ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHWEST REGION

SW 6012.2C

10/26/88

SUBJ: SECTOR SUPPORT FOR F&E PROJECTS

1. PURPOSE. This order updates procedures and responsibilities for obtaining sector support for F&E projects. It also incorporates additional requirements to aid in the efficient and timely completion of F&E projects.

2. DISTRIBUTION. This order is distributed to section levels in the Airway Facilities Division, all Airway Facilities Sectors and Sector Field Offices, and Installation/Construction forces of the Airway Facilities Division.

*3. CANCELLATION. This order cancels Order SW 6012.2B, Sector Support for F&E Projects, dated 4/26/79. *

4. EXPLANATION OF CHANGES. This Order:

a. Provides for the Sector Manager to assign an F&E coordinator for each major F&E project.

* b. Brings this directive into conformance with existing agency directives system. *

5. RELATED DIRECTIVES.

* a. Order 3500.2B, FAA Field Logistics Program Management. *

b. Order 4650.7, SW SUP 9, SW Appendix 1, Management of Project Materiel.

c. Order 4650.6C, Advance Screening of F&E Unassigned and Excess Equipment.

d. Order 4250.9A, Field Inventory Management and Replenishment Handbook.

e. Order SW 4441.5, Leased Telecommunications Services Management.

6. BACKGROUND.

a. F&E projects are often planned and accomplished through the use of equipment relocated from other facilities. As a result, parts and/or exchange and repair of complete units are often required to complete the project. Such parts and exchange and repair units are available only in operations stock in the FAA Depot. Order 4250.9A, Field Inventory Management and Replenishment Handbook, prescribes procedures for requisitioning operations stocks, dictating use of the sector's supply support code when requisitioning such stock to meet priority needs.

Distribution: A-X (AF)-4; A-FAF-2/3/5/7 (Maximum); A-FAF-10

Initiated By: ASW-430

b. Other areas requiring support are the reporting of F&E unassigned equipment; the testing of RF cables used for radar or signal data installed under construction contract or by F&E forces; the operational status of equipment removed from service with accompanying modification records; and sector acceptance of TELCO circuits, equipment, and services per FAA request to TELCO.

7. RESPONSIBILITIES. Airway Facilities Sector Managers are responsible for:

a. Electronically testing all coaxial cables being installed under F&E projects or by F&E forces in accordance with the procedures outlined in paragraph 8.

b. Providing supply assistance to onsite F&E personnel.

c. Promptly requisitioning supply items for equipment repair, modification, or exchange and repair (E&R) when required by installation onsite personnel.

d. Assigning and requisitioning, by telephone, from the FAA Depot priority desk, under Priority 4, supply items for equipment repair, modification, or E&R, when required by installation onsite personnel. The F&E 8-digit job order number must be presented in order to get the charges to the appropriate project and not to the sector cost center code.

e. Advising the Electronics Engineering Branch, ASW-430, or the Environmental Engineering Branch, ASW-440, of any supply problems that may delay F&E project completion.

f. Promptly returning defective E&R units that were acquired by the above actions.

* g. Assuring that materiel/equipment previously identified as F&E excess is promptly reported to F&E unassigned in accordance with Order 4650.7 and related regional supplements and that the F&E job order number is properly identified on, Project Material List, FAA Form 4650-12, 60 days prior to scheduled project completion. *

h. Assuring that equipment being removed from service meets normal maintenance/operation tolerances and that a statement to that effect is entered in the facility log upon removal from service. This log entry shall also specify that the modification record, Airway Facilities Modification Record, FAA Form 6032-1, is included with the equipment.

i. Assuring that the physical condition of removed equipment is maintained pending disposal action and that no cannibalization and/or component exchange takes place without prior regional office approval.

j. Immediately inspecting upon receipt all FAA equipment received for a project to determine whether instruction books are included. If none are received and adequate books are not available within the sector, promptly notifying the appropriate engineering branch, ASW-430/ASW-440.

* k. Arranging for physical storage of F&E equipment to safeguard its condition and security. Obtain appropriation codes from Materiel and Property Section, ASW-52B, for expenses such as renting commercial storage, hiring help to load and unload, hauling to and from the job site, and renting equipment such as forklifts, cranes, or trucks. *

l. Monitoring the timeliness and technical aspects of leased telecommunications work orders per Order SW 4441.5. Since rescheduling equipment deliveries, etc., may result in the telephone company completing work orders at times when FAA installation personnel are not onsite, the Airway Facilities Sector (AFS) will be responsible for assuring that this TELCO work is satisfactorily accomplished. This will include making the required audio runs on new circuits. If leased circuits and/or equipment are required to support the installation effort, notify ASW-430 of any delays experienced.

* m. Assigning a sector person, at the Phase I meeting, to be the F&E coordinator for each major F&E project. The coordinator's duties would be to follow the job from beginning of installation until the Joint Acceptance Inspection (JAI), be a liaison between the F&E crew and the sector, be a point of contact for the F&E crew, and be a member of the JAI board. If possible, the same person should remain as coordinator for the duration of the project. *

8. TESTING OF COAXIAL CABLES.

a. Cable testing is to be performed in conjunction with and at the request of the construction representative/resident engineer or the F&E installation representative on the F&E project using a Time Domain Reflectometer (TDR) and Megger, if appropriate, in accordance with agency/regional guidelines.

b. These tests are to be conducted while the cable is on the reel prior to installation and again as a composite system following each splice, when connectors have been installed and after trench backfill has been completed. Every effort shall be made to assure that the contractor is not delayed pending these tests.

c. Results of such tests shall be given to the F&E representative to relay to the contractors and shall become a part of the facility permanent records as well as the Joint Acceptance Inspection. Any significant deviation from agency/regional standards shall be provided to the construction representative for corrections without delay, as required under the contract.

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