ORDER

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

WP 1800.19B

2/16/84

SUBJ: EVALUATION OF REGIONAL LOGISTICS PROGRAMS

1. PURPOSE. This order establishes the regional program for evaluation of Logistics program functions at field and Regional Headquarters levels.

2. DISTRIBUTION. This order is distributed to branch level and above in the Regional Headquarters and standard distribution to all field offices and facilities.

3. CANCELLATION. WE 1800.19A, Evaluation of Field Logistics Activities, dated March 11, 1983, is cancelled.

4. RESPONSIBILITIES. It is the responsibility of the Logistics Division to accomplish scheduled and special Logistics program evaluations in the Region to determine the effectiveness and efficiency of Logistics support services; assure compliance with pertinent agency directives, procedures, and policies; and to instruct and provide guidance to personnel involved in Logistics activities. These evaluations do not relieve field supervisory officials of the responsibility for performing periodic internal reviews of their logistics operations to insure compliance with agency directives and accepted practices.

5. OBJECTIVES.

a. Conduct a sufficient number of evaluations to enable an assessment of total program performance each two years.

b. Assure attainment of program objectives by ascertaining to what degree directives are adhered to and if achieving the purpose for which intended and in the most economical manner.

c. Provide assistance and guidance in all Logistics programs and recommend improvements and refinements in techniques and procedures.

d. Assess compliance with national and regional directives, procedures, and policies, to include the functional responsibilities assigned to the Logistics Division.

6. SCOPE. This order is applicable to the evaluation of all Regional Logistics activities, wherever performed, in support of Agency/Region programs at all levels.

7. METHOD OF EVALUATION.

a. The base for measurement of effectiveness will be the policies, orders, systems, directives, etc., issued or implemented by the Washington Acquisition and Materiel Service, Regional Logistics Division, and similar policy or directive documentation applicable to logistics activities issued or implemented by other Washington offices and services. The actual performance of the mission will be a basic evaluation factor.

b. The evaluations are intended to function as an "assistance" program by providing on-the-job guidance when necessary, and recommending solutions.

8. SCHEDULING OF EVALUATIONS.

a. Field evaluations shall encompass the geographical area of an Airway Facilities Sector, and shall include a review of all FAA offices within that boundary; i.e., Airway Facilities, Air Traffic, Flight Standards, Airports, Civil Aviation Security, Aviation Medical, and Resident Director.

b. Regional Headquarters evaluations shall include the appropriate element and/or location(s) pertinent to the specific operation.

c. Evaluation schedules shall be projected in such a manner as to minimize any adverse effect on the facility; i.e., published in advance for planning purposes by the facilities, and shall be coordinated with the Regional Public Affairs, Planning, and International Aviation Staff and Regional Divisions (see Appendix 1).

d. Field and regional elements, along with the appropriate Regional Divisions, shall be notified at least two weeks in advance of the scheduled evaluation so that they may have time to prepare items for discussion. Copies of the notification shall be provided to the FAA Representative in that area.

9. REPORTING.

a. All formal scheduled evaluations shall be conducted by use of a printed guideline tailored to the operation, depending upon the extent of the Logistics functions required to be performed by that activity.

b. The on-site official (manager) responsible for that activity shall be briefed by the Evaluation Team Leader on the initial visit and shall be provided with an itinerary if more than one physical location is involved.

c. A de-briefing shall also be conducted with the same official on the final day of the evaluation. Items of discussion will include evaluation findings, required action items, appropriate action office, and the proposed date of completion.

d. The evaluation report shall be distributed no later than 30 days following the evaluation. Copies will be provided as follows:

Field or Regional element evaluated	1 copy
Appropriate Regional Division	1 copy
Public Affairs, Planning, and International Aviation Staff, AWP-4	1 copy
Director, Acquisition and Materiel Service, ALG-1	1 copy
Manager, Administrative Systems, ALG-10	2 copies
Regional/Deputy Director, AWP-1	Executive Briefing

10. FOLLOW UP AND FEEDBACK. To maintain a positive feedback channel for securing regional and field input toward increasing the effectiveness and performance of the logistics program in its broad support mission, follow-up and feedback is imperative.

a. Action items shall be carried as a follow-up and closed out when corrective action has been taken.

b. Follow-up documentation shall include the following:

(1) Recommendations.

(2) Office assigned responsibility for action.

(3) Target date for completion of corrective action.

(4) Corrective action taken.

c. To simplify the follow-up process, a common numbering system will be used. It will indicate who conducted the evaluation and when, as in this example:

WHO	WHEN
WP-LG	84-6

Written as WP-LG-84-6, it identifies the sixth evaluation performed by the Logistics Division in Fiscal Year 1984.

d. The evaluation follow-up process will be an element for review in successive evaluations.

11. REQUESTS FOR ASSISTANCE. Inasmuch as the evaluations are intended to be an "assistance" program, the Logistics Division is prepared to aid any office having difficulty administering Logistics programs. In addition to the availability of expertise from within each Branch discipline; i.e., Materiel Management, Acquisition Management, and Real Estate and Utilities, all field and regional elements are also encouraged to request assistance and/or guidance from the Logistics Division Evaluation Officer.

Marx V. Tyler
Manager, Logistics Division

APPENDIX 1, SCHEDULE OF LOGISTICS EVALUATIONS

GEOGRAPHIC AREA	FY-84												FY-85												FY-86											
	OCT 83	NOV 83	DEC 83	JAN 84	FEB 84	MAR 84	APR 84	MAY 84	JUN 84	JUL 84	AUG 84	SEP 84	OCT 84	NOV 84	DEC 84	JAN 85	FEB 85	MAR 85	APR 85	MAY 85	JUN 85	JUL 85	AUG 85	SEP 85	OCT 85	NOV 85	DEC 85	JAN 86	FEB 86	MAR 86	APR 86	MAY 86	JUN 86	JUL 86	AUG 86	SEP 86
REGIONAL OFFICE ADMIN. SUPPLY										X																								X		
REGIONAL AF LOAN STOCK					X																										X					
REGIONAL AF F & E LOAN																											X									
FREMONT ARTCC																									X											
GUAM SECTOR																					X															
HAWAII HUB & ARTCC SECTORS																							X													
LAS VEGAS SECTOR																	X																			
LOS ANGELES SECTOR													X																							
OAKLAND SECTOR											X																								X	
PALMDALE ARTCC																										X										
PHOENIX SECTOR																														X						
RIVERSIDE SECTOR															X																					
SACRAMENTO SECTOR							X																									X				
SAN DIEGO SECTOR																			X																	
SAN FRANCISCO SECTOR								X																												

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Appendix 1