprest Fund	
2900.24A	Accident and Fire Reporting	
* 3910.1B	Issuance of Sunglasses	*
WE 4250.6B	Requisitioning Initial Supplies for new ATCT's	
4250.9	Field Inventory Management and Replenishment Handbook	
WE 4250.9A	Supply Support Systems - Requisitioning Equipment Instruction Books	
4250.12A	Supply Support and Repair of Air-Conditioning Equipment	
4250.13	Supply Support for Field Evaluation of Engineering Development Programs	
4400.42	Preparation and Approval of Procurement Requests	
* 4400.44	SF-44, Purchase Order-Invoice-Voucher	*
WE 4433.1D	Small Purchases	
WE 4445.2C	Janitorial Services	
WE 4450.5	Warranty Failures under Western Region Procurements	
WE 4456.2F	Inspection and Receiving Reports	
4500.3	FAA Federal Supply Catalog Program	
4580.1	Loan and Supply Support Agreements	
4620.3C	Initial Support for New or Modified Equipment Installation	
4620.4A	Standards for Office Furniture and Equipment	
* 4630.2	Standard Allowances of Supplies and Working Equipment for National Airspace System Facilities	*
4630.3A	Survey of Lost, Damaged, or Destroyed Government Personal Property	

<u>Number</u>	<u>Title</u>	
4630.5A	Quality and Reliability Assurance of General Operating Materiel Managed by the FAA Depot	
4633.1	Physical Inventory	
4650.2A	Facility Equipment Records	
WE 4650.3E	Accountability and Control of In-Use Personal Property	
WE 4650.6B	Mass Changes to Pre-Punched Requisition Cards, FAA Form 4250-2	
4650.7	Management of Project Materiel	
4650.12B	Local Purchase	
4650.15C	Supply Support Code Assignment/Cross-Reference Maintenance	
4650.18	Non-Warranty Repair and/or Calibration of Hewlett-Packard Instruments and Accessories	
4650.20A	Reporting and Replacement of Items Failing Under Warranty	
* 4650.23	Issuance of Binoculars	*
* 4650.24	Unauthorized Acquisition of Expendable Supplies	*
4660.1	Real Property Handbook	
* WE 4660.2	FAA Funded Alterations, Improvements, and Repairs to Leased Space	*
WE 4665.2	Parking Accommodations at FAA Occupied Buildings and Facilities	
4665.3A	Policy on Parking Accommodations at FAA Occupied Buildings and Facilities	
4665.4	Federal Employee Parking	
4670.2A	Motor Vehicle Management	
4680.1	Depot Customer Service Evaluation System	
4700.1	Storage Management	
WE 4770.1	Procurement of Transportation Services	
* 4770.3	Transportation and Traffic Management	*
4800.2A	Utilization and Disposal of Excess and Surplus Personal Property	
WE 6040.14A	Work-Time Reporting and Other Document Coding by Airway Facilities Personnel Who Work on Maintenance Reimbursable Projects (RIS: WE 6040-10)	
6430.4	Implementation of FAA/ADC Joint Radar Planning Group Minutes	
6700.12B	Criteria for FAA Assumption of Ownership of Non-Federal Navigational and ATC Facilities	
 2. <u>Forms</u>		
OF 26	Data Bearing Upon Scope of Employment of Motor Vehicle Operator	
* SF 44	Purchase Order-Invoice-Voucher	*
SF 47	Physical Fitness Inquiry for Motor Vehicle Operators	
SF 91	Operator's Report of Motor Vehicle Accident	

3/22/78

WE 4500.1B
Appendix 1

<u>Number</u>	<u>Title</u>	
SF 91A	Investigation Report of Motor Vehicle Accident	
SF 94	Statement of Witnesses	
SF 95	Claim for Damage or Injury	
* SF 1103	U. S. Government Bill of Lading	*
WE 1720-1	Publication Request	
* WE 1720-1.J	Form Request	*
DOT F 2700.6	Employee Claim for Loss or Damage to Personal Property	
DOT F 4200.1	Procurement Request	
FAA 4250-16	Address Change Record	
FAA 4660-6	Leased Premises - Proposed Improvements	
FAA 4670-1	Application for Operator's Identification Card	

APPENDIX 2. FUNCTIONS

<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
1. <u>Building Maintenance, lighting, heating, air conditioning, utilities, parking, and janitorial services when furnished under the terms of a lease.</u>	WE 1700.7D WE 4445.2C 4660.1, Chapter 3	Regional headquarters employees request assistance or report problems by calling ext. 6201, or sending written request to AWE-53. LAX and SFO office building tenants contact your building management staff. Minor problems involving changes in terms, conditions or the scope of contracts or agreements should be resolved locally by the individual designated by the Contracting Officer as his representative. All other problems are to be reported to AWE-56 except problems relating to janitorial, grounds maintenance and other non-personal services provided for under separate contractor which are to be reported to AWE-55.
2. <u>Acquisition of Conference, Training and Meeting Facilities</u>	WE 1780.3	Submit DOT F 4200.1 to AWE-56.
3. <u>Field Evaluations</u>	WE 1800.19	Plan to evaluate each field office and facility once within a two-year period. Questions should be directed to AWE-52.
4. <u>Mail and Distribution</u>		
* a. Distribution and stocking of issuances	WE 1700.7D 1720.18	The Western Region stocking point is AWE-53A1. Order publications on WE 1720-1, Publication Request direct to AWE-53A1. *

	<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>	
*	b. Distribution and stocking of forms	WE 1330.6H	Regional personnel - a wide variety of forms (FAA, WE, CSC, GSA, SF, CA, etc.) are available to regional personnel in the self-service supply room 1N10. Field personnel - order WE forms and SF-160 direct from AWE-53A1 on WE form 1720-1.1, Forms Request. AWE-300 issues FAA forms 8500-8 and 8500-9. Order all other forms from the FAA Depot.	*
	c. Mail Systems	WE 1700.7D 1770.11A 1770.19	Guidance and assistance as required should be requested from AWE-53, ext. 6207.	
5.	<u>Motor Vehicle Management and Claims</u>			
	a. Motor Fleet Management	4670.2A	Regional headquarters, field office and facility chiefs should refer all questions to Regional Motor Fleet Manager, AWE-53B, ext. 6334.	
	b. Motor Vehicle Accidents	2250.1A 3900.24A	Prior to forwarding accident forms to AWE-53, telephone ext. 6334 on any personal injury accidents or potential claims. Forward all accident reports, forms SF 91, SF 91A, SF 94 and OF 26 to AWE-53. DO NOT SEND ABOVE FORMS TO GSA MOTOR POOLS.	
	c. Motor Vehicle Operators Authorization	4670.2A Chapter 13	Regional headquarters applicants submit FAA form 4670-1 and SF 47 to AWE-53. Field office personnel submit applications to local motor fleet managers.	

<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
d. Special Purpose Motor Vehicle	4670.2A Chapter 14	Field office and facility chiefs work directly with Regional Motor Fleet Manager, AWE-53B, on equipment utilization, assignment, repairs and reporting of FAA owned or rental special purpose motor equipment.
e. Claims		Claimants submit:
(1) Employee	2700.14A	DOT form 2700.6 to AWE-53.
(2) Tort	2250.1A, para. 12	SF 95 to AWE-53.
6. <u>Parking</u>		
Access, parking and traffic problems	WE 1700.7D WE 4665.2 4665.3A 4665.4	Regional headquarters employees submit requests for parking permits for car pool and handicapped spaces to AWE-53 and direct problems on parking to AWE-53, ext. 6207. Field offices and facilities contact AWE-56.
7. <u>Personal Property and Supplies</u>		
a. Acquisition of administrative supplies	WE 1700.7D 4250.9 4650.12B	Regional headquarters offices submit requests for any special non-stocked administrative supplies to AWE-53.
b. Acquisition of excess personal property	4800.2A	Submit requests for acquisition of excess personal property from other government agencies to AWE-52.
c. Acquisition of administrative equipment	WE 1700.7D WE 4250.6B 4620.4A	Field offices and facilities submit DOT F 4200.1, Procurement Request, through program office to AWE-52. Regional headquarters offices submit by memorandum to AWE-53.

3/22/78

	<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
	d. Administrative equipment loan pool	WE 1700.7D	Regional headquarters offices may check out items of administrative equipment from loan pool, AWE-53A1, ext. 6275.
	e. Control of government-owned personal property in the custody of contractors	4650.7	Requests for assistance in control of government-owned test equipment and special tools in the custody of contractors should be forwarded to AWE-52. For all other types of equipment, contact AWE-55.
	f. Defense Supply Agency (DSA) and General Services Administration (GSA) supplied items	4250.9	Field office and facility chiefs submit requisitions to the FAA Depot and direct quality deficiency reporting to the Depot in the same manner as Depot support items. Problem areas with GSA/DSA supplied items should be referred to AWE-52.
	g. Identification of personal property and supplies by temporary or permanent National Stock Number	0000.7B 4500.3 WE 4650.3E 4650.7	Requests for identification of personal property and supplies should be forwarded to the Chief, Property Management Section, AWE-52B.
*	h. Initial processing for support of new or modified facilities	4250.9 4620.3C 4650.7 4630.2	Requests for initial supply support for new or modified facilities should be forwarded to AWE-52. *
	i. In-use personal property accountability	4650.2A WE 4650.3E	Guidance, as required, should be requested from Chief, Property Management Section, AWE-52B.
	j. In-use real property accountability (owned and leased) and reports	4660.1, Chapters 9 and 12	All inventories, reviews, adjustment of records, or other actions affecting custodial or management records should be forwarded to AWE-56.

<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
k. Loan, supply support and reimbursable agreements	2500.35B 4580.1 6430.4 6700.12B	All personal property on loan to and from FAA must be covered by a loan agreement. Requests for all agreements should be to AWE-52.
l. Local purchase of Depot supported operating materiel	4250.9 4650.12B	Local purchase of Depot supported materiel should be as prescribed in referenced directives. Refer inquiries to AWE-55.
m. Interagency Loan Agreement	4580.1	Requests within the region for loan of equipment owned by the FAA will be forwarded to AWE-52, for negotiations, preparation and execution of agreement.
* n. Quality and reliability deficiency reporting of FAA Depot support items	4630.5A 4680.1	Field office and facility chiefs report quality and reliability deficiencies of Depot support operating materials to the FAA Depot.
o. Physical inventory of personal property	4633.1 WE 4650.3E	Guidance, as required should be requested from AWE-52.
p. Project materiel management	4250.9 4650.7	Guidance, as required, should be requested from AWE-52.
q. Rehabilitation of administrative equipment	4620.4A	Field offices and facilities submit requirements on DOT F 4200.1, Procurement Request, through program office to AWE-52, except those housed in the SFO and LAX office building who must contact their FAA Building Manager.
* → r. Reporting and replacement of items failing under warranty	WE 4450.5 4650.20A	For items procured by Western Region, contact AWE-55. For all others, Depot, National procured, etc., contact AWE-52.

<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
s. Report of missing lost, stolen, damaged or destroyed property	4630.3A WE 4650.3E 4800.2A	Government-owned or leased real property losses are reported to AWE-56. Personal property losses are reported to AWE-52.
t. Servicing of office machines	WE 1700.7D 4620.4A	Regional office requests for service are submitted to AWE-53A1, ext. 6275. SFO and LAX offices contact their Building Manager. Field offices refer to Order 4620.4A. Refer all problems concerning GSA repair contracts to Chief, Purchasing Section, AWE-55B.
u. Storage management of government personal property and supplies	4250.9 4700.1	Request for guidance, in control and storage, should be directed to AWE-52.
v. Supply support of field facilities	4250.9 WE 4250.9A 4250.12A 4250.13 WE 4650.6B 4650.18 4650.24	Guidance, as required, should be requested from Materiel Support Section, AWE-52A.
* w. Issuance of Sun-glasses, binoculars	3910.1B 4650.23	Authorized facility chiefs submit consolidated requisitions for sunglasses to FAA Depot; may overstock by 10% to take care of emergencies. For replacement binoculars, submit requisition with signed certification of chief to FAA Depot.
* x. Supply Support codes	1375.4 4650.15C	Field office and facility chiefs submit FAA form 4250-16, Address Change Record, to change mailing and shipping address, establish new codes for new facilities or delete old codes for decommissioned facilities to Chief, Materiel Support Section, AWE-52A.

	<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
	y. Utilization and disposal of excess and surplus personal	1200.8A 4650.7 4800.2A	Guidance, as required, should be requested from the Chief, Materiel Support Section, AWE-52A.
	z. Employee Housing Management	4660.1	Guidance, as required, should be requested from AWE-52.
*	8. <u>Printing and Reproduction</u>	WE 1700.7D WE 1720.9B	Regional headquarters staff/division offices, field offices and facilities submit request through their printing review official to AWE-53A1. *
	9. <u>Photography and Graphic/Visual Aids</u>		
	a. Official photographs	WE 1700.7D 1740.2D	Guidance, as required, should be directed to AWE-53.
	b. Photographs and photography	WE 1700.7D 1740.4	Regional headquarters offices submit requests through their printing review official to AWE-53. Field offices and facilities procure locally.
	c. Graphic and visual services	WE 1700.7D	Guidance, as required, should be requested from AWE-53.
	10. <u>Procurement</u>		
	a. GSA Self-Service Store charge plates	4650.12B	FAA offices located near a GSA Self-Service Store may obtain a GSA charge plate by writing to AWE-55.
	b. Imprest Fund Cashiers	2770.4	Field offices and facilities submit written justification for establishment and/or increase of Imprest Funds to AWE-26 through AWE-55.
→	c. Procurement of construction, repair, alteration projects and architect-engineering services	4400.42	AWE-55A contracts for these services following receipt of DOT F 4200.1, with all clearances and approvals. For information, contact Chief, Construction Contracting Section, AWE-55A.

	<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>	
	d. Purchase of supplies, equipment and other services	4400.42	AWE-55B purchases these items upon receipt of DOT F 4200.1 with all clearances and approval. For information concerning such purchases, contact Chief, Purchasing Section, AWE-55B.	
*	e. Procurement of household transportation services, and claims against carriers for losses, damages or shortages	WE 4770.1	For guidance, contact the Chief, Purchasing Section, AWE-55B.	*
*	f. Contract administration and management		Delayed completions or deliveries, contract interpretations, and problems concerning non-compliance with contract specifications, terms, and conditions, should be referred to the Contracting Officer in AWE-55.	*
*	g. Small purchasing authority extensions (SF-44 or Imprest Funds)	4400.44 WE 4433.1D	Questions concerning proper use of this authority should be referred to AWE-55.	*

11. Real Estate and Utilities

a. Acquisition of leasehold and fee interests in land and space	4400.42, WE Sup 2 4660.1	Forward DOT F 4200.1 through supervisory channels to AWE-56 for acquisition of new or additional interests in land or new or additional space in buildings. All actions requiring the transfer, excess, or disposal of land, interests in land, buildings, structures and systems attached to the realty, should be forwarded through supervisory channels to AWE-56.
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3/22/78

WE 4500.1C
Appendix 2

<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>
c. Real property management and utilization	4660.1, Chapter 10	All requests requiring actions affecting any agency-occupied or agency-controlled real property owned or leased, shall be forwarded through supervisory channels to AWE-56.
d. Permits to use FAA controlled real property and reimbursable agreements concerning real property	Specific authority to be determined in each instance	All proposals to grant or authorize use of FAA owned, leased or controlled real property be forwarded to AWE-56.
e. Acquisition of utilities (i.e., electricity, natural gas, water, sewer)		Forward DOT F 4200.1 through appropriate program office to AWE-56 for new and revised utilities from public or non-public utility suppliers for new, relocated, or existing navaids, facilities, operations and office buildings. To cancel present utility services, forward DOT F 4200.1 direct to AWE-56.
f. Space Management (Administrative)	4660.1, Chapter 3	All requests requiring actions affecting any space, government-owned or leased, or occupied under permit or other agreement, including the utilization, redecorating and layout should be forwarded through supervisory channels to AWE-56.
g. Transfer of property from other federal agencies	4660.1, Chapter 7	All actions requiring the transfer of land, interests in land, buildings, structures and systems attached to the realty, should be forwarded through supervisory channels to AWE-56.

	<u>FUNCTION</u>	<u>REFERENCE</u>	<u>BASIC PROCEDURE</u>	
	h. Repairs, alterations and improvements to leased space	4660.1, Chapter 10	Submit FAA form 4660-6 for all plans to improve, repair or alter leased, GSA assigned, licensed or permit type space to AWE-56 along with an itemized listing of work needed for determination of Economy Act limitations.	
12.	<u>Shipping and Receiving</u>			
	a. Distribution of receiving and shipping documents	4250.9 WE 4456.2F 4650.7	Field office and facility chiefs distribute receiving documents as indicated in reference or any special instructions provided by Contracting Officer, AWE-55. Refer inquiries to AWE-52 and/or AWE-55.	
*	b. Government Bills of Lading (GBL)	4770.3 WE 4770.1	Contact AWE-55 for stocks of GBL's or any assistance concerning problems or use thereof.	*
	c. Shipping and receiving for regional headquarters offices	WE 1700.7D	Requests for information on shipping and receiving services should be directed to AWE-53A1 on ext. 6636.	
13.	<u>Telecommunications</u> <u>(Administrative)</u>			
	a. Acquisition of administrative communication services and equipment	WE 1700.7D WE 1770.20A	Field offices and facilities forward DOT F 4200.1, through appropriate program office to AWE-56. For offices located at regional headquarters or any local field offices utilizing services from the Hawthorne and Inglewood switchboards, submit by memorandum direct to AWE-53.	
	b. Annual survey and certifications	WE 1770.20A	Annual certifications should be forwarded to AWE-56.	

LOGISTICS DIVISION FUNCTIONAL DIRECTORY — WESTERN REGION

FTS: 8-966 + Extension

COM: (213) 536 + Extension

LOGISTICS DIVISION, AWE-50

ROBERT C. D'URSO, Chief
Marx V. Tyler, Assistant Chief
Linda M. Enarson, Administrative Officer

6133
 6134
 6134

MATERIEL MANAGEMENT BRANCH, AWE-52		GRAPHICS UNIT, AWE-53A2	
Robert G. Carter, Chief	6139	Richard W. Gipson	6635
Mateel Johnson, Secretary	6139		
	6135		
MATERIEL SUPPORT SECTION, AWE-52A		MOTOR FLEET MANAGEMENT SECTION, AWE-53B	
Paul Giras, Chief	6135	Frances Baker, Chief	6334
Reporting excess personal property, transfer, disposal and freeze requests		Vehicle Accident Reports, Employee Claims	6334
Clara V. Smith	6135		
Logistics Liaison with GSA, Supply Support Code Assignments and Assistance in the Excess Disposal Program			
Adrian Guy	6135		
Agreements for services, supplies, loans and transfers, Logistics Liaison with DOD			
Howard Krattenmaker	6135		
Field Assistance to commissioned facilities R O Liaison with FAA Depot Acquisition of excess personal property from Government sources			
Murray Carter	6135		
PROPERTY MANAGEMENT SECTION, AWE-52B		PROCUREMENT BRANCH, AWE-55	
Ted Campbell, Chief	6137	George B. Whitehead, Chief	6170
F&E Project Materiel, F&E Property Transfers, Special Projects		Marie Hagen, Secretary	6170
Gene Hutchison	6137		
Lydia Gannis	6137	CONSTRUCTION CONTRACTING SECTION, AWE-55A	
Furniture & Equipment Standards, Employee Housing, Purchase Requests, F&E Capitalization		Dorothy Gragg, Chief	6174
Norma Carmel	6137	Construction & Architect/Engineer Contracting	
Bonnie Embry	6137	Dorothy Gragg	6174
F&E Project Status Reports, Project Change Documents, Project Materiel Cumulative List		Bernard Nichunsky	6173
Hal Waldron	6137	PURCHASING SECTION, AWE-55B	
Personal Property Transactions, Administrative Property		D. S. Edwards, Chief	6172
Robert Talbert	6203	Federal & Military Specifications, Small Purchases, and Issuance of SF 44's	
All Other Property		Florence Tipton	6175
Linda Bowman	6203	Procurement of Services & Supplies, GSA Contract Information	
		D S Edwards	6172
		Mary Zywicke	6272
		Ann Ta'a	6171
		Household movements, small purchases and issuance of GBL's	
		Geneva Davis	6278
		GSA Fedstrip(s), Contractor Product Literature	
		Anita Troy	6171
SERVICES BRANCH, AWE-53		REAL ESTATE AND UTILITIES BRANCH, AWE-56	
(Vacant)	6209	Ron Kroeger, Chief	6176
		Judith Sullivan, Secretary	6176
SERVICES SECTION, AWE-53A		REAL PROPERTY & UTILITIES SECTION, AWE-56A	
W. E. Williams, Chief	6207	Aleda M. Lane, Chief	6176
Administrative Operations Assistant	6207	Acquisition of Real Property by purchase, condemnation, Licenses, Permits and Agreements Acquisition of Utilities (Electric, Water, Gas, Sewerage, and Administrative Tele communications) Acquisition of Conference, Training and Meeting Facilities. Disposal of Real Property	
Sherrie McKenzie	6207	SPACE MANAGEMENT SECTION, AWE-56B	
Regional Office trouble calls, lost and found, housekeeping, conference room reservations	6201	Sara G. Richtman, Chief	6176
Drivers' licenses, and Regional Office motor Pool.	6208	Design, Specifications, Construction, Alteration, Repair and Management of Administrative Space, Assignment, Utilization, Furnishing, Arrangement and Floor Plans for Administrative Space, GSA Acquisition, Parking, Real Property Accountability	
OPERATIONS UNIT, David Houser, AWE-53A1		Regional Logistics JSS (Joint Surveillance System) Coordinator	6176
Property and Supply		Wallace P. Landford	
Chauncey Walker	6636		
Printing			
Chauncey Walker	6636		
Mail & Distribution			
Thelma Herbert	6633		
Loan pool, office machine, furniture & copy machine repair			
Lynette Gorospe	6275		

These telephone extensions of key functional areas may be used by Field Facilities or those at the Regional Office in resolving Logistics Problems or seeking information. The names of individuals presently occupying positions which are involved in these functional areas are also included. All inquiries concerning items not listed, should be directed to the appropriate Branch Chief or the Division Office.