

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1700.22

8-6-74

SUBJECT: DEPARTMENTAL HEADQUARTERS WAREHOUSE MANAGEMENT

1. PURPOSE. This order establishes operating procedures for the management of the Department of Transportation (DOT) collocated Headquarters Warehouse.
2. SCOPE. The provisions of this order apply to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5 (m) of the Department of Transportation Act, this directive is applicable to the NTSB. This directive applies only to warehousing support of Departmental elements located in the Washington, D. C. area.
3. REFERENCES.
 - a. DOT 1090.10, Determination and Transfer Order: Collocated Headquarters Warehouse Management, of 7-6-70, which documents the decision of the Secretary that management of warehousing operations can be performed more economically and effectively with the collocation of warehousing functions. The Director of Administrative Operations, through the Support Services Division, Facilities Management Branch, develops and coordinates procedures and manages warehouse functions.
 - b. DOT 4600.1B, Redistribution of Excess Personal Property, of 4-12-73, which established procedures for processing excess property within the Department prior to declaration to General Services Administration (GSA) for disposal.
4. GENERAL. Management of a Departmental warehouse includes storage, control, receiving, transshipment, publications/forms distribution, and certain related warehousing operations (including related driver services).
5. PROCEDURES.
 - a. All procurement requests for items which will not be put into immediate use must specify destination as: 1725 15th Street, N.E., Washington, D. C. 20590.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
National Transportation Safety Board

OPI: Office of
Administrative
Operations

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- b. Procurement offices shall provide at least two copies of all purchase orders to the Office of Administrative Operations, Warehouse Section, TAD-443.1, for those items marked for warehouse delivery. Additional copies shall be provided if procedures of the ordering organization require them.
- c. Upon receipt of material in the warehouse, a copy of each signed purchase order will be returned to each office designated by the ordering organization.
- d. Request for transfer of items to and from the warehouse will be made on DOT F 4240.1, and continuation sheet DOT F 4240.2 when required, which must be approved by the authorized DOT element property custodian. The FAA is authorized to continue to use WA Form 4650.2. Any changes to WA Form 4650.2 must be coordinated with the Office of Administrative Operations, OST. DOT F 4240.1 and DOT F 4240.2 will be available through normal supply channels in July, 1974.
- e. Requests for issue of warehouse stored property should normally allow the Warehouse Manager 24 hours lead time in which to arrange delivery schedules. Deliveries (except to those organizations having signed agreements indicating otherwise) will be platform to platform. Inside delivery and placement is the responsibility of the ordering organization. Limited dock space dictates that a delivery schedule agreed to by the Warehouse Manager be strictly adhered to. Exceptions to the delivery schedules will be made in emergencies. All overtime imposed on the warehouse staff is chargeable to the organization requiring the work. In emergencies the requesting organization must submit fund citation and work justification to the Warehouse Manager within 24 hours following work completion (normal working hours 8:00 a.m. to 4:30 p.m.). Overtime requirements for other than emergencies must be approved in advance.
- f. Material moved to and from the warehouse will be receipted for by responsible authorities. The warehouse management will retain files of receipts and withdrawals.
- g. Each DOT element will maintain its own inventory of material in the warehouse.
- h. Property in the warehouse is segregated by type - not by DOT element holding title to it.
- i. The warehouse as a whole is protected by Federal Police and/or intrusion and fire alarm systems. No special security vaults or areas are available for exceptionally valuable pilferable items.

6. RESPONSIBILITIES.

- a. Annually, or as changes in authorized representatives are made, each element will provide a listing of those employees designated as representatives authorized to approve requests for transfer of items to and from the Departmental warehouse. Facsimile signatures of the authorized representatives will be furnished to the Warehouse Manager. Semi-annually a joint inventory of all warehouse items will be conducted by each DOT element and the Warehouse Manager. Copies of Standard Form 120 (Report of Excess Personal Property) will be forwarded to the warehouse for items declared surplus. Each organization will be responsible for the control of accountable property within its organization. The warehouse is not intended as a storage facility for unusable items. Each organization is responsible for keeping its holdings current.
- b. Apparent losses, thefts, or damage to property uncovered during the inventories shall be reported promptly in writing to the Office of Investigations and Security (TAD-50) by the activity having accountability for the property involved. Reports of damaged property will be submitted to TAD-50 only when it appears that the damage was intentional or resulted from unauthorized use or tampering. The written report should describe fully the circumstances surrounding the discovery, including the names of the persons who may have had access to the property in question.
- c. The bulk and working stock of publications and forms will be managed by the Publications and Forms Section who will notify the applicable office when minimum stock levels are reached or when the stock is depleted. Upon notification, the concerned element will take necessary action to replenish the stock level or notify the Publications and Forms Section the material is no longer a stock item. All elements are responsible for conducting regular reviews of printed matter to determine which stock may have become obsolete and for furnishing written disposition instructions to TAD-443.1. All existing procedures in effect with regard to field organizations ordering forms through established depots are to continue in force. This order does not alter those instructions.
- d. Requests for forms and publications will be forwarded to the Publications and Forms Section, TAD-443.1. Requests will be on route slip, memorandum, letter or agency request forms and submitted in duplicate.
 - (1) Local requests - via messenger envelope addressed to TAD-443.1.
 - (2) Other points - via mail to Department of Transportation, Publications and Forms Section, TAD-443.1, 400 7th Street, S. W., Washington, D. C. 20590

- e. Telephone requests will not be accepted except for emergency requests. Emergency requests that are required prior to routine mailing time (seven working days from receipt by TAD-443.1) may be picked up at the Warehouse, 1725 15th Street, N.E., Washington, D. C., by requesting office. No pick-ups will be made without prior approval of the Facilities Management Branch, TAD-443.

FOR THE SECRETARY OF TRANSPORTATION:

William S. Heffelfinger
Assistant Secretary
Administration