



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Advisory Circular

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**Subject:** Federal Surplus Personal Property  
Program for Public Airport Purposes

**Date:** 8/31/2012  
**Initiated By:** APP-520

**AC No:** 150/5150-2C  
**Change:**

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## 1. PURPOSE.

This Advisory Circular (AC) acquaints public airport sponsors and other interested parties with the Federal Surplus Personal Property Program for Public Airports. It contains the procedures for applying for screener credentials and to request authorized surplus personal property through the GSAXcess® system administered by the General Services Administration (GSA) for disposition of federal surplus personal property.

## 2. PERSONAL PROPERTY DEFINITION.

“Personal property” means any property, except real property. 41 C.F.R. § 102-36.40. The GSA definition of “real property” is “Any interest in land, together with the improvements, structures, and fixtures located thereon, and appurtenances thereto, under the control of any Federal agency...” 41 C.F.R. §102-71.20. The Federal Aviation Administration (FAA) Financial Manual defines “Personal Property” as “any tangible property not meeting the definition of real property. It is not consumed in use, does not lose its identity when put into use and does not ordinarily become a non-severable component of other property.” The FAA Financial Manual further defines “Real Property” as, “A type of general property, plant, and equipment, consisting of assets of a fixed nature such as land, buildings, and other structures.”

## 3. APPLICABILITY.

This AC is intended primarily for airport operators, or their agents, who monitor and manage the day-to-day operation of the airport and who may also have operational responsibility for certain airport-related facilities. The Federal Aviation Administration (FAA) recommends the guidelines and standards in this Advisory Circular for the disposition of Federal surplus personal property.

## 4. CANCELLATION.

This AC cancels AC 150/5150-2B, Federal Surplus Personal Property for Public Airport Purposes, dated October 1, 1984.

**5. CHANGES.**

a. Streamlines the AC by limiting the focus to information required for public airports to participate in the Federal Surplus Personal Property Program for Public Airport Purposes.

b. Updates the points of contact for FAA Airports Regional and District Offices.

A handwritten signature in cursive script that reads "Benito De Leon".

Benito De Leon, Director  
Office of Airport Planning  
and Programming

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**1-1. AUTHORITY FOR THE DONATION OF SURPLUS PROPERTY TO AIRPORTS.**

a. The authority for the donation of surplus property is 49 U.S.C. §§ 47151-47153. These statutes authorize Federal executive agencies or instrumentalities to convey to a State, political subdivision of a State, or tax-supported organization any interest in surplus property:

(1) that the Secretary of Transportation decides is:

(a) desirable for developing, improving, operating, or maintaining a public airport (as defined in section 47102 of this title);

(b) reasonably necessary to fulfill the immediate and foreseeable future requirements for developing, improving, operating, or maintaining a public airport; or

(c) needed for developing sources of revenue from nonaviation businesses at a public airport; and

(2) if the Administrator of General Services approves the conveyance and decides the interest is not best suited for industrial use.

49 U.S.C. 47151(a)(1)(2).

Except for requests made by Federal executive agencies or instrumentalities, the Federal Government “shall give priority consideration” to a request made by a public agency (as defined in 49 U.S.C. 47102) for surplus property for use at a public airport. 49 U.S.C. 47151(e). Privately owned public airports are not eligible for donations through the surplus personal property program.

There is also a requirement that FAA Airports Regional or District Office approves the transfer.

b. The donation of surplus property is subject to certain terms and conditions requiring the property to be used for airport purposes. These terms are the “Certifications, Agreements, and Assurances” contained in Appendix 1 of this AC, and are agreed to at the time of the public airport’s application for screener authorization. When the screener requests Federal surplus property, he or she is making an offer of performance for the property. This becomes a contract if, and when, the transferring agency releases the property to the public airport.

c. FAA Order 5150.2, Federal Surplus Property for Public Airport Purposes, provides guidance and procedures for FAA participation in the disposition of Federal surplus property by the GSA for public airport purposes. FAA Order 5150.2 can be found at:

[http://www.faa.gov/regulations\\_policies/orders\\_notices/index.cfm/go/document.current/docume ntNumber/5150.2](http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.current/docume ntNumber/5150.2).

**1-2. FAA RESPONSIBILITIES IN THE TRANSFER OF SURPLUS PERSONAL PROPERTY TO PUBLIC AIRPORTS.**

The FAA Airports Regional or District Office:

a. Determines the property requirements of any State, political sub-Region of a State, or tax-supported organization for public airport use;

b. Sets eligibility requirements for public airports (responsibility of APP-500, Airports Financial Assistance Division) and makes determinations of eligibility;

c. Certifies that property listed on a transfer request is desirable or necessary for public airport use;

d. Advises GSA of FAA Airports Region or District Office officials authorized to approve transfer requests and notifies GSA of any changes in signatory authority;

e. Determines and enforces compliance with the terms and conditions under which surplus personal property is transferred for public airport use; and

f. Authorizes public airports to visit holding agencies for the purpose of screening and selecting property for transfer. This responsibility includes:

(1) Issuing a screening card or letter of authorization to only those persons who are qualified to screen.

(2) Maintaining a current record (to include names, addresses, and telephone numbers) of screeners operating under FAA Airports Region or District Office authority and making those records available to GSA upon request.

(3) Recovering any expired or invalid screener authorizations or issuing a notice that the Letter of Authorization has expired.

**1-3. PUBLIC AIRPORT RESPONSIBILITIES IN THE REQUEST AND RECEIPT OF SURPLUS FEDERAL PERSONAL PROPERTY.**

Public Airports who want surplus Federal personal property under this program must:

a. Apply to the FAA Airports Region or District Office for a screening card or letter. See Appendix 2 for a list of points of contact.

b. Apply to the FAA Airports Region or District Office for access to GSAXcess®. See Appendix 3 for an application form.

c. Screen for available surplus personal property in person or by using GSAXcess®.

d. Coordinate with their servicing FAA Airports Regional or District Office to facilitate transfers of eligible property to authorized recipients by notifying the FAA Airports Regional or District Office when screeners are no longer eligible to screen.

e. Certify that the requested property is for public airport use.

f. Arrange for pick up and/or pay packing, crating, handling, and transportation for allocated property.

g. Ensure that requests for Federal surplus personal property are authorized prior to physical receipt of the property and by providing the FAA Airports Regional or District Office with signed copies of all transfer orders notifying them that pick up or shipment has been accomplished.

h. Maintain the property in good repair and make it available for inspection by FAA Airports Regional or District Offices upon request for the remaining useful life, or a maximum of one year from the date of receipt.

i. Not sell, salvage, donate, or otherwise dispose of the property without the consent of the FAA Airports Regional or District Office.

j. Not use surplus personal property received for non-airport purposes except when the following conditions are met:

(1) The use is for public purposes.

(2) The use does not result in personal profit.

(3) The use does not interfere with the continued availability of the property for airport purposes.

(4) The airport account is fully credited with the fair retail value of the property and reimbursed for any cost of repairs attributable to the permitted non-airport use.

k. Not include either the original cost or current value, depreciation or amortized cost of the property in airport rates and charges.

#### **1-4. PROPERTY ELIGIBLE FOR TRANSFER UNDER THIS AUTHORITY.**

a. The items listed below are examples of types of equipment typically required for the development, improvement, operation, or maintenance of a public airport. The listing is not intended to be all inclusive and the FAA Approving Official may require justifications for requests for equipment types not on the list.

sweepers  
rollers

approach lights  
boundary lights

mowers	wind cones
concrete mixers	wind socks
asphalt kettles	tetrahedrons
air compressors	wind tees
blitzers	segmented circles
dump trucks	wind direction indicators
rakes	cable
trucks	arresting barriers
tractors	blast fences
small utility vehicles	fencing
snow plows	utility systems/components
fire trucks	portable buildings or structures
aircraft rescue trucks	hangars
beacons	T-hangars
runway, taxiway and apron lighting	radio equipment
fixtures and equipment	navigational aids

b. If additional justification is requested by the Approving Official, a memo outlining the justification must be attached to the SF-123 (the form in Appendix 1) and submitted to the FAA Airports Regional or District Office explaining why the property is required. Justifications should include the present inventory of similar airport equipment, the specific use for which the property is requested, the procedures to be relied on to assure the continued availability for airport purposes, and the means by which the property will be maintained in serviceable condition.

#### **1-5. CRITERIA USED TO DETERMINE PROPERTY ELIGIBILITY FOR TRANSFER.**

The FAA Airports Regional or District Office will limit its recommendations to items that are listed in paragraph 9 of this AC, or to items having a similarly direct and primary application to the airport owner's continuing responsibility to operate, preserve, maintain, develop, and improve public airport facilities. Each request must be evaluated on its own merits. However, the FAA Airports Region or District Office, in certifying an airport owner's need for specific items of Federal surplus property, will consider the following factors:

a. **Relevance to Airport Facilities.** Many common items such as office equipment, passenger vehicles, printing and reproduction equipment, etc., may be needed to satisfy a general requirement of the owner of a public airport. However, FAA Airports Regional or District Office recommendations will be limited to items that will normally be used directly and primarily in the preservation, maintenance, operation, or development of basic airport facilities.

b. **Capability to Maintain.** Public airports receiving surplus Federal personal property will be required to maintain the property throughout its useful life. Some items, particularly complex heavy construction equipment, are costly to maintain. In certifying the need for equipment at a small airport, or at one with limited maintenance capabilities, the FAA Airports Regional or District Office will inquire as to the applicant's plans for maintaining it. A clear understanding should be reached that the public airport will not be relieved of this maintenance responsibility



due to a lack of maintenance capability normally required for the type of equipment requested. It should also be understood that the maintenance obligation does not extend into the indefinite future, but rather only as long as the property can, with proper care, be economically maintained in good working order. If there is any evidence that the public airport plans to request authority to trade in the item rather than maintain and use it, the initial request will not be approved. However, approval may be granted for the donation of selected items of equipment if needed to provide replacement components for similar items on hand.

#### **1-6. APPLICATION TO REQUEST TRANSFER OF FEDERAL SURPLUS PROPERTY.**

a. The airport applicant (representative/employee) must submit a written request (letter or e-mail), to the local FAA Airports Regional or District Office for designation as an eligible recipient of Federal surplus property.

b. The FAA Airports Regional or District Office will provide the requestor with:

- (1) A cover letter explaining the application requirements. (See Appendix 4)
- (2) An application for screener card or a Letter of Authorization. (See Appendix 5)
- (3) The “*Certifications, Agreements, and Assurances*” document. (See Appendix 1)
- (4) GSAXcess® Access Request Form. (See Appendix 3)

c. Once the required forms are correctly filled out, signed, and returned to the FAA Airports Regional or District Office, eligibility will be determined. If eligibility is confirmed, the FAA Airports Regional or District Office will sign the screener identification card or will issue a Letter of Authorization and return it to the authorized screener.

d. The airport is then eligible for assignment of a GSAXcess® User ID code by GSA. The FAA Surplus Personal Property Program Coordinator located at the FAA Airports Regional or District Office will forward the completed GSAXcess® User ID Request form to the FAA National Airport Property Utilization Officer, APP 520, in Washington, DC.

e. The FAA National Airport Property Utilization Officer will review the request and submit it to GSA for assignment of an Access Code. GSA will assign the appropriate GSAXcess® Access Code and will provide the Access Code ONLY to the authorized screener via e-mail message.

f. GSA will provide verification to the FAA Surplus Personal Property Program Coordinator at the FAA Airports Regional or District Office that the code has been issued to the authorized screener.

**NOTE:** The regulations carrying out Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, et. seq.) require nondiscrimination assurances by the recipients of any Federal loan,

grant, or other assistance. 15 C.F.R. § 8.5. These assurances state that the assistance recipient will not discriminate on the basis of race, color, or national origin. Applicants must understand that such assurances, provided as a part of the Screener Application, also become part of the contract which results in release of the surplus property to them.

#### **1-7. USE OF PUBLIC AIRPORT AGENTS.**

a. Owners of airports may find it helpful to designate a State official, or recognized official of a collective association, not only to screen surplus property, but also to apply for the property as its agent.

b. When an agent represents an applicant; screening, preparation, and processing of applications use the following procedures where compatible with State law to expedite the process.

(1) An airport owner who wishes to use an agent must prepare a formal delegation of authority for the agent. It must empower the agent to apply for, screen, and request property on the airport's behalf and to commit the airport owner to the obligations listed in this AC. Provide copies of this delegation to the agent and to the FAA Airports Regional or District Office.

(2) An airport owner should provide its agent with a "want list" of general categories of surplus property desired for the airport. The agent should screen GSAXcess®, to determine the availability of items needed by the airport owners.

(3) The agent may contact or visit the site of the surplus property to determine its suitability to fill the airport owner's requirements.

(4) The agent should find out if the airport still wants the property in its current condition and location before it requests an item for an airport owner and GSA allocates a transfer.

#### **1-8. METHODS OF LOCATING SURPLUS PERSONAL PROPERTY.**

a. If a Federal agency wishing to transfer excess personal property is aware of a requirement for property by a public airport, the agency should annotate its Report of Excess Personal Property (SF 120), or the electronic report equivalent, to make GSA aware of this interest. In an addendum to the document, they should include the name of the requesting airport, specific property requested, and a brief description of how the airport intends to use the property. The airport should then contact the FAA Airports Regional or District Office to inform them of the excess personal property request. GSA allocates property to recipients after it has completed Federal excess screening,

b. GSAXcess® incorporates search criteria and a "Want List". GSAXcess® allows public airports and other users to search using specific criteria. The "Want List" enables users to indicate their property needs in terms of name, Federal Supply Class (FSC), condition and

location, and provides e-mail notification when new property items in the system database match items on their Want List. FSCs can be found electronically at

<http://www.dlis.dla.mil/H2/default.asp>.

c. Public airports should seek help from GSA Area Property Officers when they have questions and need training on the use of the GSAXcess® system. A complete list of Area Property Officers is located at:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?CONTACT\\_ID=Area+Property+Officers&CONTACT\\_TYPE=GROUP&contentType=GSA\\_CONTACTS](http://www.gsa.gov/Portal/gsa/ep/contentView.do?CONTACT_ID=Area+Property+Officers&CONTACT_TYPE=GROUP&contentType=GSA_CONTACTS).

d. Regional and local associations of airport owners may often be in a position to screen and find available surplus property suitable for transfer to public airports in their jurisdiction. The FAA Airports Regional or District Office will cooperate with these efforts and will refer these agencies to GSA for instruction in the use of the GSAXcess® System.

### **1-9. ALLOCATION OF PROPERTY REQUESTS**

a. When property is allocated by GSA, they will send an allocation email to the FAA Approving Official.

b. The FAA Approving Official at the FAA Airports Regional or District Office will review the request and make a determination as to the justification for the requested property and, if appropriate, electronically approve the request in GSAXcess®.

c. GSA will finalize the approval in GSAXcess® and send an email to the FAA Approving Official and the requestor with instructions and an electronic SF-123 containing the electronic approval signatures.

**NOTE:** If the FAA Approving Official determines that the request is not justified, they will enter a disapproval into GSAXcess® and GSA will notify the requestor.

d. When screening in person at a holding agency, the screener should prepare a SF-123 Transfer Order, obtain the required authorization from the FAA Airports Region or District Office, and forward the request to GSA.

### **1-10. PICKUP OR SHIPPING ARRANGEMENTS.**

a. Surplus personal property is under the jurisdiction of the agency that is holding the property. It is the responsibility of the receiving public airport or its agent to make arrangements with the point of contact listed on the SF-123 Transfer Order for pickup or shipping of the property. Arrangements must be made within 14 days of the date on the SF-123 Transfer Order.

b. If an approved SF-123 Transfer Order is not received within the 14-day period, or if pickup is not performed within the 14 days following GSA allocation, other disposition of the property may be made by the GSA Allocating Officer.

c. Repeated failures by public airports to remove property within the required time frame may have a negative impact for the public airport in the GSA allocation process.

### **1-11. OBLIGATION ON TAKING POSSESSION.**

Public airports receiving Federal surplus personal property must adhere to the responsibilities described in paragraph 8 of this AC.

### **1-12. ACCOUNTABILITY FOR PROPERTY**

a. When a public airport picks up surplus personal property, they must sign the SF-123 Transfer Order and fax a copy to the FAA Airports Regional or District Office. The FAA Airports Regional or District Office will add this surplus property to the inventory of surplus personal property held by the public airport. This inventory is the basis for periodic FAA reviews to assure the terms and conditions of the donations are being met.

b. Public airports will not be held accountable for surplus personal property for more than one year from the date of the donation. In certain circumstances, they may be relieved of accountability at an earlier date by the FAA Airports Regional or District Office on presentation of a satisfactory letter containing adequate justification requesting release.

### **1-13. REQUESTS FOR PROPERTY NOT COVERED UNDER THIS AUTHORITY.**

Airports may also be eligible to receive property donations through their State Agency for Surplus Property (SASP). Contact information can be found at:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=10790&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=10790&noc=T).

The SASPs perform screening for State and local governments and eligible nonprofit organizations within the State. These SASPs may charge fees to recover administrative, screening, and transportation expenses from the final recipient.

## APPENDIX A. CERTIFICATIONS, AGREEMENTS, AND ASSURANCES

The transferee specified in block 13a on the obverse of this transfer order, in consideration of and for the purpose of obtaining any or all property for donation covered by such transfer order, recognizes and agrees that any such transfer will be made by the United States in reliance on the following certifications, agreements, and assurances:

### 1. OFFICIAL SIGNING IN BLOCK 13b AS REPRESENTATIVE OF:

#### a. STATE AGENCY.

(1) As a condition of the allocation of property listed in block 12, the State agency, for itself, and with respect to any such property to be distributed in an adjacent State, pursuant to an approved Inter State Distribution Agreement as agent for an authorized representative of the adjacent State, hereby certifies:

(a) It is the agency of the State designated under State law and as such has legal authority within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, 63 Stat. 386, as amended (hereinafter referred to as the Act), and the regulations of the General Services Administration to receive surplus property for distribution within the State to eligible donees within the meaning of the Act and regulations.

(b) The property listed on this document or attachments hereto is usable and needed by a public agency for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, by an eligible nonprofit organization or institution which is exempt from taxation in the State under section 501 of the Internal Revenue Code of 1954 for the purpose of education or public health (including research for any such purpose), or by an eligible nonprofit tax-exempt activity for programs for older individuals.

(c) When the property is picked up by or shipped to a State agency, the State certifies that it has available adequate funds, facilities, and personnel to effect accountability, warehousing, proper maintenance, and distribution of the property.

(d) When the property is distributed by a State agency to a donee, or when delivery is made direct from a holding agency to a donee, that the donee who is acquiring the property is eligible within the meaning of the Act and the regulations of the General Services Administration, and that such property is usable and needed by the donee.

(2) With respect to donable property picked up by or shipped to a State agency, the State agency agrees to the following

(a) The right to possession only is granted and the State agrees to make prompt statewide distribution of the same, on a fair and equitable basis, to donees eligible to acquire property under section 203(j) of the Act and regulations of the General Services Administration, after such eligible donees have properly executed the appropriate certifications and agreements established by the State agency and/or the General Services Administration.

(b) Title to such property shall remain in the United States of America although the State shall have taken possession thereof. Conditional title to the property shall pass to the eligible donee when it executes the certifications and appropriate agreements required by the State agency and has taken possession of the property.

(c) The State agency further agrees that it will pay promptly the cost of care, handling, and shipping incident to taking possession of such property and that during the time the title remains in the United States of America, it will be responsible, as a bailee for mutual benefit, for such property from the time it is released to the State agency or to the transportation agent designated by the State agency; and that in the event of any loss of or damage to any or all of the property, it will file such claim and/or institute and prosecute to conclusion such proceedings as may be necessary to recover for the account of the United States of America the fair value of any such property lost or damaged.

(d) No surplus property hereafter approved for transfer by the General Services Administration shall be retained by the State agency for use in performing its functions unless such property use is authorized by the General Services Administration in accordance with the provisions of a cooperative agreement entered into between the State agency and the General Services Administration.

(3) Where an applicant State agency is acting under an interstate distribution agreement approved by the General Services Administration as an agent and authorized representative of an adjacent State with which it shares a common boundary, the certifications and agreements required above shall also be made by the applicant State agency respecting the donees in such adjacent State to which distribution will be made and the property to be distributed in the adjacent State, and such certifications and agreements shall constitute the certifications and agreements to the adjacent State on whose behalf and as whose authorized representative the applicant State agency is acting.

b. SERVICE EDUCATIONAL ACTIVITY. Pursuant to section 203(j) of the Act and regulations promulgated thereunder, and a designation of personal property listed in block 12 is requested. It is hereby certified that (1) the signer is appropriately authorized; (2) the property is usable and necessary to carry out the educational purposes of the transferee, is required for use to fill an existing need, and will be used for such purposes within 1 year after it is obtained; and (3) funds are available and will be paid, when requested, to cover cost of care and handling incident to the donation, including packing preparation for shipment, loading, and transporting such property.

c. PUBLIC AIRPORT. Pursuant to the Act and section 13(g) of the Surplus Property Act of 1944, 58 Stat. 770, as amended, and regulations promulgated thereunder, request is hereby made for the property listed in block 12. The transferee agrees that (1) funds are available to pay the costs of care and handling incident to donation, including packing, preparation for shipping, loading, and transporting such property; and (2) if such property is donated to the transferee it will (a) not be used, sold salvaged, or disposed of for other than airport purposes without the consent of the Federal Aviation Administration; (b) be kept in good repair; (c) be used for airport purposes; (d) be appropriately marked as Federal surplus property and will be made available for inspection upon request; and (e) at the option of the United States, revert to the United States in its then existing condition, if all the aforesaid conditions are not met, observed, or compiled with.

#### d. STATE AGENCY SERVICE EDUCATIONAL ACTIVITY, PUBLIC AIRPORT OR DONEE.

(1) Assurance of Compliance, with GSA regulations, under Title VI of the Civil Rights Act of 1964, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title XI of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

The transferee agrees that (a) the program, for or in connection with which any property covered by this transfer order is acquired by the transferee, will be conducted in compliance with, and the transferee will comply with and will require any other person (any legal entity), who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program, to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 or 101.8) issued under the provisions of Title VI of the Civil Rights Act of 1964, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, and amended, 303 of the Age Discrimination Act of 1975 to the end that no person in the United States shall, on the ground of race, color national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the transferee receives Federal assistance from the General Services Administration; (b) this agreement shall be subject in all respects to the provisions of said regulations; (c) this agreement shall obligate the transferee and any other person (any legal entity), who authorized to provide services or benefits under said program, for the period during which it retains ownership or possession of any such property; (d) the transferee will promptly take, and continue to take, such action as may be necessary to effectuate this agreement; (e) the United States shall have the right to seek judicial enforcement of this agreement; and (f) this agreement shall be binding upon any successor in interest. (2) The transferee agrees that the Government assumes no liability for any damages to the property of the State or donee, any person, or public property, or for the personal injuries, illness, disabilities or death to employees of the State or donee, any other person subject to their control or any other person including members of the general public, arising from or incident to the property use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, or substance, or material harmless and indemnify the Government for any and all costs, judgment, action, debt, liability costs and attorney's fees or any other request for monies or any type of relief arising from or incident to the transfer, donation, use processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.

**STATEMENT OF ADMINISTRATIVE ACTION**

2. OFFICIAL SIGNING IN BLOCK 14b AS REPRESENTATIVE OF:

a. DEPARTMENT OF DEFENSE. The Department of Defense (DLA or Sponsoring Military Service) has determined that the personal property listed in block 12 is authorized and approved for donation to the service educational activity in block 13a (subject to any interim request by a Federal agency)

b. FEDERAL AVIATION ADMINISTRATION. The Administrator of the Federal Aviation Administration has determined that the surplus personal property listed in block 12 is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport, or reasonably necessary to fulfill the immediate and/or

able future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport.

3. OFFICIAL SIGNING IN BLOCK 14e AS REPRESENTATIVE OF GENERAL SERVICES ADMINISTRATION: The surplus personal property listed in block 12, except any disapproved items, is approved for transfer for donation purposes. Property listed hereon requested for transfer by a State agency is hereby allocated to that State. Such property will be held by the holding agency for a period no to exceed 42 calendar days from the surplus release date pending receipt of pickup or shipping instructions, whereupon it will be released to the donee.

SIGNATURE OF AIRPORT MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PERSON DELEGATED TO  
SCREEN/REQUEST SURPLUS PERSONAL PROPERTY \_\_\_\_\_

**APPENDIX B. FEDERAL AVIATION ADMINISTRATION REGIONAL AND AIRPORTS DISTRICT OFFICES AND REGIONAL BOUNDARIES**

The Address List for Regional Airports Division and Airports District/Field Offices is available at: [http://www.faa.gov/airports/news\\_information/contact\\_info/](http://www.faa.gov/airports/news_information/contact_info/).

**APPENDIX C. GSAXCESS ACCESS REQUEST FORM**

**NAME:**

**ACCESS LEVEL REQUESTED:**

**DONATION:**                       **SEARCH ONLY:**   
**SEARCH AND REQUEST:**

**TELEPHONE NUMBER:** (Area Code) (        )

**FAX NUMBER:** (Area Code) (        )

**EMAIL ADDRESS:**

**PRIMARY ACTIVITY ADDRESS CODE:**

**AGENCY BUREAU CODE: 6905**

**AGENCY/Airport Sponsor:**

**MAIL ADDRESS**

**CITY/STATE:**

**ZIP CODE:**

**OTHER ADDRESSES** (provide email, fax, or both)

**NOTE:** Please fill out additional copies if you have more than one individual requesting a GSAXcess Access Code. EMAIL through your Airport Manager to your FAA Region or District Office.

**TO BE COMPLETED BY THE FAA.**

**FAA PERSON(S) TO CERTIFY SF 123'S:**

**EMAIL ADDRESS:**

**PHONE NUMBER:** (Area Code) (        )

**FAX NUMBER:** (Area Code) (        )



**APPENDIX D. FAA RESPONSE TO REQUEST FOR SCREENING PRIVILEGES**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

<name> Airports District Office  
<Address>

<date>

<name, etc.>

Dear <name>:

Enclosed, you will find an application/screener card form, for participation in the Federal Surplus Personal Property Program for Public Airports (Program). You will also find enclosed, a document entitled, "CERTIFICATES, AGREEMENTS, AND ASSURANCES". This document details guidelines of the Program, and requires signature by the Airport Manager and each screener applicant.

Please return the application, bearing the signature of the screener applicant on the card portion, and signature of the Airport Manager on the signature line on the back of the card. Provide a color facial photograph of sufficient size to fit the box on the screener card.

We will complete the approval process and mail your Screener Identification card to you with the required FAA signatures.

Once the approval process has been completed, you will be provided with a GSAXcess Access Code allowing access to the GSAXcess System for electronic screening of Surplus Personal Property.

If you have any questions or concerns, please telephone me at <telephone number>

Sincerely,

Name  
Title

Enclosures

**APPENDIX E. SCREENER APPLICATION FORM**

**CERTIFICATIONS, AGREEMENTS, AND ASSURANCES**

**SURPLUS PERSONAL PROPERTY SCREENER CERTIFICATION APPLICATION FOR OPTIONAL FORM 92**

APPLICANT'S NAME: _____ ORGANIZATION: _____ EMAIL ADDRESS: _____ MAILING ADDRESS: _____	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
--	--

JOB TITLE: \_\_\_\_\_ PHONE NUMBER: (    )    FAX NUMBER: (    )   

List fields in which you have experience, education, or on-the-job training: (Auto mechanic, medical, administrative, etc.)

SCREENING EXPERIENCE: \_\_\_\_\_ YEARS. EXPLAIN: \_\_\_\_\_

<b>FOR SPONSORING AGENCY USE ONLY</b> <b>Period of Screening Authorized:</b> [Will be two years from end of month issued, unless otherwise authorized.]  <b>Federal Installations, Geographic Areas (STATES), or GSA Regions, Authorized to be screened:</b>  _____  <b>SPONSORING AGENCY OFFICIAL/DATE</b>  <b>FEDERAL AVIATION ADMINISTRATION</b>  <b>SPONSORING AGENCY AND LOCATION</b>  _____  <b>CARD NUMBER/EXPIRATION DATE</b>  _____
--

-----CUT HERE----- CUT HERE -----CUT HERE -----

**APPENDIX E (cont)**

***SCREENER'S IDENTIFICATION***

PHOTO	NAME
	ORGANIZATION
	SIGNATURE OF SCREENER
	SPONSORING AGENCY
	NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE.

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This Card Holder is authorized to screen and select personal property subject to the constraints hereon indicated

CARD NUMBER	EXPIRATION DATE
AUTHORIZED PROGRAM AND DATES	AUTHORIZED SCREENING LOCATION
SIGNATURE OF SPONSORING AIRPORT OFFICIAL	
SIGNATURE OF SPONSORING AGENCY OFFICIAL	

**TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION.**

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