



MF Program Action Item

Action Item Number: 2011-100 **Date Submitted:** 4/26/2011 **Submitted By:** ASL-34

Problem/Project Description:

Throughout the fleet, Avionics Officers/Chiefs are utilizing legacy (DECONFIGURED) MFs as their offices. Such use is not in compliance with NAVAIR 13670.1. Also creates errors in MALS on hand configuration inventories.

Recommendation:

Recommend generating an Division Officer/Chief MF and a Conference MF. Consider double and triple wide configurations.

Division Office requirements (Double Wide):

- Two desks with chairs
- Two four drawer file cabinets
- Location by each desk for dry erase board (3'X5' in size??)
- In one location a big dry erase board
- Counter top space with shelving above

Conference Room (Triple Wide):

- Big conference room table centered in the room with chairs (seating for 12??)
- Seating (benches??) on internal walls of MF
- Overhead projector
- Screen on one bulkhead for overhead projector
- Two large white boards on separate sides

Status/Course of Action: (Funded Yes No N/A)

06/14/11 - This was initiated by ASL and is for discussion purposes. Too many waiver requests are coming in asking for ability to retain surveyed MFs for class rooms and offices. It's time to make this a requirement vice an ADHOC project.

06/28/11 - NI Eng developing initial drawings for ASL MFPO review.

Action Agency: ASL-34 **Assigned To:** MGySgt McCutcheon **Date Assigned:** 06/14/11

Est. Completion Date: 06/30/12 **Act. Completion Date:** _____ **Closed By:** _____