

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CT 4600.7D

October 12, 2004

SUBJ: REMOVAL OF PROPERTY FROM THE FAA WILLIAM J. HUGHES TECHNICAL CENTER

1. **PURPOSE.** This order establishes control over the removal of government-owned or leased property from any building or location at the FAA William J. Hughes Technical Center (Technical Center).
2. **DISTRIBUTION.** This order is distributed to all Technical Center employees including tenant organizations and contractor personnel and is available in electronic format on the Center Library web site: <http://actlibrary.tc.faa.gov>.
3. **CANCELLATION.** Order CT 4600.7C, Removal of Property From Technical Center, dated, May 22, 1997 is cancelled.
4. **POLICY.** Removal of any government property Accountable or Non-Accountable from any building or location at the Technical Center must meet the following:
 - a. Government property may be removed for official business only.
 - b. It is illegal for any employee, tenant, or contractor to remove government property unless they first complete form DOT F 1660.2, Property Removal Record (Appendix 1), or they carry a valid Property Security Pass, DOT F 1660.3 (Appendix 2).
 - c. A property pass WILL BE required for employees transporting government-owned or leased property from any building or location at the Technical Center in any vehicle during the normal course of duty.
 - d. Any property assigned to a custodian must have the custodian's approval prior to removal from any building or location at the Technical Center.
5. **PROCEDURES.** Any individual removing government-owned or leased property must have in his or her possession, at time of removal, a completed form Property Removal Record, DOT F 1660.2, or Property Security Pass, DOT F 1660.3.
 - a. Preparation and Distribution of Property Removal Record, DOT F 1660.2
 - (1) The form must be prepared in an original and three copies. The copies are distributed as follows:
 - (a) Original and one copy to the security guard;
 - (b) One copy to the property custodian;
 - (c) One copy to Asset Management Group.

The property custodian shall ensure that the individual removing the property has completed Parts A, B, and C as applicable. Government personnel complete Parts A and B. Non-government personnel complete Parts A and C. One copy shall be retained in the custodial file until property is returned.

(2) If the individual is an employee or representative of a contractor, vendor, or supplier and is removing property, the security guard will call the office having knowledge of the action and obtain verification.

(3) The security guard will complete Part D of the form and return the original to the individual.

(4) The individual removing the property is responsible to return the property in the same condition that it was received and to the custodian from whom it was borrowed.

b. Issuance of Form DOT F 1660.3, Property Security Pass. Government or contractor personnel having a continuing need in the performance of their duties to remove government-owned property, may be issued a Property Security Pass upon request from their supervisor to the Manager, Asset Management Group. These serial numbered forms shall be strictly controlled and accounted for and will not have an expiration date. They must be surrendered when the individual's duties change or the need no longer exists. Examples of personnel requiring Property Security Passes are, photographers, accident investigators, etc.

6. FORMS AVAILABILITY. Property Removal Record, DOT F 1660.2, is available in the Supermarket and at the Security Operations Center. Property Security Pass, DOT F 1660.3, will be controlled and issued by Asset Management Group.

/s/

Anne Harlan
Director, William J. Hughes Technical Center

Property Removal Record

Part A – To Be Completed By Each Person Removing Equipment		Date
NAME (Typed or printed)	DESCRIPTION OF EQUIPMENT (Include serial number)	OWNER
(Signature)		<input type="checkbox"/> DOT <input type="checkbox"/> PERSONAL <input type="checkbox"/> VENDOR <input type="checkbox"/> OTHER (Specify)

Part B – To Be Completed By DOT Personnel Only				
ORGANIZATIONAL ELEMENT	RTG.SYMB.	PHONE	OFFICE BLDG.	ROOM NO.

PART C - To Be Completed B Non-DOT Personnel Only

EMPLOYER	ADDRESS OF EMPLOYER	DOT OFFICIAL AND OFFICE AWARE OF REMOVAL	PHONE NO.
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PART D – To Be Completed By Guard

PERSON REMOVING PROPERTY WAS – <input type="checkbox"/> DOT EMPLOYEE <input type="checkbox"/> OTHER	IF OTHER – NAME OF OFFICIAL AND OFFICE WHO VERIFIED REMOVAL	VERIFIED BY <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON
SIGNATURE OF GUARD	BUILDING	TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

REMARKS

ROUTING INSTRUCTIONS FOR COMPLETED FORMS

GUARD: Fold original with lower third exposed, staple, and forward to security office
Provide duplicate copy to individual concerned.

SECURITY OFFICE : Forward to property management Office.

ROUTING OF COMPLETED COPIES		
TO	ROUTING SYMBOL	ORGANIZATION
1		
2		

Appendix 2

Property Security Pass

DEPARTMENT OF TRANSPORTATION FORM DOT F 1660.3

DEPARTMENT OF TRANSPORTATION
PROPERTY SECURITY PASS

_____ a DOT
identified by a DOT ID Card is authorized to remove
equipment of the type required by these duties.

No 07128 _____
Certifying Official

FORM DOT F 1660.3

(SAMPLE)