

CHANGE**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION****4600.27B
CHG 1**

National Policy

Effective Date:
05/01/13**SUBJ: Personal Property Management**

- 1. Purpose.** The purpose of this change is to document the new organizational structure and responsibilities.
- 2. Audience.** This change applies to all FAA organizations and personnel.
- 3. Where Can I Find This Order?** You can find this change on https://employees.faa.gov/tools_resources/orders_notices/ or public Web site; https://www.faa.gov/regulations_policies/orders_notices/.
- 4. Explanation of Changes.** This change is to implement the change of responsibility for the Property Management Officer (PMO) from the Vice President of Technical Operations to the Deputy Assistant Administrator for Regions and Centers Operations.
- 5. Disposition of Transmittal.** Retain this transmittal with the base directive after you insert the changed pages.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1	03/08/2012	1	05/01/2013
2	03/08/2012	2	05/01/2013
5	03/08/2012	5	05/01/2013


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Administrator



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
4600.27B**

Effective Date
03/08/13

SUBJ: Personal Property Management

1. Purpose of This Order.

a. This order describes how the Federal Aviation Administration (FAA) manages its personal property. Personal property means property of any kind except real property. This order reflects Federal laws that tell the FAA how to manage its personal property and policy for physical control, accountability and utilization and disposition of government-owned, leased, and/or borrowed personal property. This order and its supporting process and procedure guides implement applicable Federal laws and regulations.

b. This order does not govern how the FAA manages real property, government-furnished property and contractor-acquired property. The FAA's Acquisition Management System (AMS) describes how to manage those assets. You can read about AMS on the FAA Acquisition System Toolset (FAST) website (<http://fast.faa.gov>).

2. Audience. This order applies to and tells all FAA organizations and personnel how to manage personal property.

3. Where Can I Find This Order? You can find this order on https://employees.faa.gov/tools_resources/orders_notices/ or public Web site; https://www.faa.gov/regulations_policies/orders_notices/.

4. What This Order Cancels. This revision cancels the following orders pertaining to inventory and warehouse management and replaces the canceled orders with the Inventory Management Guide.

- a. FAA Order 4600.27A, Personal Property Management, dated August 21, 2009.
- b. FAA Order 4630.1C, Management of Depot Inventories of Operating Materiel, dated November 12, 1986.
- c. FAA Order 4630.6, National Aviation Facilities Experimental Center (NAFEC) Materiel Management, dated November 1, 1971.
- d. FAA Order 4633.1, Physical Inventory, dated April 15, 1969.
- e. FAA Order 4700.2, Storage Management, dated April 5, 1978.

5. The Definition of Personal Property. Personal property is property of any kind except real property. The two categories of personal property are tangible and intangible. Tangible personal property refers to any type of property that can generally be moved, touched, or felt. Intangible personal property refers to personal property that cannot actually be moved, touched or felt, but instead represents something of value.

a. Accountable Personal Property. Personal property is accountable if it has a useful life expectancy of 2 years or more (3 or more years for administrative information non-National Airspace System (NAS) systems), does not lose its identity when placed in service, and

(1) costs \$5,000 or more; or

(2) is vulnerable to loss, theft, and misuse or relates to safety, security, calibration, and licensing. These items are accountable regardless of cost. The FAA Personal Property Process and Procedure Guide (see Appendix B) gives specific examples of this type of property.

b. Inventory. Inventory is personal property you acquire before you actually need or use it, and keep in a storage space to issue or use at a later time. This might include things like reparable field spares and project materiel. Inventory also includes personal property you maintain in major central and regional storage facilities as well as smaller, point-of-use facilities.

6. Who Manages FAA Personal Property? The FAA uses specific names to identify the people and organizations that manage its personal property. The names of those positions and their responsibilities include additional roles and responsibilities defined in the process and procedure guides listed in Appendix B of the FAA Personal Property Process and Procedure Guide.

a. Property Management Officer (PMO). The PMO develops and implements policy, systems, training, and other procedures as the focal point for FAA personal property management within and outside the FAA. The PMO has the authority to:

(1) obtain and manage fleet cards under the provision of 49 USC 106 and may delegate this authority to individuals who have the proper training and knowledge; and

(2) review and approve requests for waivers to the requirements contained in this order.

b. Deputy Assistant Administrator for Regions and Center Operations. The Deputy Assistant Administrator for Regions and Center Operations typically serves as the PMO and that person can delegate the authority to the Director of Aviation Logistics Organization.

c. Property Managers. Property managers are responsible for carrying out agency policies related to the personal property under their control. Property managers assign staff to manage various FAA property management programs. They identify, in writing, the Property Custodians responsible for the personal property in their accountable area.

3) Donate: means give property without reimbursement to eligible recipients under regulations prescribed by GSA.

(4) Sales: means to trade interest or ownership for monetary reimbursement to either the United States Treasury, or the Agency's applicable appropriation under exchange/sale authority in accordance with regulations prescribed by GSA.

(5) Abandon or destroy: means leave property at its original location or relocate it to a public or private facility to be crushed, burned, or buried under regulations prescribed by GSA.

b. Many FAA systems and equipment are unique and **if used outside the NAS** serve no practical purpose to other entities and may endanger **NAS integrity**. Under the provisions of Title 49, USC, section 401.10(c)(4), Special NAS Disposal, the FAA is exempt from the provisions of the Federal Management Regulations (FMR) and FPMR regarding the disposition of the "airport and airway property and technical equipment used for the special purposes of the FAA (e.g., technical equipment with the capacity to transmit across NAS-controlled airway frequencies)." Implementation of this authority is delegated to the Office of Finance and Management (AFN), Regions and Center Operations. All NAS systems require a reutilization and disposition plan.

11. Agency Reporting Requirements. The FAA will meet current Federal and departmental reporting requirements.

12. Authority to Change This Order. The Deputy Assistant Administrator for Regions and Center Operations or his/her delegate is authorized to issue or change this order.

13. Changes to Process and Procedure Guides. The Deputy Assistant Administrator for Regions and Center Operations or his/her delegate is authorized to issue or change FAA guides as needed to meet the needs of the agency. Updates to the guides resulting from changes to system software and changes not related to procedures or functional responsibilities may be initiated directly by the Director of Aviation Logistics Organization and evaluated for appropriateness by that office. Changes to procedures or functional responsibilities will be coordinated with the offices of primary interest for comment for a period of 30 calendar days. After comment resolution, the addition or change will be added to the guide and will become the current guidance.

14. Delegation of Authority.

a. The Deputy Assistant Administrator for Regions and Center Operations serves as the PMO and his/her authority is delegated to the Director of Aviation Logistics Organization.

b. Implementation of the authority identified in paragraph 14 is delegated to AFN, Regions and Center Operations.

c. The Deputy Assistant Administrator for Regions and Center Operations or his/her delegate is authorized to issue the guides and change the guides as listed in Appendix B, Process and Procedure Guide.