ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

CE 1760.10A

9/6/90

SUBJ: REGIONAL HEADQUARTERS OFFICE SUPPLY SUPPORT

1. PURPOSE. This order provides policies and procedures for the use of a centralized office supply support activity maintained by the Logistics Division for personnel housed in the Central Region Headquarters Office.

2. DISTRIBUTION. This Order is distributed to the division level in the regional office.

*3. CANCELLATION. Orders CE 1760.10, Regional Headquarters Office Supply Support, dated April 1, 1983, and CE 4405.4A, GSA Self-Service Store Credit Cards, dated November 14, 1980, are canceled.

4. BACKGROUND. The General Services Administration (GSA) has opened a Commercial Customer Supply Center (CSC) in Kansas City. All FAA facilities in the Central Region, except for those in St. Louis, must order office supplies from the Commercial Customer Supply Center through the Logistics Division. The Logistics Division will continue to operate a small office supply activity in Room B9.

5. POLICY. General-use office supplies will be obtained from the Logistics Division by those activities located in the Central Region Headquarters. Infrequently used supply items will be acquired, based on demand, by the Logistics Division either from the GSA CSC or through established purchase procedures. Stocked items will be available for pickup, if desired, in Room B9. Special order items, i.e., special folders, will take from five to ten days from date of Logistics Division order. Extraordinary items, i.e., expensive pen/pencil sets, clocks, desk accessories, etc., or equipment will not be ordered or supplied.

6. RESPONSIBILITIES.

a. Division and Staff Offices are responsible for:

(1) Furnishing and maintaining the currency of the information requested in Paragraph 7a.

(2) Assuring that acquisitions are limited to actual minimum needs and used for official Government business only.

b. The Logistics Division is responsible for:

(1) Maintaining centralized control over the supply support activity in the Central Region Headquarters.

(2) Assuring compliance with established regulations and procedures governing the acquisition, stockage and utilization of supplies in the regional office.

7. PROCEDURES.

a. Division and Staff Offices will:

* (1) Designate, in writing, one primary individual and may designate an alternate at branch level to order supplies. Provide copy of designation to the Logistics Division, ACE-52A.

(2) Update the designation not less often than anually.

(3) Periodically review and monitor utilization of supplies.*

b. Division Designees will:

* (1) Order supplies, once every two weeks, from the Logistics Division, ACE-52A, using FAA Form 4650-9, Requisition-Invoice, according to the schedule listed in Appendix 1. The form should be prepared in triplicate and signed by the designated individual. All items ordered must show complete description and National Stock Number (NSN), if any. Emergency orders may be placed on other than normal requisitioning days if approved by the Manager, Materiel & Services Branch, ACE-52.*

(2) Exercise proper judgment, based upon requirements, in determining their inventory of supplies, assuring adequate but not excess stockage. No more than a three-week supply will be on hand in each office.

c. The Logistics Division will:

* (1) Stock a small (at least 2 weeks) supply of frequently used items that may be obtained by user organizations in Room B9. Division designees may draw from this supply using procedures specified in paragraph 7b.(1).*

(2) Periodically review and monitor acquisition, stockage, and utilization of supplies in the regional office and adjust inventories or procedures, as necessary.

Stanley Rivers
Acting Regional Administrator

APPENDIX 1. REQUISITIONING SCHEDULE

The following schedule applies to the requisitioning of office supplies:

1st and 3rd Mondays of each month	ACE-1, 2, 5, 6, 7, 9
1st and 3rd Tuesdays of each month	ACE-10
1st and 3rd Wednesdays of each month	ACE-20, 300
1st and 3rd Thursdays of each month	ACE-40
1st and 3rd Fridays of each month	ACE-50, 700
2nd and 4th Mondays of each month	ACE-100, AFR, DARR, SEIC
2nd and 4th Tuesdays of each month	ACE-200
2nd and 4th Wednesdays of each month	ACE-600
2nd and 4th Thursdays of each month	ACE-400
2nd and 4th Fridays of each month	ACE-500